

Student and Staff Recognition System Workgroup

Recognition System Group's purpose:

Coordinate and maintain a school wide recognition system that celebrates students and staff for engaging in behaviors consistent with the school wide behavioral expectations.

Roles of Workgroup Members:

Workgroup Chair: Person responsible for coordinating activities of the student and staff recognition workgroup. The workgroup chair is the liaison back to the core team and the liaison to other building groups related to staff and student recognition (e.g., morale group). The workgroup chair may take on specific workgroup duties/roles (see below).

Student Prize Coordinator: Person(s) responsible for procuring and coordinating student prizes (e.g., placing orders or coordinating a social recognition event such as a pizza party), managing the storage of prizes, and for distributing prizes to winning students. This person ensures that the prize supply remains plentiful and communicates to the workgroup chair when procurement is problematic.

Staff Prize Coordinator: Person(s) responsible for procuring staff prizes (e.g., placing orders), managing the storage of prizes, and for distributing prizes to winning staff. This person ensures that the prize supply remains plentiful and communicates to the workgroup chair when procurement is problematic.

Raffle Coordinator: Person(s) responsible for orchestrating the raffles each week. This person pulls and announces raffle winners, ensures the system for getting tickets to a central location (e.g., bins in the cafeteria) is working well, and monitors/reports that sufficient numbers of tickets are being deposited.

Public Recognition Coordinator: Person(s) responsible for public recognition displays and announcements such as a Wall of Honor, Autograph Board, announcements in newsletters, and so forth.

Responsibilities:

1. Meet at least once per month, *prior to the core team meeting*, to discuss issues regarding the student and staff recognition system.
2. Ensure that prizes for staff and students are available and reflect student and staff interests.
3. Observe the flow of tickets into raffle bins and stay alert to drop offs in ticket numbers.
4. Ensure raffles are carried out as scheduled.
5. Encourage a culture of public recognition.
6. Monitor for systemic issues with the recognition system that requires being addressed by the core team.
7. Make recommendations to the core team for how to solve systemic issues.