

**ADMINISTRATIVE POLICIES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE POLICY 1.05  
RECOGNITION FOR ACCOMPLISHMENT**

**(1) STAFF RECOGNITION**

(a) The Milwaukee Public Schools shall appropriately recognize the achievements, contributions, and service of its staff members. Special recognition shall be extended for length of service, outstanding attendance, and performance contributions in keeping with the following policies:

(b) It is entirely appropriate that additional recognition be bestowed for length of service by the Administration and the Board at appropriate intervals during an employee's service. Accordingly, the ~~Department Office~~ of Human Resources shall cause Milwaukee Public Schools employees to be identified and recognized for longevity of service with the district at the following intervals in their careers in the following manner:

<u>3 years</u> .....	<u>Letter of commendation from the superintendent</u>
<u>5 years</u> .....	<u>Letter of commendation from the superintendent</u>
10 years .....	Letter of commendation from the superintendent
<u>15 years</u> .....	<u>Letter of commendation from the superintendent</u>
<u>20 years</u> .....	<u>Letter of commendation from the superintendent</u>
25 years .....	An engraved lapel pin as determined by the superintendent
Retirement .....	An engraved plaque for those staff members retiring after <del>15</del> <u>20</u> years of service with the district.

(c) Outstanding attendance records, specifically absence of three or fewer days chargeable to sick leave, exclusive of absences due to religious observance or death in the family, shall be recognized at the school or other work location, with a copy of the recognition to be placed in the employee's personnel file.

(d) The special performance contributions of staff members shall be recognized annually in the Awards and Commendations section of the agenda for the Board's regular meeting ~~accordance with plans developed by the superintendent and approved by the Board.~~

**(2) COMMUNITY PERSONAGE AND GROUP RECOGNITION**

The Milwaukee Public Schools shall appropriately recognize the achievements, contributions, and service of individuals and groups in the community.

**(3) FLAG DISPLAYS**

To honor various persons, the following statements shall serve as guidelines for flying the United States flag at half-staff at the facilities of the Milwaukee Public Schools:

(a) United States flags on buildings under the jurisdiction of the Board shall be lowered to half-staff following appropriate proclamations issued by the President of the United States, the Governor of Wisconsin, the Mayor of Milwaukee, and the County Executive.

(b) United States flags on buildings under the jurisdiction of the Board shall be lowered to half-staff on all regular working days from the date of death to the date of interment of a Board member or superintendent.

(c) The United States flag shall be lowered to half-staff on all regular working days from the date of death to the date of interment of a staff member or student at the building to which the individual was currently assigned.

(d) Principals shall have the prerogative of ordering the building flag flown at half-staff on regular working days following the death of a person closely associated with the school (a member of the school's wall of fame, for example).

**History:** Adopted 11-8-72; amended 8-31-82; revised 4-20-95

**Previous Coding:** Admin. Policy AGA, Prior to May 1995