

RECOGNITION AND AWARDS

DJ
(REGULATION)

EMPLOYEE / STUDENT RECOGNITION AT BOARD MEETINGS

The District realizes the importance of recognizing individuals for their accomplishments. Since many students and staff earn recognition for their efforts, it is virtually impossible to honor all awards at the School Board meetings. As a result, the following guidelines have been developed to assist our staff in knowing how students and their families as well as staff members may be invited to the School Board meetings for recognition.

Regular School Board meetings are scheduled on the third Thursday of the month; however, that date may occasionally be modified. Recognition activities are held under the item "Recognitions."

STUDENT RECOGNITION GUIDELINES

The following guidelines apply to student recognitions:

1. To be recognized at a School Board meeting, a student must have earned at least a third, second, or first place at a State Competition OR have qualified for a National/International Competition. Competitions without a state-level status are not eligible for recognition at a School Board meeting.
2. Students will be recognized **after** completing the last level of the competition.
3. Any request for a student to be recognized should be made through the building principal to the Community Relations Office (512-594-0090).
4. The Community Relations Office will work with the principal/or designee in selecting a School Board meeting for the student(s) to be honored. Any request for recognition should be made a minimum of 14 days in advance of the School Board meeting.
5. The name(s) and address(es) of the student(s) scheduled to be recognized and the honor(s) the student(s) received must be sent to the Community Relations Office a minimum of 10 days prior the School Board meeting. This information will be used to send congratulatory invitation letter(s) from the Superintendent of Schools to the student(s). The letter(s) will contain an RSVP number for the student(s) or

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parent(s) to call regarding attendance plans. Notification of attendance is vitally important so a seating area can be reserved.

6. Unless specified at the time the recognition is scheduled, the principal/designee will be responsible for introducing the student(s) and parent(s) and the teacher(s) involved.

STAFF
RECOGNITION
GUIDELINES

Recognition of staff follows the same basic guidelines; however, professional recognitions will be considered; i.e., District Teacher of the Year.

NOTE:

Time to recognize students/staff at School Board meetings is limited. As a result, students/staff who meet the above guidelines may not be recognized because the time set aside for recognition activities may be filled. The April & May meetings are usually filled early.