



## Buderim Mountain State School *'Strive to Achieve'*

# Student Leadership

## Information & Procedures Handbook



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## Timelines

- Student Leader nomination cards available for students - **Term 2 Week 8**
- Student Leader nominations close - **3:00pm Friday 28 October**
- Student Leader election presentations – **9:00am Wednesday 2 November**
- Student Leaders announced – **2:00pm Monday 7 November**
- School Captain nominations close - **3:00pm Wednesday 9 November**
- School Captain election speeches - **9:00am Friday 11 November**
- School Captain shortlist for interviews – **9:00am Monday 14 November**
- School Captain interview – **9:00am Wednesday 16 November**
- School Captains announced – **2:00pm Friday 18 November**
- Student Leader and School Captain Induction & Badge Presentation **9:00am Friday 3 February 2023**

## Student Leadership at Buderim Mountain State School

With our school motto being 'Strive to Achieve', we believe that students need opportunities to flourish and reach their full potential academically, socially and emotionally. Providing opportunities for students to learn leadership skills and lead key initiatives across the school, which are student driven, are critical skillsets to learn and develop in their senior years of primary schooling. Our student leadership program provides students with opportunities to have input into decisions, voice concerns and make suggestions to improve our school, as well as becoming more aware and part of the wider community.

Leadership is integral to life-long learning. All students should have the opportunity to demonstrate and develop leadership skillsets. Student leadership roles at Buderim Mountain State School include School Captains and Student Leaders. Students who aim to gain a student leadership role need to aspire to demonstrate an understanding and model our STRIVE core values in every aspect of school life.

<b>S</b> erve	<ul style="list-style-type: none"> <li>• Approachable, polite and friendly</li> <li>• Engage with a wide range of people in the school community</li> <li>• Communicate confidently</li> <li>• Listen to and consider others' opinions.</li> </ul>
<b>T</b> ogether	<ul style="list-style-type: none"> <li>• Cooperative</li> <li>• Problem solver</li> <li>• Forward Thinking</li> <li>• Team Player</li> </ul>
<b>R</b> espect	<ul style="list-style-type: none"> <li>• Honest and trustworthy</li> <li>• Fair</li> <li>• Inclusive</li> <li>• Exercise self-control</li> <li>• Role model the school rules (even when no one is watching)</li> </ul>
<b>I</b> ndividuals	<ul style="list-style-type: none"> <li>• Resilient</li> <li>• Inclusive</li> <li>• Inspire others</li> <li>• Supportive</li> </ul>
<b>V</b> olunteer	<ul style="list-style-type: none"> <li>• Help others in all areas of the school community.</li> <li>• Give their time to assist in projects.</li> <li>• Organised</li> <li>• Reliable</li> </ul>
<b>E</b> nthusiastically	<ul style="list-style-type: none"> <li>• Proactive (recognise things that need to be done without being asked)</li> <li>• Tries their best in everything they do</li> <li>• Follow projects through from start to finish</li> </ul>



## **STRIVE Student Leader Attributes**

Our school's STRIVE Leadership Program has identified the ideal student leadership skills, qualities and attributes. They have been grouped into skillsets, some of which contain a mix of skills and other attributes. Elected leaders will complete a Whole Brain Thinking (HBDI) self-reflection to assist them in developing self-awareness around their preferred and non-preferred thinking preferences in relation to these leadership skills.

### **Relationships**

Leaders are capable of engaging with people at an individual level. They can talk with everyone from Preps to the Principal in a one-on-one situation. They are approachable, personable, good listeners and can communicate effectively to solve problems.

### **Communication**

This is about communicating with a wide range of people. Leaders understand the student body as a whole and the diversity within it. They are confident speakers who can also write newsletter articles and design posters. Leaders also understand that listening is as important in communication as talking.

### **Organisation**

Leaders are organised. They manage their time well so as to balance meetings and behind-the-scenes work – but still get other commitments completed. They are strong on implementing decisions and actions, and are great at organising events down to the last detail.

### **Solving Problems**

Leaders can look at a problem or issue from different perspectives and make 'out of the box' suggestions for action. They are also prepared to raise an alternative point of view so that decisions made are based on a detailed discussion.

### **Implementation**

Leaders follow their projects through from start to finish, including writing up an evaluation and some handover notes for the next leaders.

### **Team Player**

Leaders are great at working with others. They know that to succeed requires a team effort and not personal glory. They show patience during difficult discussions where there are different viewpoints. They work with others to bring about a group decision.

### **Forward Thinking**

Leaders are ambitious about what they can achieve and see the bigger picture. They also see the steps along the way and can map out a plan for how to get there.

### **Encourage Others**

Leaders encourage others. They support others to achieve their goals, try their best in all situations, take risks and overcome disappointments.

### **Representation**

Leaders represent all students in the school. They have a deep concern for representing all students and listen carefully to all concerns. The best leaders are willing to represent all points of view, regardless of their personal convictions.



## Student Leader Criteria for Nomination

### Criteria for Selection

- High level of leadership skills verified by your classroom teacher. (see over the page)
- Received an **Ex** or a **VG** for Behaviour on your Semester 2, 2021 and Semester 1, 2022 Report Card.
- Have not received a Code Orange or Code Red in 2021 or 2022.
- Have attended Buderim Mountain State School from the beginning of Term 2 2021. (Considerations can be made for students who leave BMSS and return in Year 5 or 6.)
- Scored a minimum of 5 points in the categories of Community, Service and Achievement.
- High rate of attendance.
- High level of personal presentation – always wears school uniform, including plain black shoes.

### Categories

Category 1. Community
I participated at the Athletics Carnival 2021/2022.
I participated in the Swimming Carnival 2021.
I participated in the Cross Country Carnival 2021/2022.
I volunteered and assisted at a P&C Working Bee in 2021/2022.
I represented BMSS at another community event in 2021/2022 _____ (which one?)
I received a Walk to School certificate in 2021/2022.
I represented BMSS at Interschool Sport for all sessions. (unless valid reason for any absenteeism provided).
Category 2. Service
I received a Service Award in 2021/2022.
I represented BMSS at the Anzac Day.
I completed/participated in another area of service _____ (which one?)
Category 3. Achievement
I received a Cultural Award in 2021/2022.
I received a Work Effort Award 2021/2022.
I received a Principal's Award in 2021/2022.
I received a Sports Award in 2021/2022.
I participated in the ICAS UNSW testing in 2021/2022.
I attended all swimming lessons in Term 4, 2021. (unless valid reason for any absenteeism provided)



## Student Leader Selection Process

**YEAR 5 STUDENTS** are invited to nominate for election as Student Leaders.

### Eligibility

All students may automatically nominate providing you:

- Your class teacher has verified that you have demonstrated all leadership capabilities outlined within the Leadership nomination card.
- Have scored a minimum of 5 points on the nomination form.
- Received an **Ex** or a **VG** for Behaviour on your Semester 2, 2021 and Semester 1, 2022 Report Card.
- Have not received a Code Orange or Code Red Infringement 2021 or 2022.
- Have attended Buderim Mountain State School from the beginning of Term 2 2021.

**Please Note:** Before nominating, students who are unsure of their behaviour record should first check with their class teacher.

### **Round 1 – Student Leader Election**

- **Positions Available:** 18 boys & 18 girls from **Year 5**  
*Note:* In the event of insufficient candidates of either gender, any vacant positions will be filled by the other gender.
- **Election by:** Year 5 Students, Year 6 Student Leaders and all Teaching Staff and Aides.
- **Nominations Close:** **3:00pm Friday 28 October** – nomination submitted to your class teacher.
- **Election Presentation:** **9:00am Wednesday 2 November** in the hall for all Year 5 students and Year 6 Student Leaders to attend. (Parents are welcome) Students develop an election power point slide to accompany a verbal self-introduction.
- **Election Method:** Following election presentations, a secret ballot in classrooms. (Year 5 students and Year 6 Student Leaders only). Students must vote for at least 1 person from another class.

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## NOMINATION FORM: STUDENT LEADER

### Eligibility

- Hand in your signed Leadership Nomination Card with this application to the office by **3:00pm Friday 28 October**

**Important Note:** To nominate for election as a School Captain, candidates must first be elected as a Student Leader.

I, \_\_\_\_\_ (First and Family names, printed please) of (class) \_\_\_\_\_ wish to nominate as a candidate for election as a Student Leader 2023.

**Date sighted** by the Classroom teacher: \_\_\_\_\_

Verified by:

Student: \_\_\_\_\_ Parent: \_\_\_\_\_ Classroom Teacher: \_\_\_\_\_



## School Captain Selection Process

**Eligibility:** Year 5 students who have been elected as a Student Leader can nominate for School Captain positions.

### Round 2 – Shortlist for School Captains

- **Positions Available:** Boy and Girl School Captains; Boy and Girl School Vice Captains
- **Election by:** Year 5 Students, Year 6 Student Leaders and all Teaching Staff and Aides.
- **Nominations Close: Submit nomination form by 3:00pm Wednesday 9 November** at the Office
- **Election Speech: 9:00am Friday 11 November** in the Hall for All. Parents welcome.
- Speeches must be of a **formal nature** i.e. **without** audio-visual aids, music, dance etc and be of a **maximum duration of one minute**
- **Election Method:** Secret ballot following speeches in classrooms. (Year 5 students and Year 6 Student Leaders only). (The shortlist for interviews will be announced on **Monday 14 November**.)
- **Shortlist for Interview determined by Election:** Final selection of school captains and vice captains will be determined by an interview Panel chaired by the Principal and including the Deputy Principal and a representative of the Teaching Staff.

### Round 3 – Interview

- **Process:** Interview by a panel consisting of Principal, Deputy Principal & Teacher Representative
- **Questions:** Students are given questions 5 minutes prior to the interview
- **Interview: 9:00am Wednesday 16 November** - Duration 5 minutes per student
- **Announcement: 2:30pm Friday 18 November**
- **Badge Presentation:** Induction is scheduled for **9:00am Friday 3 February 2023**

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## NOMINATION FORM: SCHOOL CAPTAIN

I, \_\_\_\_\_ (First and Family names, printed please) of Class \_\_\_\_\_ wish to nominate as a candidate.

Candidate's Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

**NOMINATIONS CLOSE at OFFICE: 3:00pm Wed 9 November.**

*(Students absent on this day should telephone the School Office on 5477 2777 with their intention to nominate.)*



## Student Leader's Contract

Congratulations on being elected as a Student Leader at Buderim Mountain State School. The role of Student Leader is an honour and privilege. You will be required to take on extra duties in addition to your normal studies and extracurricular activities. You are expected to behave in an exemplary manner at all times, setting the standard for other students in the school: your actions and the way you conduct yourself are very important. You will play an important role in upholding the excellent reputation of Buderim Mountain State School. At times you will be required to assist teachers, teacher-aides, other staff, parent volunteers and visitors to our school. You will also be required to treat your fellow students equally and fairly, and as best you can make sure they are cared for and supported.

I ..... make a commitment to uphold the responsibilities of being a Student Leader at Buderim Mountain State School. I will at all times, both at school and in the community, act as a positive role model to other students and fulfil all requirements in relation to:

- Following the school rules of Being Safe, Being Respectful and Being a Learner
- Consistently following the school's uniform expectations
- Maintaining an excellent attendance record
- Being punctual for my duties and fulfilling my roles and responsibilities
- Maintaining an excellent behaviour record
- Demonstrating a positive and enthusiastic attitude
- Encouraging and motivating all students to do their very best
- Being cooperative, helpful, well-mannered and trustworthy
- Being respectful towards adults, students and the school environment
- Adhering to the school's leadership values: *Serve Together Respect Individuals Volunteer Enthusiastically*
- Being willing to take on extra responsibility when required
- Being a positive ambassador for the school

I am committed to furthering my development and making a positive impact on the broader school community. I understand that I will receive feedback on my progress as a Student Leader from time to time with; the Principal and Deputy Principals, my class teacher, specialist teachers and the School Chaplain.

I understand that if I do not adhere to these expectations and/or receive 3 blue slips and/or code orange/red behaviour breach of the School's *Student Code of Conduct*, I will be removed as a Student Leader for a period of time negotiated with the school's administration. I also understand that if I am suspended or lose my leadership position a second time, I will forfeit the position of Student Leader completely.

Student's Name .....

Student's Signature.....

Parent's Name .....

Parent's Signature .....

Deputy Principal's

Deputy Principal's

Name .....

Signature .....





## School Captain's Contract

Congratulations on being elected as a School Captain/Vice-Captain at Buderim Mountain State School. The role of School Captain/Vice-Captain is an honour and a privilege. In addition to the leadership responsibilities that you share with the other Student Leaders, you will also be the most visible Buderim students in our school. Due to your high profile you are expected to always behave in an exemplary manner, inspiring other students to strive to be the best that they can be as well. Your actions and the way you conduct yourself are extremely important. You will play a leading role in maintaining and promoting the good name of Buderim Mountain State School, both here at school and in the wider community. You will need to treat all students respectfully and fairly, and help provide care and support for children in all year levels. You will be required to confidently communicate with as well as assist teachers, teacher-aides, other staff, parent volunteers and visitors to our school.

I ..... will uphold the responsibilities of being a School Captain/Vice-Captain at Buderim Mountain State School. I will at all times, both at school and in the community, act as a positive role model to other students and fulfil all requirements in relation to:

- Following the school rules of Being Safe, Being Respectful and Being a Learner
- Consistently following the school's uniform expectations
- Maintaining an excellent attendance record
- Being punctual for my duties and fulfilling my roles and responsibilities
- Maintaining an excellent behaviour record
- Demonstrating a positive and enthusiastic attitude
- Encouraging and motivating all students to do their very best
- Being cooperative, helpful, well-mannered and trustworthy
- Being respectful towards adults, students and the school environment
- Adhering to the school's leadership values: Generosity, Responsibility, Integrity and People
- Being willing to take on extra responsibility when required
- Being a positive ambassador for the school

I understand that if I do not adhere to these expectations and/or receive 3 blue slips and/or code orange/red behaviour breach of the School's *Student Code of Conduct*, I will be removed from the position of School Captain/Vice Captain for a period of time negotiated with the school's administration and undergo a restorative goal setting process to improve my behaviour in the necessary area/s identified in the behaviour breach/es.

I also understand that if I am suspended from school or am removed from my School Captain/Vice Captain position a second time within the school year, I will forfeit the position completely.

## My Speech Commitments

When I presented my speech to the students and school staff, I made the following commitments:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Student .....

Student's Signature.....

Parent .....

Parent's Signature .....

Principal: Neil Jenkins

Principal's Signature .....

## Student Leader Role Description

Being elected as a Student Leader is an honour and privilege. You will be required to take on extra duties in addition to your normal studies and extracurricular activities. You are expected to behave in a caring and exemplary manner at all times, setting the standard for other students in the school: your actions and the way you conduct yourself are very important. You will play an important role in upholding the excellent reputation of Buderim Mountain State School. At times you will be required to assist teachers, teacher-aides, other staff, parent volunteers and visitors to our school. You will also be required to treat your fellow students equally and fairly, and as best you can make sure they are cared for and supported.

- Chairs for parades
- Sound room for parades
- Flags – up and down daily
- Collection of money on special days
- Leading marches for Australia Day and Anzac Day parades
- Organising of Clean Up Australia Day
- Participating in cross country, athletics and swimming carnivals to the best of their ability.
- Leading house groups for sports and swimming carnivals (Student leaders from each house will vote on who will accept the winner's trophy on behalf of the sports house prior to these events)
- Assisting Junior Sports Day
- Assisting at the Years 3-4 swimming carnival
- Assisting with setting up and putting away of sports equipment as instructed
- Assisting with set up of Cross Country
- Set up for parades with respect to Buzz Award boxes and prize boxes
- Conduct parades each week
- Advertise and organise special days pertaining to events e.g. fund raising/special causes
- Attend all School Leader meetings as instructed
- Assist at discos for junior and middle school
- Assist in the setting up and packing down of graduation festivities
- Assist during excursions and incursions
- Assist/conduct special events such as Buderim's Got Talent
- Padding for basketball posts – daily
- Assisting Interschool Sports teachers in the formation of teams
- Collecting and returning interschool sports gear
- Assisting at Under 8s week

## School Captain Role Description

Being elected in the role of School Captain/Vice-Captain is an honour and a privilege. In addition to the leadership responsibilities that you share with the other Student Leaders, you will also be the most visible Buderim students in our school. Due to your high profile you are expected to always behave in an exemplary manner, inspiring other students to strive to be the best that they can be as well. Your actions and the way you conduct yourself are extremely important. You will play a leading role in maintaining and promoting the good name of Buderim Mountain State School, both here at school and in the wider community. You will need to treat all students respectfully and fairly, and help provide care and support for children in all year levels. You will be required to confidently communicate with as well as assist teachers, teacher-aides, other staff, parent volunteers and visitors to our school.

- Chairs for parades
- Sound room for parades
- Flags – up and down daily
- Collection of money on special days
- Leading marches for Australia Day and Anzac Day parades
- Organising of Clean Up Australia Day
- Leading house groups for sports and swimming carnivals
- Assisting Junior Sports Day
- Assisting at the Years 3-4 swimming carnival
- Assisting with setting up and putting away of sports equipment as instructed
- Assisting with set up of Cross Country
- Set up for parades with respect to Buzz Award boxes and prize boxes
- Conduct parades each week
- Advertise and organise special days pertaining to events e.g. fund raising/special causes
- Attend all School Leader meetings as instructed
- Assist at discos for junior and middle school
- Assist in the setting up and packing down of graduation festivities.
- Assist during excursions and incursions
- Assist/conduct special events such as Buderim's Got Talent
- Padding for basketball posts – daily
- Assisting Interschool Sports teachers in the formation of teams.
- Collecting and returning interschool sports gear
- Assisting at Under 8s week
- Major role in graduation ceremony
- Thank you speeches, accepting donations on behalf of student body
- Act as tour guides to visitors to the school
- Representing BMSS at special events

## Appendix 1

### Buderim Mountain State School's Student Leader Capabilities

Buderim Mountain State School's student leadership framework is based on the following aspects:

**Serve, Together, Respect, Individuals, Volunteer and Enthusiastically.  
The below capabilities are aligned to these values.**

All leadership capabilities must be verified (ticked and initialled) by your classroom teacher. **When all capabilities have been verified**, your classroom teacher needs to sign your card and you then submit it to the Deputy Principal.

- |  |
|--|
| <input type="checkbox"/> I role model the schools rules.   |
| <input type="checkbox"/> I am not easily influenced by peer pressure.  |
| <input type="checkbox"/> I am honest and trustworthy in all situations.  |
| <input type="checkbox"/> I encourage others to participate and do their best.                                      |
| <input type="checkbox"/> I consistently follow the school's uniform expectations.                                  |
| <input type="checkbox"/> I manage my time well and submit school work on time.                                     |
| <input type="checkbox"/> I am consistently organised and prepared for class.                                       |
| <input type="checkbox"/> I take care of personal and school property.  |
| <input type="checkbox"/> I am punctual with responsibilities   |
| <input type="checkbox"/> I display initiative.   |
| <input type="checkbox"/> I co-operate with a range of personalities.   |
| <input type="checkbox"/> I display resilience.   |
| <input type="checkbox"/> I strive to do my best in all that I do.  |
| <input type="checkbox"/> I demonstrate good work habits.   |
| <input type="checkbox"/> I share ideas and see commitments through to completion.                                  |
| <input type="checkbox"/> I display fairness and sportsmanship.   |
| <input type="checkbox"/> I show respect for others including community members.                                    |
| <input type="checkbox"/> I fairly represent, listen and consider the wishes of schoolmates.                        |
| <input type="checkbox"/> I demonstrate leadership by helping others in many areas of the school community.         |
| <input type="checkbox"/> I received EX or VG for behaviour on my Semester 2, 2021 and Semester 1 2022 report card. |

### Selection Criteria (minimum of 5 points)

Candidate must score a minimum of:

- 2 points for Category 1. Community
- 1 point for Category 2. Service
- 2 points for Category 3. Achievement

Place a tick in each of the areas you have participated/achieved in. Each tick represents 1 point.

✓	<b>Category 1. Community</b>
	I participated at the Athletics Carnival in 2021/2022.
	I participated in the Swimming Carnival in 2021.
	I volunteered and assisted at a P&C Working Bee in 2021/2022.
	I represented BMSS at another community event in 2021/2022 _____ (which one?)
	I received a Walk to School certificate in 2021/2022.
	I represented BMSS at Interschool Sport for all sessions (unless valid reason for any absenteeism provided)
	<b>Category 2. Service</b>
	I received a Service Award during 2021/2022.
	I represented BMSS at the Anzac Day March 2022.
	I completed/participated in another area of service _____ (which one?)
	<b>Category 3. Achievement</b>
	I received a Cultural Award during 2021/2022.
	I received a work effort badge in 2021/2022.
	I received a principal's award in 2021/2022.
	I received a sports badge in 2021/2022.
	I participated in the ICAS UNSW testing in 2021/2022.
	Attended all swimming lessons Term 4, 2021 (unless valid reason for any absenteeism provided)

#### Verification

Classroom Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Specialist Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Deputy Principal Verification

- Student has not received a Code Orange or Code Red Infringement in 2021 or 2022.
- Attendance (review attendance rate)
- Student has attended Buderim Mountain State School from the beginning of Term 2 2021.
- Selection Criteria Categories – 5 points verified

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Buderim Mountain State School Student Leader Nomination Card



Name:

Class:  House:

The Student Leader accreditation process is voluntary for all Year 5 students who will be entering their final year of primary schooling. Students who have demonstrated the necessary leadership qualities will have the opportunity to participate in the Student Leader election process.

### Criteria for Selection:

- ✓ High level of leadership skills verified by your classroom teacher. (see over the page)
- ✓ Received an **Ex** or a **VG** for Behaviour on your Semester 2, 2021 and Semester 1, 2022 Report Card.
- ✓ Have not received a Code Orange or Code Red Infringement in 2021 or 2022.
- ✓ Have attended Buderim Mountain State School from the beginning of Term 2 2021.
- ✓ Scored a minimum of 5 points in the categories of Community, Service and Achievement.
- ✓ High rate of attendance.
- ✓ High level of personal presentation – always wears school uniform.

**To be considered eligible to be elected as a Student Leader, you must complete this card and submit it to your Classroom Teacher by Friday 28/10/2022.**





