

**460 DISTRICT RECOGNITION AND HONORS FOR STAFF AND STUDENTS**

**I. PURPOSE**

The purpose of this policy is to clarify the obligations, opportunities, and business necessities for the School District, its employees, and students regarding recognition and honors sponsored by the School District.

**II. GENERAL STATEMENT OF POLICY**

- A. The School District is committed to the improvements, achievement, and service of all staff and students.
- B. The School District recognizes that awards and honors such as the following: plaques, certificates, pins, medals, gift certificates to specific companies, flowers, baked goods, other food or clothing items and are rewarding and motivational for students and staff.
- C. The School District recognizes that the conferring of awards and honors must be done in ways which highlight the achievement and service, promote positive morale and team building, and reinforce the motivational aspects of the awards and honors.
- D. It is the task of the staff and administration to use the resources effectively in meeting the needs for honors and awards that is motivational and cost effective.

**III. APPLICATIONS AND PROCEDURES:**

- A. Criteria for staff and student honors and awards must be clear and related to achievements or service.
- B. Application of the criteria for honors and awards must be non-discriminatory and not done in an arbitrary or capricious manner.
- C. All employee recognition expenditures will be tracked by the district in UFARS and reviewed annually by the Superintendent and Board Chair.
- D. Nothing in this policy shall be construed as limiting student extra-curricular activities from establishing honors and awards separate from School District honors and awards.
- E. Nothing in this policy shall limit the School District from initiating or discontinuing awards and honors at any time.
- F. This policy applies only to present or former employees, volunteers and students of the School District or any other person designated by the Superintendent.