

February/March 2019

**Dear Student:**

Thank you for your interest in our Prefect & Proctor system! Please read through all this information. It also may be helpful to look through the Student-Parent Handbook. If you have additional questions, please speak with someone in the Student Life Office and/or the Residential Life Office.

This cover sheet gives you dates and the overall process of selection. The next two pages provide a description of the roles of Prefect and Proctor. The fourth and fifth pages are the actual application, and you will need to print and staple those pages together and submit to Ms. Grant by the date listed below.

***The application process includes the following:***

- Application (Due no later than 5:00PM, on Wednesday, March 20, 2019) Late applications will not be considered.
- Two references from faculty – one from your advisor and one from another faculty member
- A possible interview with a staff member in the Student Life Office
- Student Body Survey
- Faculty & Hall Parent Survey
- Prefect discussion of candidates
- Faculty discussion of candidates

***Important Dates to Consider***

- Appointments announced by the Head of School in early May
- A meeting of all appointed 2019-2020 Student Leaders on Monday, May 13, 2019
- **All Prefects and Proctors must return to campus between 3 and 5 pm on Friday, August 9, 2019, for a required retreat that concludes on Tuesday, August 13, 2019.**

***What is considered in the selection process?*** (In no particular order)

- Your Personal Questionnaire & Faculty Reference Forms
- Your Actions and Words/Citizenship, Academic Record and Effort Grades, & Demerit and Disciplinary Record
- Your overall support from various constituencies as demonstrated in the survey and discussion process
- Your demonstrated flexibility, attitude, enthusiasm, dependability, and commitment to the improvement of Asheville School
- Your demonstrated ability to work well with other students, faculty members, and Hall Parents

**Additional notes to each applicant:** Serving as a Proctor this year does not entitle or guarantee a student to this leadership position the following year.

Should you have any questions, please be in conversation with a member of the Student Life Office.

Sincerely,

Ms. Grant and the Student Life Office

*The Mission of Asheville School is to prepare its students for college and for life by providing an atmosphere in which all members of a diverse, engaged, and purposely small school community appreciate and strive for excellence – an atmosphere that nurtures character and fosters the development of mind, body, and spirit.*

# Prefect: Job Description & Basic Expectations

Prefects help run our residence halls, sit on the Conduct Council, help plan events and activities, assist with dining hall operations, and help uphold school rules. Additionally, it is to this group of student leaders that the entire school community looks for morale, spirit, enthusiasm, and guidance. This group sets the tone as to how our school year opens and how it will run through the remainder of the academic year.

It is impossible to specifically enumerate all responsibilities attendant to being a leader at Asheville School, and a Prefect must be flexible, energetic, and committed to the improvement of the School. Being a Prefect is a unique experience for a student, as they are asked to preform many of the same tasks as the adults in the community. A special emphasis is placed within the Prefect experience on leadership development through their service to the school. Following are the basic outlines for Prefect responsibilities at Asheville School.

- Return to school by 5 pm on Friday, August 9, 2019, for required orientation and preparation for the upcoming school year;
- Serve as buddy group leaders to help new students orient to the school community;
- Work closely and in partnership with school leaders and faculty members throughout the year to develop a sense of community in which there is trust, honesty, and mutual respect;
- Maintain a presence on the hall and around the campus, throughout the day, evenings, and weekends;
- Serve duty on an assigned hall or in the CCC;
- Attend Monday night meetings and others as announced, possibly on HWCL nights after breaks/vacations;
- Reach out to all students in a spirit of affection, concern, compassion, and respect;
- Lead by example in all aspects of school life, including the classroom, residential floors, sports teams, clubs and activities by modeling our core values of Perseverance, Integrity, Respect, Compassion;
- Support and uphold, in spirit and letter, our School's rules, including the four-point Honor Code, not just during the Academic year but also during Summer, Thanksgiving, Winter, and Spring Breaks;
- Serve on Conduct Council as needed;
- Bring appropriate concerns to the attention of the Hall Parents, Dorm Deans, Deans, the School Counselor, and/or the Head of School;
- Maintain a good academic record throughout the entirety of the school year;
- Serve the greater purpose of our school by upholding the Asheville School mission statement:

*The Mission of Asheville School is to prepare its students for college and for life by providing an atmosphere in which all members of a diverse, engaged, and purposely small school community appreciate and strive for excellence – an atmosphere that nurtures character and fosters the development of mind, body, and spirit.*

Prefects enjoy the following privileges:

- No 7:30 study hall check and Freedom of Campus during Study Hall
- Internet until 11:30 PM on weeknights
- Two town nights per week
- No waiting rotation in the dining hall
- Small refrigerator allowed in dorm room

**(Please retain this page for your personal records.)**

# Proctor: Job Description & Basic Expectations

Proctors help run our residence halls, help plan events and activities, assist with dining hall operations, take attendance at Chapel/Vespers, and help uphold school rules. Additionally, it is to this group of student leaders that the entire school community looks for morale, spirit, enthusiasm, and guidance. This group sets the tone as to how our school year opens and how it will run through the remainder of the academic year.

It is impossible to specifically enumerate all responsibilities attendant to being a leader at Asheville School, and a Proctor must be flexible, energetic, and committed to the improvement of the School. Being a Proctor is a unique experience for a student, as they are asked to preform many of the same tasks as the adults in the community. A special emphasis is placed within the Proctor experience on leadership development through their service to the school. Following are the basic outlines for Proctor responsibilities at Asheville School.

- Return to school by 5 pm on Friday, August 9, 2019, for required orientation and preparation for the upcoming school year;
- Serve as buddy group leaders to help new students orient to the school community;
- Work closely and in partnership with school leaders and faculty members throughout the year to develop a sense of community in which there is trust, honesty, and mutual respect;
- Maintain a presence on the hall and around the campus, throughout the day, evenings, and weekends;
- Serve study hall duty on an assigned hall (Residential Proctors only);
- Take attendance at seated meals and/or at Chapel/Vespers;
- Attend Monday night meetings and others as announced, possibly on HWCL nights after breaks/vacations;
- Reach out to all students in a spirit of affection, concern, compassion, and respect;
- Lead by example in all aspects of school life, including the classroom, residential floors, sports teams, clubs and activities by modeling our core values of Perseverance, Integrity, Respect, Compassion;
- Support and uphold, in spirit and letter, our School's rules, including the four-point Honor Code, not just during the Academic year but also during Summer, Thanksgiving, Winter, and Spring Breaks;
- Bring appropriate concerns to the attention of the Hall Parents, Dorm Deans, Deans, the School Counselor, and/or the Head of School;
- Maintain a good academic record throughout the entirety of the school year;
- Serve the greater purpose of our school by upholding the Asheville School mission statement:

*The Mission of Asheville School is to prepare its students for college and for life by providing an atmosphere in which all members of a diverse, engaged, and purposely small school community appreciate and strive for excellence – an atmosphere that nurtures character and fosters the development of mind, body, and spirit.*

Proctors enjoy the following privileges:

- Residential duty ends at 9:30 pm
- Head waiters and Dining Hall Attendance Proctors do not serve a waiting rotation

**(Please retain this page for your personal records.)**

# Prefect / Proctor Application

2019-2020

Name: \_\_\_\_\_

Date: \_\_\_\_\_

I am applying to serve as a Prefect: \_\_\_\_\_ ; Proctor: \_\_\_\_\_ for the 2019-2020 academic year.

My 2019-20 Enrollment Status: Residential Student: \_\_\_\_\_ Day Student: \_\_\_\_\_

## Part I (Personal Reflection and Co-Curricular Activities):

This part must be stapled to this cover sheet and must be submitted to Ms. Grant by 5 pm on Wednesday, March 20, 2019.

Complete the attached short answer questions to the best of your ability. If you need extra room, you may attach **one** additional piece of paper with your answers to the back of the application.

## Part II (Recommendations):

It is your responsibility to give a copy of the reference form to your advisor and to one other faculty member. This person could be a teacher, dorm dean, hall parent, coach, club advisor, or activity instructor. The faculty member must sign below that they have received a copy of the reference form and have agreed to complete it on your behalf. The faculty member must submit the form to Ms. Grant by 8:30 AM on Thursday, March 21, 2019.

***By signing below, I acknowledge that I have met with the applicant, and I am willing to complete a reference form for this student for consideration for the position noted above:***

Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

Date: \_\_\_\_\_

Application received on \_\_\_\_\_ (for Ms. Grant to complete)

**Personal Questionnaire:**

What interests you the most about this leadership opportunity and why?

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What are some specific and concrete ways in which you can be a positive influence on a residential/day hall?

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In what areas do you feel you need to grow?

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Briefly describe an individual who serves as a role model for you. What attributes do you most admire in that person?

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Describe any pertinent activities and clubs from Asheville School or outside of school:

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Describe any leadership positions held in the past four years: \_\_\_\_\_

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Which three adjectives best describe you? 1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

Do you think it will be difficult for you to follow Asheville School's Big 10 rules for the duration of your leadership position? \_\_\_\_\_

Please feel free to use this additional space in order to describe any other experiences you would consider relevant to this application:

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**Asheville School Prefect and Proctor Application – Reference Form 2019 – ADVISOR**

Submit to Megan Grant by 8:30 AM on Thursday, March 21, 2019

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**Applicant's Name:** \_\_\_\_\_

Reference's Name: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what context have you known the applicant?

\_\_\_\_\_

What are the applicant's greatest strengths?

\_\_\_\_\_

In what areas does the applicant need to improve?

\_\_\_\_\_

Please rate the applicant on the following:

Interactions with peers :	Excellent _____	Good _____	Adequate _____	Inadequate _____
Interactions with authority:	Excellent _____	Good _____	Adequate _____	Inadequate _____
Integrity :	Excellent _____	Good _____	Adequate _____	Inadequate _____
Organization:	Excellent _____	Good _____	Adequate _____	Inadequate _____
Sense of Responsibility:	Excellent _____	Good _____	Adequate _____	Inadequate _____
Self-motivation :	Excellent _____	Good _____	Adequate _____	Inadequate _____
Positive influence on others:	Excellent _____	Good _____	Adequate _____	Inadequate _____

What are the first three adjectives that come to mind when you think of this student?

\_\_\_\_\_

Do you recommend this applicant as a Prefect or Proctor? \_\_\_\_\_

If not, please be specific why:

\_\_\_\_\_

Can you share any additional information that would help us to make an informed decision about the applicant?

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Asheville School Prefect and Proctor Application – Reference Form 2019 – FACULTY MEMBER**

Submit to Megan Grant by 8:30 AM on Thursday, March 21, 2019

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**Applicant's Name:** \_\_\_\_\_

Reference's Name: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what context have you known the applicant?

\_\_\_\_\_

What are the applicant's greatest strengths?

\_\_\_\_\_

In what areas does the applicant need to improve?

\_\_\_\_\_

Please rate the applicant on the following:

Interactions with peers :	Excellent _____	Good _____	Adequate _____	Inadequate _____
Interactions with authority:	Excellent _____	Good _____	Adequate _____	Inadequate _____
Integrity :	Excellent _____	Good _____	Adequate _____	Inadequate _____
Organization:	Excellent _____	Good _____	Adequate _____	Inadequate _____
Sense of Responsibility:	Excellent _____	Good _____	Adequate _____	Inadequate _____
Self-motivation :	Excellent _____	Good _____	Adequate _____	Inadequate _____
Positive influence on others:	Excellent _____	Good _____	Adequate _____	Inadequate _____

What are the first three adjectives that come to mind when you think of this student?

\_\_\_\_\_

Do you recommend this applicant as a Prefect or Proctor? \_\_\_\_\_

If not, please be specific why:

\_\_\_\_\_

Can you share any additional information that would help us to make an informed decision about the applicant?

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_