

# *Christ the Teacher Catholic Schools*

## **ADMINISTRATIVE PROCEDURES**

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**SECTION:** 300 - STUDENTS

**CODE:** AP 370

**PROCEDURE:** **STUDENT AWARDS**

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### **BACKGROUND**

The Division sanctions awards for students that are initiated by a variety of organizations and individuals within the school's community, including but not limited to, the School Community Council, parent groups, school staff, Students' Council, service clubs or interested individuals.

These awards require the continuing consent of the Principal.

### **PROCEDURES**

1. All awards are to reflect the Mission, Vision and Foundational Values of the Division.
2. Prior to agreeing to establish a new award, the Principal is to receive from the donor a written proposal outlining:
  - 2.1 The name of the award;
  - 2.2 The type of award: certificate, trophy, or specific dollar amount;
  - 2.3 The name of the donor;
  - 2.4 The purpose of the award;
  - 2.5 The terms and duration of the award;
  - 2.6 The specific criteria for selection of recipients;
  - 2.7 Who will determine recipients;
  - 2.8 When and by whom the award will be presented; and
  - 2.9 Who will provide for additional costs such as engraving or printing.
3. The Principal is to consult with the School Community Council, staff, Students' Council and the Director when appropriate, prior to making a decision to accept any proposed award.

Reference: Sections 85, 87, 108, 109, 110, 175 Education Act

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