

ADMINISTRATIVE PROCEDURE

RECOGNITION OF STUDENTS, STAFF AND COMMUNITY PARTNERS

In order to recognize and express appreciation to district students, staff and community partners, the following recognition events and programs may be conducted. New programs may be offered in addition to those listed below. Recognition programs will be directed by the Superintendent and coordinated by his or her designee. For purposes of recognition, appropriate food and beverages may be served and mementos of nominal value provided, as approved by the Superintendent.

A. SHINING STARS AWARD PROGRAM

Purpose: Shining Stars provides a way for the Superintendent and Board of Directors to recognize the outstanding accomplishments of students, staff and citizens on behalf of the district, including exemplary service, special achievements or exceptional contributions.

Selection: Any person may nominate a Shining Star for individual or team recognition. Nominations are submitted to the Office of School Information and Communications for consideration by the Superintendent.

Recognition: The Board of Directors honors Shining Stars at the beginning of each Board meeting with a tribute given by an administrator. Honorees receive signed certificates from the Board of Directors and publicity through district and school communication channels.

B. NATIONAL AMERICAN EDUCATION WEEK

Purpose: American Education Week is designated nationally in November to recognize the importance of public education and the contributions of its students and staff.

Selection: All district students and staff are included.

Recognition: Each student and staff member may receive a note in the form of a bookmark or card of thanks from the Board of Directors, Superintendent, Central Administrative Team and/or Labor Associations at their school or worksite. Staff may also receive an individual memento of nominal value of thanks at their worksite as part of a districtwide distribution.

Recognition of Students, Staff and Community Partners – 5345P

C. END-OF-THE-YEAR STAFF APPRECIATION WEEK

Purpose: One day or week may be named annually toward the end of the school year to celebrate the work of all employees, regardless of job classifications. This one time period will serve as the main all-employee recognition each year, in place of individual employee group celebrations proclaimed nationally or by the state.

Selection: All regular district employees are included.

Recognition: Each employee may receive a note and an individual memento of nominal value of thanks at their worksite from the Superintendent and/or Board of Directors as part of a districtwide distribution.

D. NEWSMAKERS, GOOD APPLES, OTHER AWARDS

Purpose: Noteworthy student and staff accomplishments will be shared, as feasible, within and outside the school community, to recognize individual or team contributions to the educational environment.

Selection: An open process is in place whereby anyone is invited to share an accomplishment. Submissions may be made to the Office of School Information and Communications for distribution and/or recognition. Staff members are also encouraged to participate in award programs outside the school district by nominating peers to be considered for awards sponsored by agencies and organizations.

Recognition: Announcements and nominations recognizing students and staff members for their contributions may be made through publications, electronic media and news releases.

E. YEARS OF SERVICE

Purpose: Employees who have served at least 10 years for the Bellingham School District may be recognized for their contribution.

Selection: All employees who have served at least 10 years and who are moving into a new 5-year service increment at the end of the school year in which the recognition occurs will be honored. Human Resources will prepare the list of employees to be honored each spring.

Recognition: All qualifying employees will receive a visit at their worksite from the Superintendent or designee each spring and a memento for their years of service and achievement. Employees may receive a nominal memento (i.e. individual lapel pins) marking 10, 15, 20, 25, 30, 35, 40 years of service, certificates, etc. These employees will be recognized publicly for their service at the Annual Back-to-School Breakfast and All-Staff, Kick-off Meeting.

F. RETIREMENT EVENT

Purpose: Retiring employees may be honored for their completion of service to public education.

Recognition of Students, Staff and Community Partners – 5345P

Selection: Retirees include employees who have formally initiated the retirement process through Human Resources by the date in early spring that is set by the Office of School Information and Communications.

Recognition: At the end of each school year, the Board of Directors and Superintendent may honor retiring employees at a special retirement function, i.e. dinner. Retirees and their guests, Board members, central leadership administrators, labor association representatives and the retiree's site administrator may be invited to attend. The District may pay dinners for retirees, Board members, labor association representatives and host administrators. Dinners for spouses or guests of the above must be paid by private means. Retirees may be introduced by the Superintendent with appropriate mention of service. Recognition may include a certificate and memento of nominal value of appreciation.

G. BACK-TO-SCHOOL BREAKFAST AND ALL-STAFF, KICK-OFF MEETING

Purpose: The Back-to-School Breakfast and All-Staff, Kick-Off Meeting provide a forum for all staff to celebrate the start of the school year with co-workers, Board of Directors and the Superintendent, and to begin our work as an aligned organization.

Selection: All district staff are included.

Recognition: Breakfast is provided prior to the start of the meeting and professional development/workday activities. Annual Staff and Volunteer of the Year Awards are announced, Years of Service of Staff are recognized and new employees are noted.

H. DISTRICTWIDE SENIOR STAR ANNUAL AWARDS

Purpose: The Board of Directors, Superintendent and high school administrators will have the opportunity to publicly recognize and honor graduating high school seniors who have been selected by their high schools.

Selection: High school administrators from Bellingham, Sehome and Squalicum will select 10 recipients per school each spring based on specific criteria determined by the school. The Options High Schools/GRADS administrator also will determine award recipients based on specific criteria determined by the school. Criteria may include outstanding academic achievement from each department or area of study, exemplary leadership or citizenship skills, or a “u-turn” award for a student’s ability to overcome adversity and demonstrate exceptional achievement.

Recognition: Student award winners and their families will attend an annual district-sponsored event each spring and receive a certificate and memento of nominal value of recognition.

I. STAFF AND COMMUNITY PARTNER/SCHOOL VOLUNTEER ANNUAL AWARDS

Purpose: Selected staff and community partners/school volunteers may be honored with annual awards in recognition of exemplary service to the Bellingham Public Schools.

Recognition of Students, Staff and Community Partners – 5345P

Selection: Each school will develop a process for taking nominations and making annual selections for School Certificated Staff Member of the Year, School Classified Staff Member of the Year, School Team of the Year, and School Community Partner/Volunteer of the Year. Central Services, including Maintenance and Transportation, will develop a process for nominating and selecting two Employees of the Year due to the size of this group of staff.

Each school's awardees and the Central Services Employees of the Year will be selected in early spring and automatically become the nominees for Districtwide Certificated Elementary Educator of the Year, Districtwide Certificated Secondary Educator of the Year, Districtwide Classified Staff Member of the Year, Districtwide Central Services Staff Member of the Year, Districtwide Team of the Year and Districtwide Community Partner/Volunteer of the Year.


A Recognition of Students, Staff and Community Partners Standing Committee, comprised of students, staff and community members, will use a specific process and criteria to develop a recommendation to the Superintendent for the Districtwide annual award recipients.

Recognition: Each School Certificated Staff Member of the Year, School Classified Staff Member of the Year, School Team of the Year, School Volunteer of the Year, and Central Services Employee of the Year will receive a certificate and be honored by and at their schools/site.

Districtwide Award Recipients will receive a plaque or memento of nominal value of appreciation at the annual districtwide Back-to-School Breakfast and All-Staff, Kick-Off Meeting. They will be publicly honored and featured during this meeting for the notable and positive impact they have had on public education in the Bellingham School District.

Legal Reference: RCW 28A.625.150

Approved:



Kenneth D. Vedra
Superintendent of Schools

February 14, 2008
Approved