



*Awards for Excellence  
in High School Teaching*

## **AWARD PROGRAM INSTRUCTIONS**

### **STEP 1: RECIPIENT SELECTION**

**DUE: Friday, April 11, 2003**

- ◆ Convene National Honor Society Chapter or other representative student group to select teacher. Refer to ATTACHMENT B: AWARD CRITERIA.
- ◆ Principal reviews and approves the students' selection of a teacher.
- ◆ Consider the selected educator for the Distinguished Teacher Award. We recommend the following additional criteria for your consideration. The teacher:
  - Takes advantage of professional development opportunities to improve classroom practice and demonstrates belief that learning is a lifelong process that occurs in and out of the classroom;
  - Respects, utilizes and encourages the diverse talents of all students in their classroom;
  - Engages in innovative practices, such as team teaching, cooperative learning, integrated curriculum, and authentic assessment;
  - Demonstrates leadership through collaboration with colleagues at the district, state, and/or regional level.
- ◆ Inform recipient selected of honor and invite to attend May 14th dinner and award ceremony.
- ◆ Return the following materials to the Warner School by Friday, April 11, 2003:
  - ATTACHMENT C: 2003 AWARD RECIPIENT FORM
  - High-quality photo of recipient, if available
  - Attachment D: 2003 CEREMONY REGISTRATION FORM. Please note that each school is restricted to three reservations due to space constraints. The three spaces have been designated for the principal, teacher and teacher's guest.

For Distinguished Teacher Award nominations:

- Letter of recommendation from principal or designated representative
- Recipient's curriculum vita or resume
- ◆ You may also complete attachments C and D on line by April 11, 2003 at [www.rochester.edu/warner/news/teacher.html](http://www.rochester.edu/warner/news/teacher.html). Email the completed form, along with a photo, if available, to [pdrs@mail.rochester.edu](mailto:pdrs@mail.rochester.edu).

### **STEP 2: ATTEND CEREMONY**

- ◆ Join us for a memorable celebration of teaching and in honoring your school's 2003 recipient.

**MEMORIAL ART GALLERY  
500 UNIVERSITY AVENUE, ROCHESTER, NY  
May 14, 2003, 6 p.m. Reception, 7 p.m. Dinner**

- ◆ Directions are enclosed for your convenience.



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## **AWARD CRITERIA**

The Award for Excellence in High School Teaching has been established and is sponsored by Drs. Marion A. and Leonard S. Simon to recognize the contributions of dedicated high school teachers.

### **SUGGESTED PROCESS**

Nomination procedures may vary, according to the school's preference. We recommend and urge that students are involved in the process. You may accomplish this by inviting a representative student group, such as the Student Council or the National Honor Society, to nominate one teacher for the award. Some schools have students vote. Whatever approach is adopted, the nomination is then submitted to the school principal. If the principal approves, he or she forwards it to the University. **All teachers who are nominated by the school receive an award.**

### **CRITERIA**

Criteria for consideration by the students were developed by a local National Honor Society chapter stipulating that nominees should consistently:

- Demonstrate a thorough knowledge of and enthusiasm for the subject taught;
- Give well-organized and imaginative lessons;
- Offer clear and interesting explanations of important concepts;
- Establish a classroom atmosphere conducive to learning;
- Assign worthwhile homework, not "busywork";
- Display a sense of humor;
- Respect students and understand their problems;
- Consider learning a lifelong process in which teachers as well as students continuously engage both in and outside of the classroom;
- Treat all students justly and with flexibility, helping each to reach his or her maximum potential and recognizing each student's preferred learning styles and unique talents; and
- Show interest in, or become involved with, extracurricular activities of students.

Additionally:

- The nominee should be widely respected and admired by colleagues, parents and students for his or her level of involvement in the life of the school, knowledge of his or her subject area, and general level of professionalism.
- The school principal or student group advisor may also want to suggest additional criteria to reflect the values and mission of the school.

**ADDITIONAL CONSIDERATIONS** Students are encouraged to consider all teachers in grades 9 through 12 and to review the list of past recipients to consider distribution of subject areas and grade levels. Teachers who have been nominated in the last 5 years are ineligible this year.



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## 2003 AWARD RECIPIENT FORM

### SCHOOL INFORMATION

School \_\_\_\_\_

Address \_\_\_\_\_

Principal \_\_\_\_\_ Phone Number \_\_\_\_\_

Newspaper (other than the *Democrat and Chronicle*) serving the school's area \_\_\_\_\_

### 2003 Recipient Information

Name (as it should appear in program and announcements) \_\_\_\_\_

Position \_\_\_\_\_ Subject Area \_\_\_\_\_

Home address (complete address required) \_\_\_\_\_

Newspaper (other than the *Democrat and Chronicle*) serving the recipient's residence \_\_\_\_\_

### Selection Process

Please provide a brief description of the selection process utilized:

Are you also nominating this teacher for the Distinguished Teacher Award? Yes  No

*(NOTE: Curriculum vita/resume and letter of recommendation must be enclosed. In addition, the nominee may submit up to 5 pages of supporting materials.)*

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form and a high-quality photo or digital image (if available) of your nominee by **Friday, April 11, 2003** to Teacher Excellence Awards, The Warner School, University of Rochester, RC Box 270425, Rochester, NY 14627-0425 or fax (585) 473-7598. You can also complete the form online at [www.rochester.edu/warner/news/teacher.html](http://www.rochester.edu/warner/news/teacher.html) and email the form to [pdrs@mail.rochester.edu](mailto:pdrs@mail.rochester.edu).



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## 2003 CEREMONY RESERVATION FORM

**Please return this form even if your school will not be represented at the ceremony.**

### **SCHOOL INFORMATION**

School \_\_\_\_\_

Address \_\_\_\_\_

Principal \_\_\_\_\_ Phone Number \_\_\_\_\_

### **Event Attendance**

Note that each school is restricted to three reservations due to space constraints. The three spaces have been reserved for the principal (or his/her representative), teacher and teacher's guest.

Number attending ceremony: \_\_\_\_\_

Those attending ceremony will include:

Name (as it should appear on name badge)	Position	Vegetarian Entree? (Y/N)
1. _____		
2. _____		
3. _____		

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***Due: Friday, April 11, 2003***