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##### Memorandum

…***from the desk of Ali Bond***

***TO: RES 4th/5th Grade Teachers***

# ***DATE: Spring, 2011***

# ***SUBJECT: Awards Day 2011***

We will hold our annual **Awards Day** program on Tu**esday, May 24 at 8:30 AM**. The program should last approximately 40-45 minutes. Students in grades 4 & 5 will be recognized for their participation in various events and activities. My objective is to be able to recognize every 4th/5th grader at least once.

1. Each teacher in grades 4 & 5 is receiving a copy of the various award categories, although no student names have been listed.
2. List the students by the name they want on the certificate **ALPHABETICALLY.** All special education students will be listed with their regular division homeroom.
3. **Place an X** into each category that applies to that student.
4. The following individual will be responsible for providing lists of students for the following categories: **Tina Holloway** – Band; **Rosemary Keenan** – Orchestra; **Karen A-J** – Chorus

**Darren Rankin** – President’s Fitness Award

**Classroom Teachers** – Junior Olympics, School Spelling Bee Participant, Academic All-Stars (see below).

**Shannon Hodson** – Perfect Attendance

1. Students will receive **ONE** certificate that will list **ALL** their accomplishments. The certificate will be typed in the office, and each teacher will sign his/her students’ certificates. Any pins, ribbons, trophies, etc. will be above and beyond the certificate.
2. Trophies and certificates will be presented to the **Spelling Bee** champion and **first runner-up.**
3. We will recognize those students who have earned straight A’s in the three of the four grading periods (RES Academic All-Stars). Each teacher should provide me with a listing of her students who qualify for that recognition. (You will mark this on the checklist you receive, but I would also like a separate list of your students who qualify. There may be students about whom you will not know until the last minute.)
4. The **President’s Award for Educational Excellence/Achievement** will go to **5th graders**, as this is their exit year.
5. **Fifth grade teachers** should also select students for a **5th Grade Citizenship Award**. This award will be a separate one, also – it won’t be listed on the main certificate. **One boy** and **one girl** from the combined 5th grades should be selected. Fifth grade students should be given the opportunity to vote for this award. While this should be a student-elected award, teacher intervention in the final selection may be appropriate.
6. Students in **grades 1-3** will be recognized for **Perfect Attendance and Presidential Physical Fitness Awards**. However, students will merely stand up at their place in the audience. Any certificates those students receive will be given to home room teachers for presentation.

Completed forms should be returned to the office no later than **Friday, April 29**. This will give us time to get certificates typed, signed and back to you for your signature. While situations can change at the last minute, it is easier to prepare all the certificates and then redo one or two at the last minute. If you have any questions, please see me.