

School District of Hortonville

Title: Recognition of
Excellence Awards

Date Adopted: 3/27/89
Date Revised: 12/15/97

Policy No. 4019
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POLICY STATEMENT:

The Recognition of Excellence Awards have as their purpose the recognition of outstanding contributions to the educational program of the School District of Hortonville by an educator from each of the levels, elementary (K-6) and secondary (7-12) in accordance with rules provided by Hillshire Farms & Kahn's.

RATIONALE:

SCOPE: District-wide

RESPONSIBILITY: District Administrator

IMPLEMENTATION:

The Awards

There will be one award in each category, elementary and secondary, in the spring of each year. The selected individuals will be presented their awards at the Staff Recognition program or another such suitable occasion.

Each recipient will receive a plaque and a cash award for the District or school or department as selected by the award recipient of one thousand dollars. A second plaque will be placed in each school in the District, identifying the annual recipients of the award. An educator who has won the award is eligible for nomination again five (5) years after the first award was granted.

Nominations

1. Each nomination is to be made on the form designed specifically for this purpose and available in all school offices.
2. A teacher must be nominated by two or more teachers with each filling out a nomination form.
3. To be eligible for the award, the teacher must have been on the teaching staff of the school district for at least three years.
4. Teachers making nominations may only submit names of those teachers from their levels (K-6) (7-12).
5. Nominations may be made after March 15th of each year and must be received in the District Administrator's office prior to April 1st.
6. People placing names in nomination should consider using all available resources to gain the necessary information to complete the "criteria for selection" portion of the nomination form.

President

Willard Griesbach

Date

12/15/97

Clerk

Marlies Stonakin

Date

12/15/97

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Selection Process

The Selection Committee will be made up of the district administrator, the president or an officer of the Board of Education or designee, a representative from Hillshire Farms & Kahn's, an administrator and two teachers. The teachers shall be the previous years recipients of the Recognition of Excellence awards. If the previous years recipient is no longer on staff, the district administrator will appoint another member. Members of the Selection Committee may not make nominations.

In the event there are no qualified candidates appropriate for consideration for the award, the award need not be given that year.

The Selection Committee shall complete its task by May 1st of each year, with the selections announced immediately thereafter.

Note: In case of a tie vote, the person with most seniority is selected.

ASSOCIATED INFORMATION: Guidelines from Hillshire Farms & Kahn's