



SATIT PRASARNMIT INTERNATIONAL PROGRAMME

176 Soi Sukhumvit 23, Wattana, Klongtoey-nue, Bangkok 10110

Tel. 02260-9621-3 Fax. 02260-9621 ext. 717

Student Council Policy & Procedure

Student Council

Information to Students and Student Council Policy & Procedure

1. A Board shall establish and maintain procedures for the purposes of informing Students in a School of the activities of the School.
2. The procedures established and maintained under subsection (1) shall facilitate the involvement of the Students in the operation of the School, having regards to the age and experience of the Students, in association with their Parents and Teachers.
3. Students of Post-Primary School may establish a Student Council and, without prejudice to the generality of subsection (1), a Board of Post-Primary School shall encourage the establishment by Students of a Student Council and shall facilitate and give all reasonable assistance to:
 - (a) Students to wish to establish a Student Council, and
 - (b) Students Councils when they have been established.
4. A Student Council shall promote the interests of the School and the involvement of Students in the affairs of the School, in co-operation with the Board, Parents and Teachers.
5. The rules for the establishment of a Student Council shall be drawn up by the Board, in accordance with such guidelines as may be issued by the Minister from time to time and such rules provide for the election of Members and the dissolution of a Student Council.
6. A Student Council, following consultation with the Board, may make rules governing its meetings and the business and conduct of its affairs.



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What is a Student Council?

A Student Council is a representative structure through which Students in SPIP can become involved in the affairs of the School, working in partnership with School Management, Staff and Parents for the benefit of the School and its Students.

Why have a Student Council?

Students have a valuable contribution to make to the effectiveness of their School and their involvement in the operation of the School is itself a valuable part of the education process for the Students.

A Student Council provides an opportunity for Students to engage in a structured partnership with Teachers, Parents and School Managers in the operation of their School. Research indicates that Student Councils can improve academic standards and reduce dropout rates in Schools. Student Councils can create a sense of ownership of the School and its activities among the student population.

The establishment of a Student Council gives Students an opportunity to acquire the sort of communication, planning and organisational skills which will be of benefit to them in their future lives. It enables Students to take responsibility for projects and to demonstrate that they can manage and bring such projects to successful conclusion. Moreover, the contribution made by a Student Council to the development of School Policy in a number of areas can have significant benefits for Students and the School. School Policies are far more likely to be successful where they are clearly understood and accepted by all partners within the School community.



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The Education Act recognises that Students of a School will take the lead role in the establishment and operation of a Student Council, although the Act also provides an important role for the Board of Management in supporting the establishment and ongoing development of the Student Council.

At the end of the day, a Student Council will thrive only if Students themselves are committed to the concepts and to making it work.

The Role of the Student Council

The main role of a Student Council as set out in the Education Act is “to promote the interests of the School and the involvement of Students in the affairs of the School, in co-operation with the Board, Parents and Teachers”.

A Student Council will set its own objectives, which will vary from School to School.

Some general objectives could include:

- To enhance communication between Students, Management, Staff and Parents.
- To promote an environment conducive to educational and personal development.
- To promote friendship and respect among pupils.
- To support Management and Staff in the development of the School.

To represent the views of the Students on matters of general concern to them.

A Student Council will identify activities that it would like to be involved in organising, although the final decision on the activities of a Student Council should be agreed with School Management.



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Key Functions of Student Councils

The functions and activities of a Student Council should support the aims and objectives of the Council and promote the development of the School and the welfare of its Students. In planning and undertaking activities during the course of the School year, the Council should:

- Work closely with School Management, Teachers and Parents.
- Consult regularly with Students in the School.
- Involve as many Students as possible in the activities of the Council.

There is a wide range of activities of benefit to the School community which a Student Council may wish to undertake, some of which are outlined below:

Representing the views of the Student Body to the School Management

This should be one of the fundamental aims of every Council. It involves talking and listening to the Student Body, considering their views and concerns, and discussing these with the School Management on behalf of the Students.

Promoting good communication within the School

Improving communication within the School community is a shared responsibility and a Student Council can contribute to this process. Keeping a Student Council notice-board or organising a regular Newsletter are just some ways the Council can communicate with the Students, School Management and Staff, and Parents.



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Supporting the educational development and progress of Students

A Student Council can contribute to the learning environment for Students in the School by, for example, setting up Study Groups for Students in exam classes or Homework Clubs, or organising lunchtime activities such as Language Clubs.

Contributing to the development of School Policy

The Student Council can actively contribute to the development of School Policy in a wide range of areas such as Bullying, Uniform Requirements, Behaviour Code and Extra-curricular activities. The Council could form sub-committees to consider individual Policy issues, to consult with Students, Staff and Parents on those issues and to represent the Council's views on those issues to School Management.

Assisting in School Sporting and Cultural Activities

Student Councils can assist in organising and developing Sports and Cultural activities within the School, including for example, Sports Day and Drama or Musical events.

Assisting with or organising fund-raising events for Charity

Student Councils can organise events both within the School and involving the wider community, for the purposes of raising money for designated Charities.



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Student Council Expectations and Policies

The primary functions of Student Council are to create opportunities that encourage students to grow and form lasting relationships with their classmates and to organize service-oriented events to benefit those outside our school community. Such events are made possible by the sharing of ideas and the effort put forth by each member of the Student Council. As Student Council Representatives and A.A. Representatives, each of you is viewed as a leader to not only your class year, but to every student in our community. For this reason, it is important to acknowledge and maintain a sense of responsibility and integrity throughout your term on Student Council.

BEHAVIOR AND UNIFORM POLICY:

As members of Student Council, you are expected to respect and abide by each of the policies contained within the Student Handbook. At all times you should show respect toward every member of the SPIP; this includes your classmates, administration, faculty, and staff. Every day of your term you represent Student Council and, as a result, you are asked to conduct yourself in a way that makes you an example for others to follow and admire.

At all times you are expected to be in perfect uniform. The condition of your school uniform is an outward sign of the respect you have for the school. Should the moderators be informed that you continue to be out of uniform on a consistent basis, they will ask the Dean of Students and Principal to meet with you. Repeated failure to appear in uniform after this meeting will result in your being asked



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to step down from your position. The uniform is explained in detail in the Student Handbook.

ATTENDANCE AT MEETINGS:

Full participation and cooperation from each Student Council member are vital to creating the events that will take place during the school year. For this reason, you are expected to attend Student Council meetings every Thursday at 7.45 AM in the Multi-purpose room, unless told otherwise by the moderators. You are expected to remain for the duration of the meeting and will be dismissed at 8:15AM. Coaches and other club moderators are required to allow you to remain on Mondays until that time. You are allowed two excused absences from the Monday meetings. The moderators must be informed of your absence before the day of the meeting in order for the absence to be excused. Absences for the entire school day are considered excused absences; however, do not count toward your two excused absences. Please inform your parents' that doctor appointments, practices for extracurricular activities, etc. should not be scheduled on Thursday! Should you have an unexcused absence, the moderators will speak with you and issue a warning. Following three unexcused absences, the moderators will ask to meet with you again in the presence of an administrator. Multiple unexcused absences can result in your being asked to resign from Student Council, so plan on attending every meeting! See attachment for all meeting dates and mark your calendars!



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OWED TIME:

As members of Student Council you are expected to abide by the policies and procedures published in the Student handbook and act as an example to the student body. Failure to uphold the policies in the handbook may result in your being assigned “owed time” after school. Should you serve “owed time” once, you will be asked to meet with the moderators to discuss what occurred and you will be issued a warning. Should you serve two instances of “owed time” you will meet with the moderators and an administrator to discuss the issue once again. A third instance of receiving owed time will result in your being asked to resign from Student Council.

Student Council Expectations and Policies

RESPONSIBILITIES AT MEETINGS AND FOLLOWING MEETINGS:

We ask that you respect the moderators, 5 Main, and fellow representatives by remaining silent throughout the announcements. This is an important part of the meeting during which the 5 Main or moderators will announce upcoming events and what is necessary for preparing for them. Your opinions and ideas are what help to make events successful, so we ask you to actively participate in meetings when topics are opened for discussion. You are expected to take careful notes on what is discussed at each meeting. For this reason, you should come to each meeting with a notebook and writing utensil. In the days following our meeting, you and your fellow homeroom representatives are responsible for reporting to your homeroom what was discussed. If an event is approaching, you should remind your homeroom each day of any important information (payment info, due dates, dress guidelines, etc.). Because of



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special schedules, there may be days that we do not have homeroom. You are still responsible for getting the information to your homeroom in another way (phone calls, emailing, etc.). Remember to also listen to your classmates. Find out their opinions on events and their ideas for improvements and bring these with you to our Thursday meetings.

RESPONSIBILITIES BEFORE AND AFTER EVENTS:

Prior to an event we ask that you actively participate in preparation. This ranges from responsibly collecting money and permission slips from your homeroom to remaining after school for setup. You will always be informed in advance of when you are needed either verbally or via email. Please do not ignore these requests. Events are only successful when everyone helps. If you are unable to fulfill your responsibilities for preparation for an event, inform a moderator. We will ask that you help out in some other way, perhaps during homeroom or a lunch period. Attendance will be taken at set-ups! There is always clean-up after events! Student Council is responsible for returning the areas of the school we use back to the way we found them. Arrange to remain after each event to help sweep, take down decorations, rearrange tables, etc. The more representatives we have helping, the more quickly cleanup goes! It is neither fair nor respectful to expect only a few representatives to remain each time.



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COMMUNICATION:

It is important that you check your school email at least once during the school day and once in the evening! This is how the moderators and the 5 Main communicate with you during the school week. Each email that is sent contains important information regarding events and due dates. If a moderator or member of the 5 Main asks for a response, please reply as soon as possible. If at any time you have a question regarding these policies or what is expected of you as a member of Student Council, you may email or speak with one of the moderators

Thank you for bringing your enthusiasm and talents to Student Council and we look forward to a great year!



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Student Council Expectations and Policies

Please review the Student Council Expectations, Policies and Calendar with your parents/guardians. Return this completed form to one of the Student Council Moderators by

.

I have read and understand the responsibilities my daughter,
_____, will have as a member of Student Council for the
..... school year.

Parent/Guardian Signature _____

Date _____

I have read and understand the responsibilities I,..... , will have as a member of Student Council for the 2011-2012 school year.

Student Signature _____

Date _____

Preferred phone #: _____

Preferred email: _____