



Legacy Lights Recognition Program

What: Legacy Lights Recognition Program

The Legacy Lights recognition program is an opportunity to recognize someone who has gone above and beyond, particularly with behavior that demonstrates their desire to see the school, the students, and the Legacy team be successful.

Who: Nomination Criteria Checklist

Use the following checklist to help you decide who to nominate for Legacy Lights recognition. Those who are nominated will have contributed in a way that makes them stand out and will meet many of the points in the checklist below.

- ☐ Does this individual demonstrate a strong work ethic?
 - ☐ Does this individual practice integrity?
 - ☐ Does this individual provide leadership or promote teamwork?
 - ☐ Does this individual show self-discipline?
 - ☐ Does this individual demonstrate good moral character?
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Example 1: Teacher to Staff Member



Let's see how Miguel can recognize a new staff member, Stacy, through the Legacy Lights program. Miguel would need to go through the checklist thinking about Stacy's performance and contributions before submitting a nomination.

Meet Miguel and Stacy

Miguel has been teaching for 10 years and Stacy just got hired as an aide to help in the cafeteria and the upper grade levels. After a few months of working with Stacy, Miguel would like to recognize her for her being such an amazing team player.

Miguel's Legacy Lights submission would look like this:

I have been teaching for 10 years, but that doesn't mean that I don't need help. Stacy recently joined our school as an aide and I don't know how we functioned without her. Not only does she do her day-to-day duties of helping out in the cafeteria to make sure all students get their lunch and finish in time, but she is always volunteering to jump in and watch my class for a few minutes, so I can take care of other tasks I need to do for my students. The dedication and enthusiasm she shows while helping is what makes her stand out. Without Stacy, I wouldn't be able to provide my students with the high quality education that they deserve.



TIP: Timing is KEY

Don't let too much time go by between a moment that deserves recognition and the time you actually go into the nomination form to submit that recognition. The closer the event is to the time you submit the nomination form, the fresher that information is to you and the more robust you can make the story, to help us understand the impact this person has on the success of your school and Legacy.



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Example 2: Peer to Peer



Let's see how one teacher, Desiree, can recognize a fellow team member, Karen, through the Legacy Lights recognition program. Karen would need to meet some of the nomination checklist criteria and Desiree can submit a "Legacy Lights" nomination through the intranet.

Meet Desiree and Karen

Desiree is a first grade teacher and would like to recognize Karen who is another first grade teacher.

Desiree's Legacy Lights submission:

When I think of "Legacy Lights" recognition, there's no one more deserving than Karen. Karen created such an amazing interactive experience for her online students for back to school night. Our first grade team is so much better because she is on it. We really appreciate her going above and beyond to find new ways to interact with online students and then being willing to share everything she does with our whole team. Her commitment to teaching even during these challenging times is like no other.



TIP: It's all in the details!

Don't be afraid to use the examples in this document as inspiration for your own submission. The more specific details you can provide in your submission, the more we can understand how this person truly should be recognized through the Legacy Lights program.



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Example 3: Administrator to Teacher/Staff Member



Let's see how Principal Smith can recognize Tom, a fifth grade teacher, with the Legacy Lights recognition program. Tom would need to meet nomination criteria from the checklist and Principal Smith will follow the checklist as she submits a "Legacy Lights" nomination through the intranet.

Meet Principal Smith and Tom

Principal Smith has been a principal for over 7 years and he has seen a lot of hardworking teachers in his time, but he was extremely impressed with Tom, a fifth grade teacher who really helped his whole team during some unprecedented times.

Principal Smith's Legacy Lights submission:

Tom set up an organizational system to send out communication to parents regarding their children's weekly Schoology assignments. He then helped his team create folders to add all of their students coursework in one place. Lastly, the team was then able to share all their resources and everything they possibly could with the online teacher, who has to teach 50 fifth grade students. Thank you so much for helping your parents and students have a better online learning experience and for helping each other get organized. As a principal, I am grateful to have such dedicated and caring teachers.



TIP: Pay attention to your surroundings.

You never know how even the smallest action can cause a ripple effect that changes everything.

Calling attention to even the most minute contribution helps someone feel recognized and appreciated for their efforts. Don't take for granted all the "little things" around you that might go unnoticed if you don't recognize a person's efforts.



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Legacy Lights FAQs

Q: What is Legacy Lights?

A: The Legacy Lights recognition program is an opportunity to recognize someone who has gone above and beyond, particularly with behavior that demonstrates their desire to see the school, the students, and the Legacy team be successful.

Q: How can I nominate someone for Legacy Lights?

A: To submit a Legacy Lights nomination, simply click on the Legacy Lights link on the intranet page. Or visit the [Legacy Lights submission](#) page.

Q: How will nominations be recognized?

A: Nominations have a chance to be recognized online in The Chronicle which is published three times a year.