

Superintendent's Regulation 1205-R

STUDENT AWARDS

Bw

Approved Upon Superintendent's Initials

1/13/14

Date

Improving the quality of our students' education is the ultimate goal to which District resources must be devoted. The District recognizes that appropriate use of formal recognition has the potential to strengthen and reinforce teaching and learning processes.

The purpose of this Superintendent's Regulation is to establish and communicate principles and standards that regulate the expenditure of District resources for student awards. This Regulation applies to awards, incentives and items offered for similar purposes.

In the event that an award is deemed appropriate and has been properly approved, it shall be granted consistent with the following goals:

1. Recognize students for significant efforts, accomplishments or contributions within the context of scholastic, citizenship or relevant extracurricular activities.
2. Ensure that District decisions and processes conform to applicable statutory, policy and procedural requirements.
3. Maintain an appropriate balance between the educational needs of students and standards of fiscal accountability through prudent use of public funds.

Items procured under this Regulation are for students only.

It is the responsibility of all affected personnel in the areas of **School Supervision** (Chiefs, Principals, Teachers, Secretaries, etc.) and **Administration** (Purchasing, Accounting, etc.) to support, communicate, promote and comply with the criteria set forth herein.

The table below establishes specific standards to guide decision processes. Since it is impracticable to address every possible scenario, please consult with your respective Chief of Schools for additional guidance or suggestions. Exceptions require thirty (30) days advance, written approval of Chief Financial Officer and the respective Chief of Schools.

This Regulation may be revised by the Superintendent or the Superintendent's designee, and amended as conditions warrant, but no less than at the beginning of each school year.

Note that the procurement of awards must conform to all other District procedures and requirements, including: Requisition / Purchase Order and Receiving Procedures.

Acceptable/Reasonable/Necessary	Unacceptable/Unreasonable/Unnecessary
Certificates (but not plaques or trophies) Education-related Items that supplement or encourage continued learning and development, including but not limited to: • School supplies, books and other appropriate reading material • Admission to museums	Cash, checks or money orders payable to student. Awards or recognition for any other purpose. Entertainment or related items, including: • Admission to movies, concerts, etc. • CD's, DVD's, downloads, other media, etc. Apparel – Shirts, jackets, hats or other articles of clothing.
Gift Cards* – that may be used exclusively through an organization that provides education-related items. Gift cards may be purchased only through the organization that (at the time gift card is purchased) is designated by the Purchasing Department as the “contract of record”, which is currently: • Barnes & Noble The merits of recognition should be evaluated on a case-by-case basis and the cost may not exceed \$20.	Gift cards, gift certificates, etc., in any form, for any other purpose or from any other organization.
	Expensive items. Items that violate or contradict reasonable standards, including dress, conduct, educational philosophy, etc.

* Note that only Requisition/Purchase Order procedures may be used for Gift Card purchases. Use of District “P-Card” is prohibited. Each gift card Requisition shall be accompanied by supporting documentation that identifies: Student name, description of the award, justification or rationale for providing a gift card.