

### **Awards-Rewards Guidelines**

Improving the quality of our student's 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 reinforcing teaching and learning processes.

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

In the event that an award is deemed appropriate and has been properly authorized, it shall be granted consistent with and subject to 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 procedure are for students only. Requests shall be accompanied by supporting documentation that identifies the following for each award:

- Student name
- Description of the award
- Justification or rationale for the award

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

Exceptions require advance, written approval of Deputy Superintendent of Administration and Deputy Superintendent of Teaching & Learning.

The following table 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.

<b>Acceptable/Reasonable/Necessary</b>	<b>Unacceptable/Unreasonable/Unnecessary</b>
<b>Education-related Items</b> that supplement or encourage continued learning and development, including: <ul style="list-style-type: none"> <li>• School supplies, books and other appropriate reading material</li> <li>• Admission to museums</li> </ul>	Cash, checks or money orders payable to student.  Awards or recognition for any other purpose.  Entertainment or related items, including: <ul style="list-style-type: none"> <li>• Admission to movies, concerts, etc.</li> <li>• CD's, DVD's, downloads, other media, etc.</li> </ul>
<b>Plaques / trophies / certificates</b> <ul style="list-style-type: none"> <li>• While the merits of recognition should be evaluated on a case-by-case basis, the cost generally should not exceed \$20.</li> </ul>	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 the procurement of awards must conform to all other District procedures and requirements, including:

- Available funds
- Claim Vouchers
- P-Card Procedures
- Receiving Procedures
- Requisition / Purchase Order
- Sales Tax

This procedure shall be reviewed (by the Deputy Superintendent of Administration in consultation with the Deputy Superintendent of Teaching & Learning, or their designee) and amended as conditions warrant, but no less than at the beginning of each school year.