

THIS IS A SAMPLE FORM FOR YOUR USE—IT IS NOT REQUIRED, IT IS TO GIVE YOU IDEAS
Student Selection Process
(Name) Lutheran School

Selection Process

- At the end of 1st quarter grading period, students in grades 6th, 7th, and 8th grade that are not members of LJHA that have a 3.5 GPA will be identified.
- Faculty evaluation forms will go to full faculty, except the principal, on or before (date). These are to be returned no later than (date).
- By (date), a student application form will be given to students that qualify.
- Completed forms must be in by (date).
- Faculty Panel will meet and select before (date).
- Students will be notified of status by (date).

Selection Criteria

- Students will have a (number ex: 3.5) GPA 1st quarter of selection year. They are to maintain a cumulative (#) after selection. If cumulative GPA falls under (#) the student has (amount of time) to raise the cumulative GPA.
- To be selected, on the Faculty Evaluation Form, a student must (selection criterion—example: have a “3.25” average) in each category.
- To be selected, on the Student Application Form, student must list (selection criterion—example: *at least* 1 service activity that has been completed outside of school. They must also list at least One (1) Leadership Position *or* Two (2) Other Student Activities.)
- Faculty votes on student evaluation forms will be kept confidential. Only the Faculty Advisor(s) will see the votes. All votes will be by number only and will not include any comments.
- If a student does not achieve a (#) in each evaluation area and does not have the qualifications needed on the Application Form, they may not be chosen.
- Selections of the Faculty Panel are final.

Dismissal Process

- If a student’s GPA falls beneath a (#) cumulative average, he/she has (time period) to raise the average. If a student does not raise his/her grades, the student will be dismissed from the chapter. Decisions are made by the Faculty Advisors with consultation of the Faculty Panel.
- If a student has serious behavioral issues, (define: example—defined as 2 or more after-school detentions, 2 or more visits with the principal, or 5 or more lunch detentions) in a school year, they will be dismissed from the chapter. Decisions are made by the Faculty Advisors with consultation of the Faculty Panel.
- It is the Faculty Advisor’s responsibility to convene the Faculty Panel. After reviewing the circumstances, a ballot vote is taken by the voting members of the Faculty Panel.

Appeals Process for Dismissal

- If a student feels there is extenuating circumstances for either grades or behavior, they may appeal the dismissal.
- First, the student asks to speak with the Faculty Panel. The student presents his/her case explaining why the grades are below criterion or why his/her behavior has not met the guidelines given.

- The Faculty Panel will then meet the next day to discuss the case.
- If they uphold the dismissal, a letter will be sent within (#) days with the reasoning.
- If they grant a reprieve, the student will be given very specific guidelines to be followed to stay in LJHS.

Definitions for Evaluation Forms

The student who exercises leadership:

- Exercises influence on peers in upholding school ideals.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Is a forerunner in the classroom, at work, and in school or community activities.
- Is thoroughly dependable in any responsibility accepted.

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
- Volunteers dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Shows courtesy by assisting visitors, teachers, and students.
- Actively helps rid the school of bad influences or environment.