



Capital School District

Board of Education Policy

Section: Board Governance
Title: Recognitions at Board of Education Meetings
Policy #: 100-27
Date Approved: 10/19/21
Date Revised: 10/12/21

Purpose: To establish guidelines and process for recognition of students and staff at monthly Board of Education Meetings

It is the intent of the Board of Education to honor students who have achieved distinction or honors in a school activity, either curricular or extracurricular. This distinction or honor may occur at the state or national level and include for Curricular:

Advanced Placement Scholars, National Merit Scholarships, awards at state and nationally sponsored Career and Technical Education Competitions, etc. Extracurricular distinction or honors may occur at the state or national level and include:

State Champions in any sport, Selection for All-State Teams, Selection for All-State Band and Chorus, Kent County Band, etc.

It is also the intent to honor staff members who have achieved distinction or honors for a specific state or national award.

This distinction or honor may occur at the state or national level and may include Delaware's Counselor of the Year, Delaware's History Teacher of the Year, Delaware School Nurse of the Year, Delaware School Psychologist of the Year, etc.

In addition, the district Teachers of the Year and Extra Support Professionals will be recognized at a board meeting, either in person or through presentation of a power point.

A procedure is established for administrators to submit nominations to the Office of the Superintendent for recognition. This procedure is as follows:

- Submittal of nomination form (Attached)
- Establishment of a yearly calendar of recognition so that presentations may be balanced throughout the year of monthly board meetings.

It is understood that recognitions may possibly occur at the last minute and every effort will be made to include the recognition as submitted at the next regularly scheduled board meeting.

Capital School District
Submittal Form for Nomination of Recognition at a monthly Board of Education Meeting
To be submitted to the Office of the Superintendent

Distinction or Honor:
(Please add complete information on the distinction or honor)

Student or Students Names:

Team Name:

School or Office:

Staff Member Name:

Reason for Nomination - Student - Check one: Academic Athletic Other Distinction

Reason for Nomination – Staff Member – Check one: Recognition at state or national level
 Other Distinction

Please list below all details regarding this submission. All submissions must be sent to the Superintendent's office at least three weeks in advance of any Board of Education meeting in which students/coaches or staff are to be recognized.