



2019 Nomination Form

Must be postmarked by

Oct. 10, 2018



Communications and  
Recognition Programs

**Kansas Horizon Award Program  
2019 Nomination Package**

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2019 Kansas Horizon Award Program Nomination Form



## Office of the Commissioner

Kansas State Department of Education  
Landon State Office Building  
900 SW Jackson Street, Suite 600  
Topeka, Kansas 66612-1212

(785) 296-3202  
(785) 291-3791 - fax

[www.ksde.org](http://www.ksde.org)

August 2018

Dear Kansas Educator:

It is my pleasure to announce that the Kansas State Department of Education is now accepting nominations for the 2019 Kansas Horizon Award Program. This award is intended to recognize exemplary first-year teachers in the elementary and secondary classrooms of the state who perform in a way that distinguishes them as outstanding.

Each school district may nominate **one elementary and one secondary classroom teacher** for the 2019 Kansas Horizon Award Program. This provides each district the opportunity to encourage, recognize, and reward new members of the profession. Building principals are encouraged to forward the names of possible nominees to the district superintendent, who will then select the final two nominees for the district.

I encourage you to give careful thought to nominating two of your best new teachers for this distinction. Please submit **six sets – the original and five copies** – of the completed nomination packet. All nominations for the 2019 Kansas Horizon Award Program must be **postmarked by Oct. 10, 2018, and mailed** to the following address.

Kansas Horizon Award Program  
Communications and Recognition Programs  
Landon State Office Building  
900 SW Jackson Street, Suite 102  
Topeka, KS 66612

Winners will be recognized at a special ceremony during the 2019 Kansas Exemplary Educators Network (KEEN) Conference scheduled for Feb. 14-15, 2019, in Topeka.

For more information about this program, please contact Tamla Miller at (785) 296-4950 or e-mail: [tmiller@ksde.org](mailto:tmiller@ksde.org)

Sincerely,

Randy Watson  
Commissioner of Education

# **Kansas Horizon Award Program**

## **Mission, Nominations, General Qualifications, Selection Process, Recognition and Awards, Professional Development Activity and Time Line**

### **Mission**

The Kansas Horizon Award Program, sponsored by the Kansas State Department of Education, identifies and recognizes representatives of excellent teaching in the elementary and secondary classrooms of the state. The mission of the program is . . .

**To recognize exemplary first-year teachers  
who perform in a way that distinguishes them as outstanding.**

### **Nominations**

Each school district may nominate **one elementary classroom teacher and/or one secondary classroom teacher** for the Kansas Horizon Award Program.

All teachers should have an equal opportunity to be nominated for and selected as the district nominee. The local nomination and selection process should not be biased nor give the appearance of bias. You may consider getting input from parents, veteran teachers, etc. in making your selection. School principals and superintendents are encouraged to plan recognition ceremonies honoring the exemplary teachers.

Nominations should be made without regard to age, sex, race or religion.

**Please submit six sets – the original and five copies** – of the completed nomination package must be submitted. All nominations for the 2019 Kansas Horizon Award Program must be postmarked **by Oct. 10, 2018** and mailed to the following address:

Kansas Horizon Award Program  
Communications and Recognition Programs  
Landon State Office Building  
900 SW Jackson Street, Suite 102  
Topeka, KS 66612

**Nominations postmarked after October 10 will not be accepted – no exceptions.**

## **General Qualifications**

Novice teachers who have successfully completed their first year of teaching are eligible to be recognized. Applications should be postmarked by October 10 of **their second year of teaching**, and recognition will occur in February of their second year.

## **Eligibility Criteria**

- Nominee will have successfully completed his or her first year of teaching in a pre-kindergarten through grade 12 Kansas school accredited by the Kansas State Board of Education.
- Nominee will be a full-time classroom teacher.
- Nominee will be responsible for the assessment of students, assignment of grades, preparation of lesson plans, parent-teacher conferences, discipline, attendance, and other daily educational tasks.
- Nominee will have performed in a way that distinguishes him or her from other novice teachers.
- Nominee will be selected by the school district superintendent and building principal.

## **Selection Process**

The Kansas Horizon Award Program is a regional competition. The regions correspond to the state's four U.S. congressional districts.

The Kansas State Department of Education will appoint regional selection committees responsible for reviewing the nomination forms and selecting up to four elementary classroom teachers and four secondary classroom teachers per region for a possible total of 32 teachers.

## **Recognition**

The possible 32 teachers, four elementary classroom teachers and four secondary classroom teachers from each region, will be individually recognized during a luncheon at the Kansas Exemplary Educators Network (KEEN) conference in Topeka on Feb. 15, 2019. Also, they will be invited to participate as special guests in the two-day KEEN conference. The conference will take place in Topeka on Feb. 14-15, 2019.

## Time Line

August 2018	Nomination forms are available on the KSDE website ( <a href="http://www.ksde.org">www.ksde.org</a> )
October 10, 2018	Postmark date for submitting 2019 award nominations to the Kansas State Department of Education.
November 2018	Selection committee members will review and score nominations.
December 2018	The Kansas State Department of Education will tabulate the results and check references.
December 2018/January 2019	Recipients and nominees will be notified.
February 15, 2019	Recipients recognized at KEEN conference.

## ***Instructions for Completing the Kansas Horizon Award Program Nomination Form***

- The nominee must meet the general qualifications for the Kansas Horizon Award Program as outlined in this nomination package.
- **All** information requested in the nomination form must be provided.
- Signatures of the nominee, the nominee's principal, and the nominee's district superintendent (chief school administrator) **MUST** be provided.
- **Responses must be limited to the number of pages requested in each section.** Type size must be **no smaller than 12 point**. **Margins must be at least one inch** at the top, bottom, and sides. In order to provide all nominees with an equal opportunity, **only the number of pages requested will be accepted**. The regional selection committee will not consider any additional pages and/or materials submitted.
- Section I (pages 1-2) must be submitted on the form provided.
- Section II, **the essay topic** (i.e., Instructional Skills, Interaction with Students, etc.) **must appear at the top of each page**.
- Section III, include **three** letters of support from among any of the following: professors, cooperating teachers, administrators, colleagues, parents or students.
- The nomination should be stapled in the upper left corner. Do not include a cover.
- **Submit six sets** -- the original and five copies -- of the completed nomination.
- The nomination **must be postmarked by Oct, 10, 2018**, and mailed to the following address

Kansas Horizon Award Program  
Communications and Recognition Programs  
Landon State Office Building  
900 SW Jackson Street, Suite 102  
Topeka, KS 66612

# 2019 Kansas Horizon Award Nomination Form

## SECTION I: GENERAL INFORMATION

Nominee Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street P.O. Box

\_\_\_\_\_  
City State Zip Code Telephone

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_  
Street P.O. Box

\_\_\_\_\_  
City State Zip Code Telephone

USD # \_\_\_\_\_ USD Name \_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
School

E-Mail Address: \_\_\_\_\_  
Home

School Profile (check one) \_\_\_\_\_ Urban \_\_\_\_\_ Suburban \_\_\_\_\_ Rural

Number of Students in Nominee's \_\_\_\_\_ District \_\_\_\_\_ Building

Major Subject Area (if any) \_\_\_\_\_ Grade Level \_\_\_\_\_

I hereby give my permission that any or all of the attached materials may be shared with persons interested in promoting the Kansas Horizon Award Program. I meet the general qualifications for the award program as outlined in the nomination package.

Signature of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION I: GENERAL INFORMATION (continued)**

***SCHOOL/BUILDING PRINCIPAL***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City	State	Zip Code
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Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

I acknowledge that the nominee meets the general qualifications for the Kansas Horizon Award as outlined in the nomination package and submits this nomination with my approval.

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

***SCHOOL DISTRICT SUPERINTENDENT***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

School District Name and #: \_\_\_\_\_

District Address: \_\_\_\_\_

City	State	Zip Code
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Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

I acknowledge that the nominee meets the general qualifications for the Kansas Horizon Award as outlined in the nomination package and submits this nomination with my approval.

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION II: ESSAY QUESTIONS**

Essay topic (i.e., Instructional Skills, Interaction with Students, etc.) **must appear at the top of each page.**

### **INSTRUCTIONAL SKILLS**

#### **Nominee's Performance in First Year of Teaching**

The response to this question must be completed by the nominee. It must be no more than one typed page, double spaced and using no smaller than 12 pt. type. The essay topic **must** appear at the top of the page.

***Question - What instructional strategies are you using in your classroom?***

Please be specific. Describe how you use these strategies by giving examples and stating results that were achieved. Be sure the information provided is relevant to this section.

### **INTERACTION WITH STUDENTS**

#### **Nominee's Performance in First Year of Teaching**

The response to this question may be completed by a school system administrator, professional colleague, parent or student. It must be no more than one typed page, double spaced and using no smaller than 12 pt. type. The essay topic **must** appear at the top of the page. ***Please sign and give your title at the bottom of the page.***

***Question - As compared with other 1<sup>st</sup> year teachers you have known, please describe how this teacher motivates and inspires students.***

Please be specific. Describe how the teacher met these standards by giving examples and stating results, where appropriate, that were achieved. Be sure the information provided is relevant to this section.

### **EFFECTIVE COMMUNICATION**

#### **Nominee's Performance in First Year of Teaching**

The response to this question may be completed by a school system administrator, professional colleague, parent or student. It must be no more than one typed page, double spaced and using no smaller than 12 pt. type. The essay topic **must** appear at the top of the page. ***Please sign and give your title at the bottom of the page.***

***Question - As compared with other 1<sup>st</sup> year teachers you have known, please describe how this teacher effectively communicates with parents.***

Please be specific. Describe how the teacher met these standards by giving examples and stating results, where appropriate, that were achieved. Be sure the information provided is relevant to this section.

## SECTION II: ESSAY QUESTIONS (continued)

### **BUILDING ADMINISTRATOR RECOMMENDATION**

#### **Nominee's Performance in First Year of Teaching**

This page must be completed by a school system administrator. It must be no more than one typed page, double spaced and using no smaller than 12 pt. type. The essay topic **must** appear at the top of the page. ***Please sign and give your title at the bottom of the page.***

***Question - What is it that distinguishes your teacher as most outstanding?***

Please be specific. Describe how the teacher met these standards by giving examples and stating results, where appropriate, that were achieved. Be sure the information provided is relevant to this section.

### **NOMINEE'S ORIGINAL ESSAY**

#### **Nominee's Performance in First Year of Teaching**

This page must be completed by the nominee and it must be no more than one typed page, double spaced and using no smaller than 12 pt. type. The essay topic **must** appear at the top of the page.

***Question - After successfully completing your first year of teaching, what advice would you give a beginning teacher?***

## SECTION III: LETTERS OF SUPPORT

Include **three** letters of support from among the following: professors, cooperating teachers, administrators, colleagues, parents or students. The letters should be no more than one typed page, single spaced using no smaller than 12 pt type.

Letters should be addressed to:

Randy Watson  
Commissioner of Education  
Kansas State Department of Education

Please attach the unfolded letters to the nomination form. **Please attach the original letters, containing original signatures, to the original nomination form.** Copies of the letter may be attached to the 5 required application packets. Letters should **NOT** be mailed directly to the Commissioner of Education.

Should you have questions regarding the nomination process or this form, please contact Tamla Miller at the Kansas State Department of Education, 785-296-4950 or e-mail:

[tmiller@ksde.org](mailto:tmiller@ksde.org)