



## **Calcasieu Parish Student of the Year Guidelines for the Selection of Candidates**

### **A. THE STUDENTS OF THE YEAR AWARDS PROGRAM:**

The Students of the Year Awards Program is designed to recognize outstanding elementary, middle/junior, and high school students. This program, patterned after The Teacher of the Year Awards Program, is an excellent opportunity to recognize from each school system those students who have demonstrated excellent academic achievement, leadership ability, and citizenship. The Students of the Year Awards Program is sponsored by the Louisiana State Superintendent through the State Department of Education and the State Board of Elementary and Secondary Education.

### **B. SELECTION PROCEDURES:**

To recognize the many excellent students in Louisiana, the Students of the Year Selection Committee will choose state winners in the following categories:

- Elementary Student of the Year (Grade 5 students)
- Middle School Student of the Year (Grade 8 students)
- High School Student of the Year (Grade 12 students)

Every public and non-public school in the state with students enrolled in grades 5, 8, and 12 is invited to participate. Each public school system and non-public school participating in the program **shall establish written procedures** to determine the initial selection of the candidates for the program. Initial selection of the candidates for the program is made at the school level. 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. In all cases, the committee **must** be comprised of no fewer than three people.

### **C. GUIDELINES FOR SELECTING CANDIDATES AT THE SCHOOL LEVEL**

#### **QUALIFICATIONS**

At a minimum, candidates for Students of the Year must have a cumulative grade point average of 3.1 on a four-point scale. The grade point average is calculated on semester grades in the following fashion:

**Grade 5 Candidates:** Grades 2, 3, 4

**Grade 8 Candidates:** Grades 5, 6, 7

**Grade 12 Candidates:** Grades 9, 10, 11

## **APPLICATION**

After receiving written notice of nomination, students are invited to participate in the selection process. Each candidate must submit the application portfolio. 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. The application must include the following:**

**1. Identification and Preliminary Information**

The basic data sheet must be completed and attached to the application portfolio. The student's parent must sign an authorization for release of pertinent information relative to the program.

**2. Academic Achievement**

- Photocopy of the candidate's High School Transcript
- Copy of ACT Results

**3. Biographical Sketch**

Candidates at the school selection level must submit in narrative form information about themselves. This sample should be typed. This initial writing sample includes information such as family history, interests, and career aspirations. **Students should address at least three or more issues that are important to them and that have had an influence on their lives.**

**4. Leadership, Activities, Recognitions, Service/Citizenship**

Forms in the application are to be completed listing specific evidence of the student's leadership ability, participation in activities, citizenship and service involvement, and recognitions and awards.

**After all applications are reviewed, the School Selection Committee will select finalists to advance to the final steps of the selection process: **writing sample and interviews.****

## **WRITING SAMPLE**

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 students should be given a choice of three topics or the district writing prompt can be used so students miss minimal instructional time. These topics should be appropriate to their grade level and should not be revealed ahead of time.

**In reviewing the composition, the selection committee considers the following points:**

- Clarity and continuity of thought and response to the prompt
- Originality of ideas / interest appeal
- Support elaboration / organization
- Correctness of sentence structure / grammar usage
- Correctness of capitalization, punctuation and spelling

**INTERVIEWS**

Candidates are to be interviewed 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 all ethnic and racial groups.** The function of this committee is to select from the established criteria, including the application portfolios and the writing sample, a school representative to advance to parish competition.

**EVALUATION**

Students are evaluated on all three components: the application portfolio, the writing sample, and the interview. A sample copy of the evaluation form to be used in the program is attached. The evaluation forms, which are enclosed, have been developed to give structure and consistency to the evaluations at the local, regional and state level.