Selection Procedures

A. SUBMISSION OF CANDIDATES

1. **Candidates must be submitted** to the Governor's Scholars Program **by superintendents** of public and Catholic school districts and **by heads of private schools.** Please note that the names of **all candidates being submitted for the statewide selection process must be listed on the Transmittal Form, <u>in alphabetical order (by student's last name)</u>,** supplied to each superintendent and private school head. The list of names on the transmittal form is the only way that the Governor's Scholars Program can check to see that all applications have been received. Occasionally, an application has been inadvertently omitted from the mailing.

2. **Applicants <u>not submitted</u> as candidates** by school districts or by private schools **<u>must be notified by the school district or private school</u>** that they were not selected for submission to the Governor's Scholars Program. They should be notified in ample time to proceed with other plans for the summer.

B. NUMBER AND DISTRIBUTION OF ALLOTTED CANDIDATES

The number of candidates allocated to each school district for 2017 is based on the total number of 11th grade students in the district, as of the end of the second full month of school. Allotments are based on the following:

1. **School Districts**

11th Grade Enrollment In District	Max. No. of candidates
1-50	2
51-100	4
101-200	6
200+	*

* Any school district having a junior class enrollment over 200 must multiply the total number of students by 3.25 percent and round up to the nearest whole number.

EXAMPLE: 350 students x 3.25 percent = 11.38
Round to 12 candidates.

C. STEPS IN THE SELECTION PROCESS

1. **Superintendent**

   a. The number of candidates allotted to a school district is based on the total number of 11th grade students in that district. Please see **B** above. Each superintendent will need to check total 11th grade enrollment as of the end of the second full month of school against the chart to determine their allotted number of candidates. The number of candidates will be verified

by the GSP staff when applications are received. The method of distribution of candidates among high schools, where there is more than one in a district, is left to the discretion of the superintendent.

b. The superintendent informs each high school principal of the number of candidates allotted to the district and sets the final date for applications to be submitted to the District Office.

c. The superintendent makes sure that the application process is well publicized so that all students who may be interested know about the opportunity to apply.

d. **Each school district is required to convene a District Selection Committee to advise the superintendent.** The superintendent appoints this committee and allows sufficient time for the committee to review the applications and make their recommendations to the superintendent. **See District Selection Committee and Superintendent, p. 5, for more details.**

2. High Schools: Public and Private

a. Information and forms are mailed by the Governor's Scholars Program to superintendents, principals, and guidance counselors in the public schools and to the head of all private schools. **The opportunity to apply** for the Governor's Scholars Program **must be well publicized,** so that students know how and when to apply. Information and forms should be readily available to all interested students. **All interested students must be allowed to submit an application. Special effort should be made to identify and recruit outstanding minority students.**

b. Each high school sets up its own system for the distribution of materials to students. **All information and forms may be freely duplicated.** In most schools, guidance counselors coordinate the actual process.

c. Teachers in academic areas such as English, social studies, foreign languages, the sciences, and mathematics can recommend students using the Teacher Recommendation Form. Teachers must complete a separate form for each student. Teachers submit the forms to the guidance counselor or designee, in accordance with the process established in the school. **Only one** Teacher Recommendation Form from a teacher in the academic disciplines should be included with each application. **See Application & Selection Process, p. 7, for more details.**

d. Guidance Counselors can provide additional information using the Guidance Counselor Statement. **See Application & Selection Process, p. 7, for more details.**

e. The principal or head of each high school appoints a School-Based Committee to review all applications and select the most competitive to forward to the District Selection Committee or to the Governor's Scholars Program.

1) Public school principals forward the selected candidates completed applications to the superintendent of the school district.
2) Catholic school principals forward the selected candidates completed applications to the superintendent of education of the diocese or designee.
3) Heads of private schools forward the selected candidates applications directly to the Governor's Scholars Program.

f. **School-Based Committee.** It is required that a committee selects Governor's Scholars Candidates from each high school. **The committee shall be composed of at least the following members:** community representative; principal, head of school, or designee; guidance counselor; and two teachers, including one teacher in gifted education if the school has such classes.

3. **District Selection Committee and Superintendent**

a. Each superintendent is required to appoint a District Selection Committee. If there is only one high school within the school district, the school-based and district committees may be combined. The committee shall be composed of at least the following members:

superintendent or designee; school board member or designee not employed by school; community representative; guidance counselor; two teachers; and the coordinator of gifted and talented education unless the district does not have such a program.

b. The committee will:

1) Review and rank applications using the Selection Rating Form and select the most qualified students with the most appropriate attributes for the Governor's Scholars Program from the candidates submitted by the high school(s). All those involved with the selection process should be aware that the program seeks well-rounded students representing the composition of the state's student body – socioeconomic levels and equitable reflection of racial, male and female ratios. Decisions should be based on all of the merits of each student. Committee members **should carefully document their process, as well as their decisions**. Student applications SHOULD NOT be destroyed until June of the present school year.
2) Submit recommendations to the superintendent for the total number of candidates allotted to the district.

c. The superintendent must include the names and titles or occupations of the District Selection Committee members on the back of the Transmittal Form, formulate the final list, and clearly designate the candidate(s) in alphabetical order (by student's last name) on the Transmittal Form.

d. **IMPORTANT:** The superintendent's office is responsible for forwarding only one copy of each candidate's entire application, including all attachments, to:

Governor's Scholars Program
Student Applications
1024 Capital Center Drive, Suite 210
Frankfort, KY 40601

Please check to make sure all pages of all applications are included and send only front-sided copies **(no front and back)** that are **not stapled.**

DATE TO POSTMARK APPLICATIONS

January 11, 2017	Last day for school districts with only one school, private schools, and homeschool students to mail notifications and completed applications to the Governor's Scholars Program. (Students' deadline to district is prior to this date.)
January 25, 2017	Last day for school districts with more than one school in the district (requiring a district selection committee) to mail notifications and completed applications to the Governor's Scholars Program. (Students' deadline to district is prior to this date.)

Applications will not be processed until complete. Please keep a copy on file of all applications submitted to the Governor's Scholars Program until June of present school year.

Application & Selection Process

Students applying for the Governor's Scholars Program must meet the following eligibility requirements. Both Specific and General Criteria (as designated below) should be followed when selecting students.

A. Eligibility

To be eligible to apply and be selected as a Governor's Scholar, a student must:

1. Be in the 11th grade at the time of selection and intend to return to a Kentucky school district for the next school term (Students skipping their senior year to enter college are not eligible);
2. Be a current resident of Kentucky;
3. Have taken the ACT, PSAT, or SAT in the 9th, 10th, or 11th grades.

B. Specific Criteria

1. Test Scores

All applicants must submit an **ACT, PSAT, or SAT Score. (The PLAN cannot be submitted.) Applications will not be considered if the applicant has not taken the ACT, PSAT, or SAT.** Scores should not be used as the only basis for selection; all criteria should be considered in making selections.

2. GPA and Difficulty of Course Load

- **Grade Point Average (GPA)** – The student's GPA must be submitted and should be based on an **unweighted** four-point scale as follows:
  A=4, B=3, C=2, D=1. **There are no provisions for giving extra weight to accelerated or honor courses; therefore, the actual grade given the student is to be used in the averaging process.**

- **Difficulty of Course Load** – Guidance Counselors will evaluate each applicant's Difficulty of Course Load on a scale of 1 to 5. The number of advanced, honors or high level courses completed and the number of academic vs. elective classes will be considered.

  - The difficulty of course load evaluation should be based on the number of opportunities or classes offered and available for students to take and will be relative to each school individually. Should you have any questions regarding this evaluation, please contact our office at 502-573-1618.

3. Writing Entry

Each applicant must submit a writing entry as part of the Student Application. Members of the School-Based Committee and the District Selection Committee should carefully consider the entry before making their decisions, for it often reflects the thinking ability, creativity, and scope of interests of the student. The entry is evaluated for clarity of thought and expression, insight, writing ability, originality of ideas, analytic thinking, and ability to organize material and thoughts.

4. **Guidance Counselor Statement**

- This statement should only be completed if there is additional information that may be significant and relevant and **HAS NOT** otherwise been noted or introduced in the application. The Guidance Counselor Statement is **NOT REQUIRED**. The counselor should indicate if the student has overcome adversity while maintaining academic excellence. If the Guidance Counselor Statement is being submitted, **three copies** are required.

- The Guidance Counselor Statement does not **add** additional points nor are points **deducted** for this section.

5. **Teacher Recommendation Form**

- Each applicant must submit **one** Teacher Recommendation Form. The recommendation must be completed by a teacher that taught the student in the 9th, 10th, or 11th grade in an academic subject: English; social studies or history; foreign languages; the sciences; or mathematics.

- A teacher should carefully complete a separate Teacher Recommendation Form for each student that he or she recommends. The teacher should honestly evaluate the student and indicate whether or not the student participates fully in class, is considerate of teachers and other students, and should note if the student has exhibited responsibility and stability. The teacher should include a statement about the student's potential, identify special talents, and add any comments that may be helpful in the selection process. **Please be sure to include specific details and examples. Brief responses that lack specific information do not provide the selection committee with sufficient information and will result in a lower score.**

6. **Community Recommendation Form**

- Each applicant must submit **one** Community Recommendation Form. This must be completed by any member of the community in a role not associated with the applicant's school. The recommender may **not** be a member of the applicant's immediate family or a member of the school, district, or state GSP selection committees.

- Some examples of potential community recommenders are: boy/girl scout leader, employer, league coach, neighbor, youth director, minister, mentor, etc.

C. **General Criteria**

1. **Each applicant should have:**

- Demonstrated academic achievement, leadership, and intellectual and emotional maturity and have the personal commitment and responsibility to meet the daily expectations of the program.
- The ability to cope successfully with a curriculum focusing on theory, abstraction, and self-expression.

2. **Each applicant should exhibit many of the following characteristics:**

- Be flexible enough to explore new ideas and approaches, adapt to new situations, and view problems from more than one perspective.
- Be willing to participate energetically in the academic, social, and residential life aspects of the program.
- Be inquisitive, intellectually curious, and eager and willing to get involved.
- Be willing to think in conceptual terms.
- Demonstrate ability to think analytically and to generate many alternatives.
- Have genuine intellectual potential and a broad range of interests – not to be confused with a range of activities.
- Be a responsible self-starter and enjoy developing and creating projects. Be independent and willing to take risks.
- Be emotionally stable and socially mature; use common sense. Be honest, considerate of others and be ready to shoulder responsibility for personal behavior and for full, daily participation in classes and activities.
- Be able to express himself or herself in writing, orally, and/or in the arts.

3. **Commitment is a major requirement.**

Each applicant should be committed to participate enthusiastically in the program and to remain for the entire five weeks without interruption, except for illness or emergencies. Undivided time and continuity in the Scholar community is essential to maintain the momentum to grow intellectually and personally, to gain self-confidence, and to stimulate curiosity and creativity. **Students unlikely to uphold this commitment should not apply.**

Students must be able to handle their freedom responsibly for the sake of their own health and to meet their commitments.

Each accepted student must sign a learning contract agreeing:

(1) To stay for the entire five weeks of the program without interruption; and,
(2) To attend classes daily and to participate fully in classes and the life of the community, including weekends on campus.

Students who fail to meet this commitment will be in violation of their contract with the Governor's Scholars Program. They may, therefore, **be dropped from the program and their school so notified**. Individual exceptions may be allowed for emergencies, illness, or overriding personal reasons or events.

Most students understand and respect these requirements. A few with major conflicts that would take time from the five-week session choose not to attend the program; they make a difficult choice. **It is unethical and unfair to these honest students for an applicant to accept designation as a Governor's Scholar knowing beforehand that during the session he or she will seek permission to be absent because of a scheduling conflict.** Students who know of scheduling conflicts in advance should contact the Governor's Scholars Program to discuss the conflict before accepting designation, or should not apply.