



## Procedures for School Recognition Program

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**All schools are strongly encouraged to vote in the spring of each school year, how the School Recognition Funds (SRF) will be allocated.**

1. Schools and the St. Johns County School District (SJCSD) are notified by the state that the school has earned school recognition funds.
2. Each school receiving school recognition funds determines a plan for the process of determining how school recognition funds will be used in the school.
3. The school submits a copy of the procedural plan along with an **original, signed** School Recognition Funds Request Form from the SJCSD.
4. The plan is reviewed for fidelity and signatures:
  - If the plan is approved it moves to #5
  - If the plan is not approved it is returned to the school for review.
5. The approved plan is sent to the Chief Financial Officer for disbursement of funds.

**Note:** Funds are to be used for nonrecurring bonuses to the faculty and staff, nonrecurring expenditures for educational equipment or materials, or for temporary personnel to assist the school in maintaining or improving student performance (Section 1008.36(5), F.S.). The school's staff and SAC must decide to spend these funds on one or any combination of these three purposes. If the school's staff and SAC decide to give bonuses, they determine who is to receive them and how much each person will receive. The decision on the use of funds must not conflict with any district or state policies on expenditure of funds. Furthermore this decision must be decided prior to the funds disbursement, as a part of the plan that was voted on by both the school's faculty/staff and SAC.

6. Each school with an approved plan will take appropriate actions to spend the funds.
7. Each school will provide the SJCSD Office of Planning, Accountability, and Assessment with a copy of the expenditures, and will also complete the required web-based entry.
8. Each Spring the SAC and Faculty should schedule a time to meet and develop a contingency plan for the development of a yearly process for the use of the School Recognition Funds.