

Administrative Procedure 370 – Graduation, Scholarships, Student Awards

Background

The Division recognizes and supports academic excellence. To provide further recognition the Board will provide scholarships.

Procedures

1. The Division encourages the recognition of student excellence and wishes to acknowledge students accomplishments through;
 - 1.1. presentation of graduation diplomas
 - 1.2. administration of scholarships and funds
 - 1.3. recognition of student academic achievement
2. Graduation Diplomas:
 - 2.1. Each year graduation diplomas will be ordered by high schools, the cost of which will be borne by the Division.
 - 2.2. Both the name of school and Division will be acknowledged on the cover of the diploma.
3. Scholarships:
 - 3.1. Schools will keep on record, copies of scholarship criteria and expectations for scholarships pertinent to students attending their high school for a period of seven years following graduation of the student/the time when the student leaves the school.
 - 3.2. Principals will be responsible for placing appropriate advertisements in the newspaper regarding scholarship applications.
 - 3.3. Principals will be responsible for ensuring selection of appropriate recipients according to individual scholarship criteria.
 - 3.4. The Secretary-Treasurer will inform the Principal, in September of each year, monies available for each scholarship according to scholarship criteria (i.e. accrued interest).
 - 3.5. Principals will contact the Secretary-Treasurer within an adequate time frame in advance of Awards Night so that cheques may be issued.
 - 3.6. Principals will adhere to any special requests made by the scholarship donors.

- 3.7. Principals will ensure that letters are sent to school recipients informing them that they shall receive an award.
- 3.8. Principals will be responsible for contacting donors with information regarding the current year's recipients.
- 3.9. Principals will send a complete copy to the Superintendent of award recipients.
- 3.10. Principals will make arrangements where possible to have local newspapers cover the awards night proceedings.

4. Recognition of Student Academic Achievement:

- 4.1. A certificate and pin will be presented to students achieving "honours" in the Junior (or Middle School) and Senior High
- 4.2. Procedures shall be developed by each Principal in consultation with their School Council to establish the criteria for honours recognition at their school.
- 4.3. Principals will submit a list of students deserving honours recognition to the Superintendent at the end of each year/semester.
- 4.4. The Principal will inform the Superintendent when the annual Recognition/Awards Night will be held.
- 4.5. The Superintendent will ensure that certificates/pins are ready for the award ceremonies.
- 4.6. Honours awards will be presented by trustees, where possible, at the Annual School Awards Ceremony.

Reference: Section 31, 33, 52, 53, 197, 222 Education Act

Effective: 2009-04-15

Amended: 2022-01-01