

**JAYPEE PUBLIC SCHOOL, NOIDA**  
**PREFECTORIAL BOARD POLICY**  
**SESSION-2019-2020**

**Introduction:**

The following policy is proposed in response to the growing demand for an accountable leadership and problem-solving learning opportunity for the young people under our care.

**Underlying Principles:**

Jaypee Public School provides many opportunities for young people to develop leadership and representation skills and we entrust our students with responsibilities commensurate with their strengths and abilities. Student Leadership (a Prefect System) provides important benefits to both the Student and as well as to the school. Prefects have the potential to influence the school environment and the behavior of their fellow pupils by becoming advocates for positive change in the school community. It has been proven that when children actively participate as leaders in their school life, their ideas and opinions are listened to and valued, they feel respected and encouraged to make further contributions. The benefits to the school and the students include:

1. Increased communication skills
2. Improved academic performance for students involved
3. Greater commitment to the school from the wider student body
4. Positive influences on the atmosphere of the school
5. A strengthened school spirit.
6. Increased co-operation from all student and school staff
7. A network of support for the student body

**School philosophy and belief:**

Motto of our school is ‘**Humility Enhances Excellence**’ and we provide many opportunities to our students to make the best use of the learning provided to them and to be successful lifelong learners.

Jaypee has a vision to prepare useful, committed, empowered and enlightened citizens who can contribute meaningfully to the growth of our nation. Jaypee is committed to the overall development of each and every child for the effective delivery of moral values through its curriculum.

**General Guidelines:**

1. School Prefects will work to ensure that their moral and academic life shall always be a model for the student community to emulate.
2. All Prefects will undergo a training seminar with the school Principal where their duties and responsibilities will be explained to them.
3. Each Prefect shall have a document defining his/her area/s of responsibility.
4. If, any Prefect tarnishes the name of the school or fails to set an example to their peers; their badge and duties will be suspended.

## **Prefect General Requirements:**

### **1. Academic Achievements**

- Students who intend to put themselves forward for the role of school prefect must have exemplary records in terms of behaviour, aptitude and attendance. They must also be working according to their full potential in terms of academic achievement and progress.

### **2. Personal skills and aptitudes**

- Always be Self-confident: be assertive
- Prefects should have the ability to speak in public, to students and adults.
- Displays team work and be organised and resourceful.
- Be polite, honest, reliable, punctual and hardworking.

### **3. Accountability**

- Prefects are ultimately answerable to the Principal and teachers.
- On a day to day basis, Prefects are answerable to the individual member of staff in their areas of responsibility.

### **4. Responsibilities**

- Prefects must adhere to the School rules.
- The main duty of Prefects is to maintain an atmosphere of co-operation, peace, discipline and unity in the school.
- Prefects must coordinate and collaborate with each other, as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole.
- Prefect's academic and behavioural standards must be maintained.
- Prefects will always work towards the interest of the school.
- Prefects will be given set of roles and responsibilities.

### **5. Removal from post as prefect**

- Prefects, who fail to adhere to the Code of Behaviour and to maintain the role and responsibilities of Prefect, will be given a notice of intention to remove their prefect status.
- Prefects understand that they can be replaced if, in the judgment of the Principal and staff, they are not fulfilling their roles effectively and in accordance with the prefect role descriptors and outline of duties. Students failing to address the area(s) of concern will have their prefect status removed.

## **In performing duties as School Prefect, each prefect will be expected to:**

- Respect the rules and regulations of the school and observe the School Rules at all times.
- Be dressed appropriately at all times. Prefects shall wear their badge that distinguishes their office at all times.
- Be punctual for duties and attend all Prefectorial meetings.
- Maintain an excellent academic and behaviour record and lead by example, ensuring the pursuit of academic excellence and orderly behavior.
- Be positive and enthusiastic, encouraging and motivating fellow students.
- Be cooperative, helpful, well-mannered, trustworthy, and responsible.
- Be respectful towards teachers, peers, and the school environment.
- Display leadership qualities: confidence, reliability, initiative, problem solving skills.

- Be willing to take on extra responsibilities.
- Be able to work independently and complete tasks.
- Prefects in discharging their duties should act with kindness in assuming their role of senior brother/sister to the junior ones placed in their charge.
- Prefects shall work together as a single body to promote cohesiveness and discipline in all their domains.
- Prefects will work to ensure the smooth functioning of the school by helping to facilitate peace order and discipline and strict respect of school rules without fear or favour.
- Prefects will attend all the school events and activities whenever required and will be expected to help, lead and serve.
- Prefects shall not sublet their authority to their friends for convenience.
- Prefects must be excellent ambassadors for the school, representing the school's image positively.
- Prefects will act as additional pair of eyes at break time and dispersal time.
- Prefects will act as friends and buddies for those who need support.
- Prefects will carry out tasks and jobs directed from time to time by the staff members.

### **Selection Criteria:**

- i. Disciplined & Responsible behavior
- ii. Self Confidence & Maturity
- iii. Organisational & interpersonal Skills
- iv. Academic Performance (minimum 65 percent in last academic session)
- v. Prefects may only be nominated and proposed from classes V to IX & XI.

### **Selection process:-**

#### **Step-1:- Tuesday, July 2<sup>nd</sup>, 2019**

- Respective class teachers will nominate the candidates from their classes on the basis of above mentioned criteria.
- Students will then vote for the nominated candidates.
- The selected candidates will hold 44 posts of Prefectorial Board, on the basis of their conduct in school.
- Activity teachers are also expected to nominate their respective prefects.
- Voting for House Captains & Vice-Captains will be done in the respective house meetings; to be conducted by house in-charges.
- 

#### **Step-2:- Wednesday, July 3<sup>rd</sup>, 2019**

- Selected candidates will be given the copy of the "School Prefect Policy" to read/share it with their parent(s)/guardian(s).

#### **Step-3:- Thursday, July 4<sup>th</sup>, 2019**

- Selected candidates must then submit the consent form duly signed by their parents and class teachers to the following prefectorial committee members:
  - i. Ms. Anita Pillai (Examination In-charge)
  - ii. Ms.Himanshi Kumar (HOD-Sports)
  - iii. Ms. Ruchika Verma (Sr. School Co-ordinator, classes IX to XII)
  - iv. Ms. Archana Pandey (Middle School Co-ordinator, classes VI to VIII)

- v. Ms.Zeenia Cheema (Coordinator of classes IV & V)
- vi. Ms.Sudha Singh (Coordinator of classes Pre-Primary and I to III)

**Step-4:- Friday, July 5<sup>th</sup>, 2019**

- No consent forms will be accepted after **Friday, July 5<sup>th</sup>, 2019**.
- Based on the consent forms received, the candidates will be expected to fill the self-nomination (Appendix 1) form on the same day.

**Step-5:- Saturday July 6<sup>th</sup>, 2019.**

- Shortlisted candidates will be interviewed on the basis of their filing of the nomination forms.
- A Prefectorial board will be proposed and appointed by the Principal, in collaboration with the prefectorial selection committee of the school.

**Step-6:- Monday July 8<sup>th</sup>, 2019**

- The list of the selected candidates will be displayed in School Atrium court.
- Selected prefects will receive the selection letter (Appendix 2) on School letter head signed by the Principal.
- Selected prefects will attend the practise sessions from **Monday, July 8<sup>th</sup> to Wednesday, July 10<sup>th</sup>** for the ceremony to be conducted on **Thursday, July, 11th, 2019**.

**Step-7:- Thursday, July, 11th, 2019**

- Proposed prefects must sign and enter into a 'Prefect Contract' with the school (Appendix 3), once proposed prefects and their parent(s)/guardian(s) signs the contract and candidate will receive their badges during ceremony.

**Step-8:- Friday, July, 12th, 2019**

- A training seminar with the school Principal and prefectorial selection committee of the school will be held, where their duties and responsibilities will be explained to them.

**Note:** - No leave will be granted from **Tuesday, July 2<sup>nd</sup> to Friday, July, 12th, 2019**. In case of absenteeism the candidate will not be considered for the prefect post.

**Confiscation of Badge:-**

- If the chosen prefect does not follow expectations and responsibilities then he/she is at a risk of losing his/her role.
- Prefects could be replaced if, in the judgment of the principal and staff, they are not fulfilling their roles effectively in accordance with the prefect role descriptors and outline of duties. Students failing to address the area(s) of concern will have their prefect status removed, in Prefectorial board meeting.

-----CONSENT FORM-----

I parent of \_\_\_\_\_ section \_\_\_\_\_ hereby allow my ward to join the Prefectorial Board, Jaypee Public School, Noida for the post of \_\_\_\_\_ in session 2019-2020.

Student Prefect's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s)/Guardian(s) signature: \_\_\_\_\_ Date: \_\_\_\_\_

Class Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_