

October 31, 2016

**2017 Student of the Year Guidelines and Selection Procedures for Caddo Parish**

Dear Parents:

The selection process for Student of the Year begins with the identification of all students who meet the academic requirement (3.5 or above – unweighted GPA). The next phase of the selection process involves using the highest ACT score and EOC Scores on record to determine the top 25% category to be considered a finalist. Finalists will be evaluated by their junior and senior year teachers. Each teacher will receive a "Teacher Rubric for Student of the Year Form" to evaluate finalists. The lowest teacher rubric score will not be used in the final average of student scores.

**The Rubric will contain the following categories (Finalists Only):**

- Leadership in the school and classroom
- Citizenship
- Verbal Communication Skills

The results of the basic information (GPA, highest ACT test score on record, and Teacher Rubric) of the finalists will be used to determine the top 5 (five) students at the school. The top five students will continue in the school selection process to compete for the 2017 Student of the Year for Caddo Parish Magnet High School.

**Top five finalists will:**

- complete the initial student of the year application
- complete a two hour writing prompt
- participate in an interview evaluation

**Finalist Interview Information:**

- Finalists will be interviewed by a panel of judges which will include administrators, teachers, and community partners.
- Dress professionally, use good etiquette, and smile!
- Finalists will be scored on the student of the year application, GPA, highest ACT test scores on record, writing prompt and interview. The winner will represent Caddo Parish Magnet High School as Student of the Year at the district level.

**Portfolio Information (to be completed by the winner only):**

- Must be in a binder no larger than 11.5 x 11 inches and shall not exceed 25 pages; one page can be both front and back and a sleeve (page protector) with pages front and back counts as one page (so you can technically have 50 sheets of paper)
  - Use page protectors and use all 25 pages
- Information submitted must be no smaller than 12 point font
- Use Index Tabs to separate sections
- Color is good! Use pictures (label, label, label) and certificates! Make color copies of valuable items.
- Must contain only information relevant to the application
- Include the student data application (electronic version)
- Include copies of the following: current semester grades, report cards, high school transcript, test scores (EOC, ACT, PSAT, SAT, etc.) ---provided by counselor
- Must be neat and professional looking; not excessively decorated

**NOTE:** Caddo Parish School Board Grievance Procedures for 2017 Student of the Year are listed on the back.

If you have any questions, please feel free to stop by my office, email me at [lwanderson@caddoschools.org](mailto:lwanderson@caddoschools.org), or call me at 318-364-5077.

*Linda Anderson,*

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