



Apple Awards Implementation Plan

<u>Date</u>	<u>Task</u>
09/18/06	Information on the Apple Awards goes out in Newline and is available on DCSD, DCEF and DCF websites.
09/18/06	Schools begin collecting nominations.
9/21/06	Principals include information in their upcoming school newsletters informing families and students about the Apple Awards and encouraging them to nominate a teacher.
10/27/06	Last day for schools to accept nominations. Schools select their school representative for the Apple Award. Options for this selection include, but are not limited to: <ul style="list-style-type: none">• Site Selection Committee consisting of one Administrator, BRT, DCF Building Rep, 2 Teachers and one Parent will tabulate responses and select 3 finalists based on the criteria set forth. All school personnel vote to select one teacher from the finalists. Site Selection Committee determines how vote is taken and counted. The DCF Building Rep will organize this process.• Randomly select a name from the nominations received.• Use an established group, such as a School Advisory Committee, to select the school representative from the list of nominees.
11/08/06	Schools provide the name of their school representative to the DCEF. The DCEF will coordinate the announcement through the DCSD Communications office. All nomination forms are sent to the DCEF as all teachers nominated will be recognized.
11/10/06	DCEF sends out application packets to the school representatives.
12/08/06	Completed applications are due at the DCEF office.
01/02/07	Feeder Selection Committees meet to determine representatives for the Feeder Area.
01/03/07	The 15 semi-finalists (eight are elementary Feeder Reps and seven are secondary Feeder Reps) are notified and public announcement is made. DC8 begins filming classrooms of the semi-finalists.
02/13/07	DC8 concludes filming.
02/15/07	Finalist Committee meeting to select the Apple Award recipient.
03/17/07	Recipient is announced at the Apple Awards Dinner