



2024-25 Student of the Year Individual School Selection Process

1. The School Selection Committee, with input from the entire school faculty, nominates possible candidates. The committee should consist of the principal, three teachers, and a guidance counselor, with equitable representation from ethnic and racial groups. In all cases, the committee must be comprised of no fewer than three people. At a minimum, candidates for Students of the Year must have a cumulative grade point average of 3.1 on a four-point scale.
2. Provide written notice of nomination to students. Each child choosing to participate must return a signed slip not only granting parental permission to participate, but also explaining the limits of resolving issues and disputes related to the selection process. (Sample of guidelines are attached)
3. Distribute applications to nominees choosing to participate. Note: Only the requested information should be included in the application. Any additional information submitted by the student should not be considered by the selection committee.
4. After all applications are received and reviewed, the School Selection Committee selects finalists to advance to the final steps of the selection process: writing sample and interviews.
5. It is strongly suggested that in addition to the biographical sketch (which receives no point value), candidates be required to write a short composition at the school level. The school level writing can be the district writing prompt, so students miss minimal instructional time.
6. The writing samples should be scored by 2 persons not directly affiliated with the candidates. If school personnel are involved in the scoring process, it is extremely important that no identifying information is on the compositions.
7. Conduct interviews by a committee comprised of persons not directly affiliated with any of the students. This committee should include educators as well as community members representing business/industry, labor, higher education, and civic organizations. All committees should include equitable representation from ethnic and racial groups. The function of this committee is to select a winner based on the application, the writing sample score, and the interview.
8. Students who are selected to represent their schools on a district level must submit their application and writing sample to the appropriate C & I Department (Elementary, Middle School or High School) **by Wednesday, October 30, 2024.**

If you have any questions, please contact:

Elementary.....	Kacie Pugh.....	217-4140 ext. 1612
Middle School.....	Carolyn T. Edward.....	217-4150 ext. 2444
High School.....	Angela Trahan.....	217-4160 ext. 1304