



ST. CHARLES PARISH PUBLIC SCHOOLS

STUDENTS OF THE YEAR PROCESS

The Students of the Year Awards Program is designed to recognize outstanding elementary, middle, and high school students. This program, patterned after the Teacher of the Year Awards Program, is an excellent opportunity to recognize those students who have demonstrated excellent academic and/or career and technical achievements, 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.

A. SELECTION PROCEDURES

At the start of the school selection process, parents are to be notified of the program, the selection process, and the procedures for resolving issues and disputes related to the selection of candidates.

The names of the eligible students who choose to participate in the process at the school level are submitted to the school's Student of the Year Selection Committee. **The Student of the Year Selection Committee is to include diverse representation**, be appointed by the Principal, and be composed of 3-5 members meeting the following criteria:

- at least one teacher who teaches the indicated level (elementary, middle, or high school)
- at least one school administrator
- at least one community member representing business/industry, labor, and/or civic organization.

The function of this committee is to apply the established criteria and to select a candidate for the school-level award. **All committee members must complete all rubrics in ink, initial any changes made to the rubrics, and sign their rubrics.** The name of the candidate from each school is then submitted to the Public Information Department of St. Charles Parish Public Schools, along with supporting documents, for the parish-level competition.

1. NOTIFICATION

Schools notify eligible students and their parents, document the notifications, and distribute applications (available at Blackboard: Public Information: Forms). Schools are to determine which form of documentation they will use (for example, Connect, meeting sign-in sheet, etc.). Students interested in participating return the completed application.

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2. APPLICATION

Using the Application Scoring Rubric provided by the Public Information Department, the school's Student of the Year Coordinator assigns scores to the following sections of submitted applications:

- a. Leadership (if applicable)
- b. Activities/Services/Citizenship
- c. Recognition/Awards
- d. Grade Point Average
- e. Test Scores
- f. Difficulty Level of Courses (if applicable)
- g. Credentials (if applicable)
- h. Technical or Associate Degree and Work-based Experience (if applicable)

3. WRITING SAMPLE

Schools will conduct on-site writing sessions for the students with the **top 25** scores on the Application Scoring Rubric. Principals may opt to offer the writing sample to additional students following the order of the application score. Using the state rubric provided by the Public Information Department, the school's Student of the Year Selection Committee assigns scores to the writing samples. The writing scores are then added to the application scores to obtain a preliminary score for each student.

4. INTERVIEW

The school's Student of the Year Selection Committee must conduct interviews for the students with the **top ten** preliminary scores. Principals may opt to have the committee interview additional students following the order of the preliminary scores. The committee uses the **state rubric** to assign an interview score to each student. This score is added to the preliminary school score to obtain the final school score.

5. PORTFOLIO

Principals notify the Public Information Department of the identity of the selected school winner (as determined by the highest final school score). All school-level winners are announced publicly on the same day and are provided (by the schools) with information to compile a portfolio.

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B. AWARDS

All school-level winners (and their nine guests), principals, Executive Staff members, and School Board members are invited to attend the Students of the Year Premier, which is a ceremony held at a movie theater. At that time, awards are presented to the fifteen (15) school-level winners and to the three (3) parish winners.

C. ABSENCES

If an eligible student's excused absence falls on the date of the writing sample session and/or interview, accommodations should be made for the student to make-up the missed portion(s) if the student returns before the date of the next step in the process.

D. DISPUTE PROCEDURES

A consensus of the selection committee will be used to determine the school-level winner in the event of tied scores.

The proper channeling to resolve issues regarding the Student of the Year Program is as follows:

1. Principal
2. Public Information Department
3. Appropriate Principal Supervisor

The collaborative decision(s) of the Principal, Public Information Department, and the Appropriate Principal Supervisor is final.

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GUIDELINES FOR SELECTING CANDIDATES

A. QUALIFICATIONS

At a minimum, candidates for Students of the Year must have a **cumulative** grade point average of 3.1 (**without** rounding) on a four-point scale (unweighted GPA). Using PowerSchool queries, the grade point average is calculated in the following fashion: **Grade 8 Candidates:** All available grades for Grades 5, 6 and 7

B. APPLICATION

Information submitted must be no smaller than 12 point font. Points shall be deducted from the student's overall score if documentation is presented in a font smaller than 12 points. The school level application will consist of the Identification/Preliminary Information and the chart sections for listing of Leadership, Activities, Recognitions, and Awards. Students do not submit a Biographical Sketch for the school-level competition.

1. IDENTIFICATION AND PRELIMINARY INFORMATION

The school-level application includes the basic data sheet from the state application. The basic data sheet must be completed, and parents must sign an authorization for release of pertinent information relative to the program.

2. LIST OF LEADERSHIP, ACTIVITIES, RECOGNITIONS, & AWARDS

The application includes charts to be completed listing specific evidence of the student's leadership ability, participation in school and community activities, citizenship and service involvement, high school pathways accomplishments, work-based learning experiences/honors, and recognitions and awards. **The charts provided in the application for this purpose must be used for listing any awards/recognitions.** All three charts are to be completed by 8th and 12th grade students. Fifth grade students are not required to complete the leadership chart but may do so with leadership roles they have had at their school or in the community if applicable.

C. WRITING SAMPLE

Students who achieve one of the top 25 application scores at their school are to participate in an on-site writing sample session. Candidates will be asked to write a short composition (appropriate to their grade level) at all levels of the program. The prompts and accompanying documents will be provided by the Public Information Department to the schools' Student of the Year Coordinators. In reviewing the composition, the committee considers the following points:

1. Clarity and continuity of thought
2. Originality of ideas

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3. Interest appeal
4. Use of words
5. Correctness of sentence structure
6. Correctness of capitalization, punctuation, spelling, and usage

D. INTERVIEW

Students who achieve one of the **top ten preliminary scores** at their school are to be interviewed by the school's Student of the Year Selection Committee. These interviews are structured around questions and topics appropriate to the academic level of the students. The following are factors that are considered during the interview per the state rubric:

1. Poise/confidence
2. Ability to relate his/her ideas
3. Fluency in speaking
4. Good voice projection
5. Clear focus on the topic
6. Use of facts to support a position
7. Flexibility in response to questions
8. Use of correct grammar
9. Relevance of answers or explanations
10. Appropriate body language and eye contact

E. EVALUATION

All students who submit an application are evaluated on two components (application and academics) to obtain Round One school scores. The 25 students with the highest Round One scores are invited to participate in the writing sample. Writing sample scores will be added to the Round One scores to obtain Round Two school scores. The students with the ten highest Round Two scores are interviewed. The interview score combines with the Round Two school score to obtain a final score. The school-level winner is identified as the student with the highest final school score. (Note: A consensus of the selection committee will be used to determine the school-level winner in the event of tied scores.) All evaluation forms/rubrics that will be used at each grade level in the program are available at Blackboard Learn: District Intranet: Public Information: Forms. The evaluation has been developed to give structure and consistency to the evaluations at the local, regional and state levels.

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2025 Students of the Year Timelines All timelines must be completed on the exact date(s) listed.

July 30 - August 6	Principal notifies the Public Information Coordinator with the name of the employee who will spearhead the Students of the Year process at his/her school.
August 28	School notifies eligible students/parents and distributes applications.
August 29 - September 10	Eligible students who are interested submit completed applications for the school competition. School may not accept applications after the September 10 deadline.
September 15 - 18	School conducts on-site writing sessions.
September 22 - 24	Student of the Year <u>School-Level</u> Selection Committee interviews students who ranked in the Top Ten of preliminary school scores.
September 26	Principal publicly announces the school-level winner and notifies the Public Information Department. School-level Coordinator provides the winner with information to compile a portfolio for the parish contest.
September 30 - October 2	Public Information Department films students in their individual classrooms for the ceremony video.
September 30 - October 6	School submits student portfolios for the parish-level competition to the Public Information Department no later than October 6.
October 3 - October 7	School conducts on-site parish-level writing sessions for school-level winners.
October 7	Parish-level essays due to Public Information Coordinator - Special Programs by end of day.
October 9	School-level winners participate in the interview portions of the parish-level competition.
November 13	All school-level winners are honored, and the parish-level winners are announced at a ceremony at the Dr. Rodney R. Lafon Performing Arts Center.

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