



The Apple International School



STUDENT COUNCIL POLICY

ACADEMIC YEAR 2025-26

The Student Council serves as a vital platform for student representation and leadership within Apple International School Dubai and for the entire stake holders of the school. This policy outlines the procedures, guidelines, and responsibilities associated with the election of Student Council members to ensure a fair and transparent process.

Creating a student council election policy is crucial for ensuring a fair and transparent election process.

1. Eligibility Criteria

- **Age/Grade Level:** Students from year 9 to year 13 can be participated in the election process. Students from Year 1 to 8 is nominated by the teachers and leaders based on the overall performances.
- **Academic Standing:** The contesting candidate should be a role model in behavioural and academic areas.
- **Behavioural Standards:** If any student faced any disciplinary actions (suspension or warning letters) will be strictly scrutinized by the election committee which is headed by the school principal.

2. a) Nominations

- **Nomination Process:** Nomination to various posts is detailed in the nomination form. For various posts there is year level restrictions (Ref: Nomination form). The student Council head of the school along with respective section heads, SLT, Vice Principal and with the Principal will be scrutinising the nomination forms submitted by the nominees.
- **Nomination Forms:** Require a completed form detailing the candidate's information and a brief statement of intent.

2.b) Prefects

- The selection of prefects from Year 4 to Year 13 will be conducted through a transparent and merit-based process. Candidates will be shortlisted based on their academic and overall performance, exemplary classroom behaviour, overall discipline record and extra miles. Teachers will provide recommendations, which will be further reviewed by the respective Section Heads, Heads of Schools, and the Head of the Student Council. The final selection will be made after a joint discussion involving the Vice Principal, Principal and the Principal to ensure fairness and consistency. Prefects are expected to uphold the school's behavioural and ethical standards at all times, serving as role models to their peers. In the event that a prefect violates any school behavioural policies or receives formal warnings, the decision regarding their continuation or removal will rest with the Student Council body, comprising all Section Heads, Heads of Schools, the Head of the Student Council, the Vice Principal, and the Principal.

3. Campaign Guidelines

- **Campaign Duration:** Nominated candidates can do a silent election campaign during the break timings.
- **Campaign Materials:** Candidates are not allowed to use any kind of campaign materials like, posters, photos, gifts, social media campaign or any influencing items, money or services. If any candidate uses any above-mentioned materials, they can be disqualified from the nomination.
- **Budget Limitations:** Candidates are not allowed to spend any money for the campaign for influencing the voters.
- **Respectful Conduct:** Campaign must be respectful and if any candidate is found involved in any disrespectful behaviour will be disqualified from the nomination (All rights reserved to the Student Council Election Committee).

4. Voting Process

- **Voting Method:** Voting will be conducted using respective Microsoft teams channels for each year level. On voting day, a link will be shared through teams' channels of year 9,10,11,12 and 13. Students of all these year levels can cast their vote using the link and within the prescribed time limit.
- **Voter Eligibility:** Students from year 9 to 13 can participate in the voting process.
- **Voting Dates:** Student Council election committee will decide the day and date of the election and it will be shared timely with all students through their respective class channels.

5. Election Oversight

- **Election Committee:** The election committee (The Principal, Vice Principal, Head of student Council, Section Heads) will oversee the election process, ensuring fairness and compliance with the rules.
- **Dispute Resolution:** In case of any dispute arises in the process of election, it will be handled by the Student Council Election Committee.

6. Announcement of Results

- **Result Calculation:** Result calculation is based on voting results both by students and teachers, interview by the Principal, Vice Principal, Head of school and the Head of student Council. The final approval of the student committee is by the Principal.
- **Notification:** The student Council election committee will decide a date and time to announce results after the calculation of results and interview. All students of year 9 to 13 will be called for a short assembly and the results will be announced there.

7. Post-Election

- **Transition Process:** The newly elected members will be given an appointment letter signed by the school Principal. The duties and responsibilities of members are clearly described in the letter.
- **Feedback Opportunity:** Candidates and voters can provide feedback on the election process and for future improvements.

8. Approval of Elected/Nominated Candidates

- All elected or nominated student council members are subject to **final approval by the Principal**. The appointment of any member shall be considered **valid and official only after formal approval** has been granted by the Principal.
- Until such approval is confirmed, the individual's **council membership or position will not be recognized as valid**.
- For all **elected and approved student leaders**, a **formal letter of recognition** will be issued by the school to confirm their appointment and responsibilities. **If any leader is disqualified or removed from the post, the letter of recognition will be deemed invalid from the date of removal.**

9. Review and Disqualification Process

If any elected student council member is found guilty of violating school rules, engaging in continuous misbehaviour, neglecting assigned duties, or displaying conduct unbecoming of a student leader, a formal review will be initiated by the Section head/Head of schools in consultation with the Head of student council. Following the review, appropriate disciplinary action will be taken.

Any member proven to have breached the expected code of conduct or responsibilities may be **disqualified from the post**. The **final decision regarding disqualification will rest with the Principal**.

10. Code of Conduct for Student Council Board

The Student Council represents the values, integrity, and discipline of the school community. All council members are expected to demonstrate exemplary behaviour and leadership at all times—both within and outside the school premises. The following code of conduct must be strictly observed by every student leader:

a) Exemplary Behaviour

Members must uphold the highest standards of discipline, respect, and moral integrity, serving as positive role models for other students.

b) Commitment to Duties.

All members must carry out their assigned roles and responsibilities with dedication, punctuality, and consistency. Negligence of duties will be considered a violation of this code.

c) Respect for Authority.

Council members shall show due respect and cooperation to all teachers, school staff, and fellow students. Any act of defiance or disrespect will lead to disciplinary review.

d) Confidentiality and Integrity.

Sensitive matters discussed within the council must remain confidential. Members are expected to act with honesty, fairness, and impartiality in all decisions and activities.

e) Representation and Conduct.

Members represent the school at all times—in classrooms, school events, and public platforms. Misconduct, inappropriate language, or behaviour that tarnishes the image of the school will not be tolerated.

f) Teamwork and Cooperation.

Council members must work collaboratively, respect diverse opinions, and maintain a positive attitude toward teamwork and collective decision-making.

g) Academic Standards.

Members must maintain consistent academic performance and regular attendance. Poor academic discipline may lead to suspension or removal from the council.

h) Use of Authority.

No council member shall misuse their position or authority for personal gain, favoritism, or intimidation. Leadership must always reflect fairness, humility, and service.

i) Compliance with School Rules.

All members must adhere to the school's rules, regulations, and policies at all times. Breach of school discipline will result in immediate review and possible disqualification from the council.

j) Accountability.

Each member is accountable for their actions and decisions. Failure to meet expectations, repeated warnings, or serious misconduct will lead to removal from the post, subject to the Principal's final decision.

11.Roles and Responsibilities of SCB.

a) Head Boy

As the Head Boy you are expected to be the key personnel to lead the student body and work closely with the Principal and senior leaders. You are responsible for embedding the practices that reflects the school's vision. You represent the school and you are responsible for setting an example for other students at the school.

As the Head Boy, you will need to have the ability to work productively with others, whilst using your creativity and originality to contribute to the positive ethos of the school. You will need to be organised, responsible, enthusiastic, and a great ambassador for the school. You must lead by example by maintaining excellent behavior, attendance, punctuality, and the etiquettes of learning.

b) Head Girl

As the Head Girl you are expected to be the key personnel to lead the student body and work closely with the principal and senior leaders. You are responsible for embedding the practices that reflects the school's vision. You represent the school, and you are responsible for setting an example for other students at the school.

As the Head Girl, you will need to have the ability to work productively with others, whilst using your creativity and originality to contribute to the positive ethos of the school. You will need to be organised, responsible, enthusiastic, and a great ambassador for the school. You must lead by example by maintaining excellent behavior, attendance, punctuality, and the etiquettes of learning.

c) Deputy Head Boy

As the DY. Head Boy you are expected to assist the Head Boy with the projects for the school community.

As the DY. Head Boy, you will need to have the ability to work productively with others, whilst using your creativity and originality to contribute to the positive ethos of the school. You will need to be organised, responsible, enthusiastic, and a great ambassador for the school. You must lead by example by maintaining excellent behavior, attendance, punctuality, and the etiquettes of learning.

d) Deputy Head Girl

As the DY. Head Girl, you are expected to assist the Head Girl with the projects for the school community.

As the DY. Head Girl, you will need to have the ability to work productively with others, whilst using your creativity and originality to contribute to the positive ethos of the school. You will need to be organised, responsible, enthusiastic, and a great ambassador for the

school. You must lead by example by maintaining excellent behavior, attendance, punctuality, and the etiquettes of learning.

e) Student Council President

As the Student Council President, you are expected to represent the voice of the student council members across the school. You will be responsible for empowering the class-level leaders and leads them in taking up the role of change makers.

As the Student Council President, you will need to have the ability to work productively with others, whilst using your creativity and originality to contribute to the positive ethos of the school. You will need to be organised, responsible, enthusiastic, and a great ambassador for the school. You must lead by example by maintaining excellent behavior, attendance, punctuality, and the etiquettes of learning.

f) Student Council Secretary

As the Student Council Secretary, you are expected to represent the voice of the student council members across the school. You will be responsible for empowering the class-level leaders and leads them in taking up the role of change makers.

As the Student Council Secretary, you will need to have the ability to work productively with others, whilst using your creativity and originality to contribute to the positive ethos of the school. You will need to be organised, responsible, enthusiastic, and a great ambassador for the school. You must lead by example by maintaining excellent behavior, attendance, punctuality, and the etiquettes of learning.

g) Community Enrichment Officer

As the Community Enrichment Officer, you are expected to create awareness of the community outreach and environmental programs. Leading the student body to be more cognizant of their responsibility towards the society and the nature.

As the Community Enrichment Officer, you will need to have the ability to work productively with others, whilst using your creativity and originality to contribute to the positive ethos of the school. You will need to be organised, responsible, enthusiastic, and a great ambassador for the school. You must lead by example by maintaining excellent behavior, attendance, punctuality, and the etiquettes of learning.

h) Icon of Innovation

As the Icon of Innovation, you are expected to have the eye for innovation and is a champion of finding novel solutions. You should be able to live up to our motto: 'Ambitions are greater than resources'.

As the Icon of Innovation, you will need to have the ability to work productively with others, whilst using your creativity and originality to contribute to the positive ethos of the school. You will need to be organised, responsible, enthusiastic, and a great ambassador

for the school. You must lead by example by maintaining excellent behavior, attendance, punctuality, and the etiquettes of learning.

j) Wellbeing Ambassador

As the Wellbeing Ambassador you are expected to be Ensuring that all students understand the notion of well-being in its full sense. You should be able to model an attitude of positive living and lead others in making healthy choices.

As the Wellbeing Ambassador, you will need to have the ability to work productively with others, whilst using your creativity and originality to contribute to the positive ethos of the school. You will need to be organised, responsible, enthusiastic, and a great ambassador for the school. You must lead by example by maintaining excellent behavior, attendance, punctuality, and the etiquettes of learning.

j) Sports Captain (Boy)

As the Sports Captain you are expected to be lead the various sporting and inter-house events. You should be the all-rounder who demonstrates that sports are not only a leisure activity but also something that brings substance and discipline in one's life.

As the Sports Captain, you will need to have the ability to work productively with others, whilst using your creativity and originality to contribute to the positive ethos of the school. You will need to be organised, responsible, enthusiastic, and a great ambassador for the school. You must lead by example by maintaining excellent behavior, attendance, punctuality, and the etiquettes of learning.

k) Sports Captain (Girl)

As the Sports Captain you are expected to be lead the various sporting and inter-house events. You should be the all-rounder who demonstrates that sports are not only a leisure activity but also something that brings substance and discipline in one's life.

As the Sports Captain, you will need to have the ability to work productively with others, whilst using your creativity and originality to contribute to the positive ethos of the school. You will need to be organised, responsible, enthusiastic, and a great ambassador for the school. You must lead by example by maintaining excellent behavior, attendance, punctuality, and the etiquettes of learning.

l) House captain

As the House Captain you are expected to make sure the students under their house are active Cambridge learners who reflect the attributes of responsible learners. You promote ownership of learning and positive attitude towards self and others.

As the House Captain, you will need to have the ability to work productively with others, whilst using your creativity and originality to contribute to the positive ethos of the school. You will need to be organised, responsible, enthusiastic, and a great ambassador for the school. You must lead by example by maintaining excellent behavior, attendance, punctuality, and the etiquettes of learning.

m) House Vice Captain

As the House Vice Captain, you are expected to assist the House Captain in organizing the house meetings and activities.

As the House Vice Captain, you will need to have the ability to work productively with others, whilst using your creativity and originality to contribute to the positive ethos of the school. You will need to be organised, responsible, enthusiastic, and a great ambassador for the school. You must lead by example by maintaining excellent behavior, attendance, punctuality, and the etiquettes of learning.

Conclusion

The Student Council Election Policy is designed to uphold the values of fairness, transparency, and respect within our school community. By establishing clear guidelines and procedures, we aim to empower students to actively participate in their governance and represent their peers effectively. All participants, including candidates and voters, are encouraged to familiarize themselves with this policy to ensure a smooth and successful election process. We believe that a strong Student Council enhances the student experience and fosters a vibrant school environment.

For any questions or clarifications regarding this policy, please contact the Election Committee at [ansar.b@apple.sch.ae]. Thank you for your engagement and commitment to making our school a better place for everyone!

Review and Updates

This policy will be reviewed annually by the Leadership Team.

Dr. Jinto Sebastain

Executive Principal

The Apple International School, Dubai

Reviewed Annually

Last date of Review: September 2025