



HILLIARD CITY SCHOOL DISTRICT

Dale A. McVey, Superintendent • Brian W. Wilson, Treasurer/CFO

January 28, 2010

Dear Parents/Staff Member,

Exceptional Children's Month is observed nationwide during May to heighten our awareness of those individuals with disabilities.

The Hilliard School District plans to observe this special month with various activities, including:

1. An essay/logo contest for the month;
2. Certificates of Appreciation to staff, teachers, etc.;
3. A Proclamation from the Mayor of Hilliard, as well as the Hilliard City School's Board of Education.

In addition, we believe that there are a number of valuable people among us who are deserving of special recognition as a result of their exemplary contribution to Hilliard's students with disabilities. As a result, attached you will find a form to nominate for this special recognition any person who you believe has promoted the growth and/or development of Hilliard's students with disabilities. You may choose to nominate one or more individuals. *(When nominating more than one individual, please use a separate nomination form for each individual you nominate.)*

A dessert reception organized by parents and special education staff honoring the nominees will be held on **Wednesday, May 5th in the new Hilliard Bradley High School Auditorium at 6:30 pm.** More information on this important activity will be forthcoming.

Please plan to take a few moments to nominate an exceptional person. We all need to hear about the "positives" in special education. Activities of this sort, hopefully, will serve to open wider the door of understanding for our children. Please send your completed Nomination Form(s) to Melanie Richards at Central Office on or before **WEDNESDAY, MARCH 3rd.**

Thank you for your cooperation.

Sincerely,

Dr. Nancy L. Schott
Director, Pupil Services

EXCEPTIONAL PERSON'S NOMINATION FORM

ONE nomination form for EACH NOMINEE – (PLEASE only 1 name per page and include FIRST & LAST name)

Please make copies of this form if necessary.

(This form is also available on the HCSD website: www.hilliard.k12.oh.us.)

AWARD SELECTIONS ARE MADE BY THE 2010 EXCEPTIONAL CHILDREN'S MONTH COMMITTEE.

Complete Sections I, II & III and sign your name at the bottom of the form and send it to Melanie Richards at Central Office BY WEDNESDAY, MARCH 3rd.

I. Name of Nominee: _____

Building Location: _____

II. CHECK ONE BOX—Please *check the box* beside the appropriate category for your nominee:

TEACHER (Regular Ed)

TEACHER (Special Ed)

SPECIAL AREA TEACHER
(Art, Music, Physical Education,
Media Specialist, Technology)

ACADEMIC INTERVENTION
(Tutor, Reading Recovery, Title, Chapter,
ELL, Literacy, Special Intervention)

**SPEECH, OT, PT, APE, SST, NURSE,
WORK-STUDY, FAMILY SERVICES**

**PSYCHOLOGIST, GUIDANCE
COUNSELOR,
MENTAL HEALTH SPECIALIST**

EDUCATIONAL TEAM (Academic Team, IAT, IEP)
Please include **all team members' names** below with your nomination.

ADMINISTRATOR (Principal, Assistant Principal,
Central Office/SSF, Director/Coordinator, School Board Member)

**BUS DRIVER, CUSTODIAN, CAFETERIA WORKER,
SECRETARY**

ASSISTANT (Library, Noon, Bus, Classroom)

VOLUNTEER (Peer, Adult, Student)

III. Please use the bottom of this form to *write specific examples* of why this person (or team) deserves special recognition based on the impact that he or she has had on a student (or students) with a disability. Also be sure to write your name and date at the bottom of this form. (Please attach additional sheets of paper if needed.) Thank you.

Begin here:

Nominator _____

Date _____

Follow these instructions to fill out and submit your form

1. Fill out the form
2. Save the document
3. Send an email to: Melanie Richards with your saved document attached