



DATE: June 28, 2023
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services
GOVERNANCE POLICY: [Policy 905 – Awards Policy – Students](#)
ADDITIONAL REFERENCE: Assurance Domain – [Student Growth and Achievement](#)
SUBJECT: Administrative Procedure 860 – Student Division Awards, Scholarships and Bursaries

PURPOSE:

For information.

BACKGROUND:

To ensure Sturgeon Public School Division recognizes the value of partnerships with communities, organizations and businesses that support student excellence, Administration has updated *Administrative Procedure 860 – Student Division Awards, Scholarships and Bursaries* to *Administrative Procedure 860 – Division Awards, Scholarships, Bursaries, and Recognition* to action the amendments to Board Policy 905.

Administration is prepared to respond to questions at the June 28, 2023, Public Board meeting.

ATTACHMENT(S):

1. *Administrative Procedure 860 – Division Awards, Scholarships, Bursaries, and Recognition – Clean Copy*
2. *Administrative Procedure 860 – Division Awards, Scholarships, Bursaries, and Recognition – Tracked Changes*

Administrative Procedure 860

Division Awards, Scholarships, Bursaries, and Recognition

1659539640

Responsible Administrator: Deputy Superintendent, Education Services

PURPOSE

Sturgeon Public Schools recognizes outstanding student performance and significant improvement in performance in various curricular, extra-curricular and service programs. Strong partnerships with communities, organizations and businesses supports student excellence, and Sturgeon Public Schools recognizes individuals or organizations who have made a significant contribution to advancing the Mission, Vision, and Values of the Division.

PROCESS

The Principal, in consultation with staff members, shall be responsible for the selection of students to be recognized for outstanding student performance or significant improvement in performance.

Recognition of outstanding student performance and improvement shall be given through letters, Board meetings, special events, Trustee attendance at individual school awards ceremonies, or media.

Grade 12 students are eligible to apply for a Sturgeon Public School Schools' \$1000.00 scholarship and a \$500.00 bursary.

PROCEDURE

Senior High Academic Awards

1. Grades 10, 11 and 12 High School Honour and Merit shall be awarded annually to students who have met the [Alexander Rutherford High School Achievement Scholarship](#) requirements.

1.1 A Division bookmark will be presented to students, who have achieved honours according to the [Alexander Rutherford High School Achievement Scholarship requirements](#).

1.2 A Division pen and pencil set will be presented to the student in each high school in the Division achieving the highest standing in Grade 10, 11 and 12 on the basis set out in 1.

Junior High Academic Awards

2. On the recommendation of the Principal, in consultation with staff members, awards will be presented to each student in full-time attendance at the Grade 7, 8 and 9 levels as follows:

2.1 A Division refrigerator magnet will be presented to students who have an 80% average in Language Arts, Social Studies, Mathematics and Science, and a pass mark in all other subjects in which the student is enrolled. French Immersion may include French Language Arts (FLA); 80% average in four of the five core subjects (FLA, ELA, SS, SC and Math – lowest mark may be removed from average).

2.2 A Division pen will be presented to the student at each school achieving the highest standing in Grade 7, 8 and 9 on the basis set out in 2.1.

Book Awards

3. A book is presented to the most deserving student in each homeroom in Grades K-9. The award can be customized to each student's preference i.e. a book or books, DVD's, digital apps (iTunes card), educational computer games, etc.

Selection of the winners will be made by the staff of each school on the following criteria:

- Individual development;
- Contribution to the welfare and progress of the homeroom and school.

4. The Principal shall submit to the Director, Financial Services, a "Sturgeon Public Schools Book Awards Eligibility Form" for each school year.

5. The Principal of each school shall submit to the Executive Assistant to the Associate Superintendent, Corporate Services a "Student Awards Order Form" by the end of May in each school year. The exception will be Division high schools that hold their awards ceremony in the fall of the following school year.

6. A list of award recipients and any unused award items shall be returned to the Executive Assistant to the Associate Superintendent, Corporate Services following each school's awards ceremony.

7. Principals shall submit, for approval, to the Superintendent criteria for any and all in-school awards developed by Division schools.

Grade 12 Scholarship

8. A scholarship of \$1,000.00 will be awarded to all grade 12 students upon completion of their scholarship year who meet the following guidelines:

8.1 Apply for the scholarship by September 30th of the calendar year in which the student graduates from high school;

8.2 Have attended a Division school in the school year for which the scholarship is awarded;

8.3 Meet the Grade 12 Honours criteria according to the [Alexander Rutherford High School Achievement Scholarship requirements](#).

8.4 Qualify for a High School Diploma;

8.4.1 Results of Diploma Appeal Examinations will be accepted with the onus being on the students to notify the school of the results of the appeal prior to September 1st of the scholarship year.

8.4.2 The mark used for determining eligibility is the final mark awarded to the student on the Alberta Education Results Statement.

8.5 Enroll in a full-time program of studies at a university or post-secondary educational institution, or enroll in an apprenticeship program, within fifteen (15) months after high school graduation.

8.6 Obtain after September 15 for the Fall Term or after January 15 for the Winter Term, confirmation of enrollment at a university or other post-secondary institution, or enrolment in an apprenticeship program. The confirmation of enrollment is to be submitted to the Deputy Superintendent, Education Services by October 15th or February 15th, appropriate to the registered term. Such confirmation shall be required prior to the issuance of a student's scholarship cheque.

8.7 The scholarship shall be payable to the student and presented at their school's annual awards night or following their confirmation of enrolment at a university or recognized post-secondary institution, or enrolment in an apprenticeship program.

Grade 12 Bursary

9. Each year two graduating students of the Division who do not qualify for a Grade 12 scholarship will be awarded a \$500.00 bursary.

9.1 The number of bursaries shall be two (2) per year, one \$500 bursary to a student graduate from Redwater School and one \$500 bursary to a student graduate from Sturgeon Composite High School.

9.2 The bursary shall be payable to the student and presented at their school's annual awards night following their confirmation of registration at a recognized post-secondary institution or in an apprenticeship program.

9.3 The school principal, in consultation with a school selection committee, shall recommend a student to receive the bursary and submit such name and other required details to the Executive Assistant to the Deputy Superintendent, Education Services.

9.4 Factors to be taken into consideration by the Principal and school selection committee shall include:

9.4.1 the level of student achievement and the effort exhibited by the student in attaining this level,

9.4.2 the student's participation in co- and extra-curricular activities, both school and community, and

9.4.3 other bursaries or scholarships for which the student may be eligible.

9.5 The student must have attended a Division high school and qualify for a high school diploma with an average of 70% based on the student's Grade 12 level courses in at least 25 credits.

9.6 The student must enroll in a course of studies at a recognized post secondary institution or apprenticeship program within fifteen (15) months after high school graduation.

9.7 The student must submit confirmation of enrollment at a post-secondary institution or in an apprenticeship program. Such enrolment shall be confirmed by the Executive Assistant to the Deputy Superintendent, Education Services prior to the issuance of a student's bursary cheque.

9.8 The student must apply for the bursary by September 30th of the calendar year in which the student graduates.

Recognition Award

10. Each year schools will recognize individuals or organizations who have made significant contributions to advancing the Mission, Vision, and Values of Sturgeon Public Schools.

10.1 Each school will update a plaque, sponsored by the board, in which names or recipients will be displayed on in the school.

10.2 Each year during the school awards ceremony the individual, business or group will be recognized for their contribution.

10.3 The school principal, in consultation with a school selection committee, shall recommend an individual, business or group to receive the award and submit selections and other required details to the Executive Assistant to the Deputy Superintendent, Education Services.

References:

[Board Policy: 905 Award and Recognitions Policy - Alexander Rutherford High School Achievement Scholarship Requirements](#)

History

2020 Jan 29 Initial Approval

2021 May 20 Amended

Administrative Procedure 860

Student-Division Awards, Scholarships, ~~and~~ Bursaries, and Recognition

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Responsible Administrator: Deputy Superintendent, Education Services

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