



ADMINISTRATIVE PROCEDURE 365

STUDENT AWARDS

Background

The Division believes in schools acknowledging outstanding student achievement and personal accomplishments as a public demonstration of their commitment to excellence. The Division encourages schools to use a comprehensive system of awards, prizes, and opportunities for public recognition to further demonstrate their commitment.

Procedures

1. Outstanding achievement by students shall be recognized and appropriately honored within each school and all students shall be informed of the achievement awards for which they are eligible.
 - 1.1 Information about school awards shall be communicated by the schools at the beginning of each term to students, parents, and the community.
2. Schools shall develop policies and procedures governing student awards and scholarships.
 - 2.1 School-developed policies and procedures shall ensure that outstanding student performance is appropriately recognized within each school.
 - 2.2 The school Student Awards Policy and Procedures shall specify the purpose and structure, qualification criteria, selection process, presentation procedures, funding arrangements, and criterion for review for all schools and private awards.
 - 2.3 The Grande Yellowhead Public School Division No. 77 is considered an agent of the Government of Alberta for purposes of the Human Rights Protection Act and therefore schools shall not discriminate when selecting winners of awards.
3. Schools shall recognize, on an ongoing basis, outstanding student performance in areas such as academic achievement, athletic achievement, fine arts achievement, citizenship, community service, or exemplary behavior.
 - 3.1 Principals shall recommend individuals or groups to be recognized at the Division level. Appropriate recognition of individuals or groups may occur through Board meetings, special events, trustee attendance at school functions, staff bulletins, or community media. This public recognition is to occur throughout the year.

- 3.2 Students receiving recognition at the municipal, provincial, national or international level for outstanding performance shall be appropriately acknowledged by the school and the Division.
4. The Division and the schools will cooperate with private donors who wish to reward outstanding student performance through the provision of awards.
 - 4.1 Awards offered by private donors shall be consistent with the School's Student Awards Policy. The awards may consist of cash, trophies, plaques, certificates, or other forms of recognition. The awards shall be considered and defined in terms of purpose and structure, qualification criteria, selection process, presentation procedures, funding arrangements, and criterion for review.
 - 4.2 All applications to establish an award by a private donor shall be submitted to the Principal of the school where the award is to be made.
 - 4.3 The Principal shall ensure that the award is administered in accordance with the terms and conditions as established.
 - 4.4 Private donors shall be acknowledged by the school on a regular basis for their contribution towards the recognition of outstanding student achievement.
 - 4.5 Documentation describing awards provided by private donors shall be attached to the school policy as appendices.

Reference: Section 60, 61, 113 School Act

Developed: November 2005