

AWARDS

STUDENT AWARDS

Background

The Division believes that recognition programs for students contribute to creating a positive climate for achievement. Student award programs, which publicly acknowledge student achievement and success, are an important part of an effective student recognition program.

The Division supports the public recognition of students.

Procedures

1. Specific student award programs that have historically operated in the three founding divisions shall be maintained but offered on a Division-wide basis.
2. The eligibility criteria for all Division-sponsored and school-sponsored awards shall be clearly articulated and communicated to students.
3. Schools shall, on an annual basis, coordinate budgeting the funds necessary to continue the existing and to establish new student awards.
4. Each Principal is responsible for coordinating awards programs sponsored by the individual school.
5. The Superintendent or designate is responsible for coordinating Division-sponsored awards programs.

DIVISION HONOUR AWARDS

Background

Greater St. Albert Catholic Schools recognizes student achievement in various ways, including a Division Academic Honours Certificate for grades 7-12 students.

Guidelines

1. Division awards to honour students in grades 7-12 are as follows:
 - 1.1. Grades 7, 8 and 9 Academic Honour Certificates shall be presented annually to Grade 7, 8 and 9 students achieving a combined average of at least 80% in core courses (English language arts/French language arts, social studies, science,

- math), and a student must also achieve a level 3 or better in each of health, religion and physical education.
- 1.2. To be eligible for honours, students also must have passed all other courses.
 - 1.3. French Language Arts or English Language Arts (whichever has the highest mark) will be included in the core course average for determining honours.
 - 1.4. Grades 10, 11, and 12 High School Honour Certificates shall be awarded annually to students who have met the [Alexander Rutherford High School Achievement Scholarship](#) requirements. For the grade 10 school year, honours will be calculated based on courses completed from the beginning of July after grade 9 until the following September after the grade 10 year. For grades 11 and 12, honours will be calculated based on courses completed from September-September of each calendar year.
2. Grades 7, 8, and 9 Academic Honour Certificates will be based on completed course marks taken in the current calendar year, which starts in August/September and ends in June.
 3. The Principal shall provide the date(s) of award programs to the Division Office Manager of Communications as soon as the dates are available and communicate updates or changes to the dates.
 4. Principals are encouraged to review [Administrative Procedure 160 Event Protocol](#), which provides guidance about division expectations for who to invite to awards events and protocols to be followed at these events.

This award was implemented May 31, 2017.

ST. THOMAS AQUINAS AWARD

Background

The Division shall, on an annual basis, provide a \$1500 cash award to be divided equally between three grade twelve (12) students.

In keeping with the Division's guidelines, the \$1500 cash awards will be given to three grade twelve (12) students. The student must have demonstrated positivity and friendliness in his/her relationship with others. This student must be dedicated and persevering in his/her studies, making a meaningful contribution to the life and spirit of the school. In general, this student is held in high esteem by both teachers and classmates.

Procedures

1. The award will be made annually to three Grade twelve (12) students (one in each of the Division's three high schools) who are furthering their education at any accredited post-secondary education institution.

2. Application for the award must be in writing on the Thomas Aquinas Award Application [Form F125-1](#) and submitted to the Principal of the respective school by June 15 of that school year.
3. In keeping with the mission, vision, and values of the Division, the successful candidate must reflect Catholic/Christian values in his/her lifestyle and studies.
4. To qualify for the award, a student must have successfully completed Religious Studies 35 and/or had a prominent role in a social justice service project. Also, the student must achieve a school-awarded average of 70 percent or higher in English 30-1 or 30-2, Social Studies 30-1 or 30-2, and two other 30-level courses at any of the high schools in Greater St. Albert Roman Catholic Separate School Division. In addition, the candidate is to have acquired/qualified for a high school diploma.
5. If deemed necessary by the school, eligible candidates must consent to an interview with the school's selection committee which will make the final selection and announce the award.
6. The selection committee will consist of:
 - 6.1. Principal or designate.
 - 6.2. One staff member.
 - 6.3. Trustee representative.
7. Once post-secondary acceptance has been confirmed, the school must provide the Secretary Treasurer with the name of the award recipient. A minimum of two weeks is required for processing and delivery of the award cheque to the school for presentation to the recipient.
8. A member of the Board or designate must present the award at an appropriate ceremony held by each respective school.
9. Interview questions are left to the discretion of each school.
10. The St. Thomas Aquinas Award form can be found in the Admin Procedures Forms Manual ([F125-1](#)), and suggested interview formats can be found in the Division's Human Resources Manual.

Presentation Protocol

This award is to be presented by a member the Board of Trustees. The Board Chair will appoint the Trustee representative according to the following priority (the Board Chair may consider other factors in designating a Trustee to present the award):

1. Board Chair
2. School Trustee Liaison
3. Vice-Chair
4. Other Trustee Designate

ST. JEAN BAPTISTE AWARD

Background

The Division shall, on an annual basis, provide a \$500 cash award to be awarded to one grade twelve (12) student in the Division's French Immersion program.

In keeping with the Division's guidelines, the \$500 cash awards will be given to one grade twelve (12) student in the French Immersion program. This student must be dedicated and persevering in his/her studies in the French Immersion program, making a meaningful contribution to the enhancement of the French Immersion spirit and culture of the school. In general, this student is held in high esteem by their French Immersion program teachers and classmates.

Procedures

1. The award will be made annually to one grade twelve (12) student in the French Immersion program who is furthering his/her education at any accredited post-secondary education institution.
2. Application for the award must be in writing on the St. Jean Baptiste Award Application Form and submitted to the Principal of the respective school by June 15 of that school year.
3. The successful candidate must demonstrate dedication to making a meaningful contribution to the French Immersion spirit and culture within the school community.
4. To qualify for the award, a student must demonstrate a commitment to the French Immersion program and culture within the school community. Also, the student must achieve a school-awarded average of 70 percent or higher in FLA 30-1 or 30-2, Études Sociale 30-1 or 30-2, and two other 30-level French Immersion courses, including Mathématiques 30-1 or 30-2, Physique 30, Biologie 30, or Chimie 30. In addition, the candidate is to have acquired/qualified for a high school diploma.
5. If deemed necessary by the school, eligible candidates must consent to an interview with the school's selection committee which will make the final selection and announce the award.
6. The selection committee will consist of:
 - 6.1. Principal or designate.
 - 6.2. One staff member.
 - 6.3. Trustee representative.
7. Once post-secondary acceptance has been confirmed, the school must provide the Secretary Treasurer with the name of the award recipient. A minimum of two weeks is required for processing and delivery of the award cheque to the school for presentation to the recipient.

8. A member of the Board or designate must present the award at an appropriate ceremony held by each respective school.
9. Interview questions are left to the discretion of each school.
10. The St. Jean Baptiste Award application form can be found in the Admin Procedures Forms Manual ([F125-2](#)), and suggested interview formats can be found in the Division's Human Resources Manual.

Presentation Protocol

This award is to be presented by a member the Board of Trustees. The Board Chair will appoint the Trustee representative according to the following priority (the Board Chair may consider other factors in designating a Trustee to present the award):

1. Board Chair
2. School Trustee Liaison
3. Vice-Chair
4. Other Trustee Designate

STAFF AWARDS

Background

The Division appreciates the contributions made by its employees to the jurisdiction. It is appropriate, therefore, to recognize those employees who have rendered long-term and/or exemplary service to the Division.

The Division supports the public recognition of employees who have provided long service to the Division. The Division also supports the Edwin Parr Award Program for first year teachers and the Excellence in Teaching Awards Program developed by the Council of Alberta Teaching Standards.

LONG-SERVICE AWARDS

Procedures

1. Appropriate long-service gifts will be awarded to employees with five (5) years of continuous service with the Division and for every additional five (5) years of continuous service thereafter to a maximum of thirty five (35) years.
2. A staff recognition event will be organized on an annual basis.
3. For the purpose of administering this procedure, the date each year on which length of service will be determined shall be August 31.
4. Prior to August 31, 2018: For calculation purposes, one year of service is equivalent to a minimum of .60 FTE for time worked during the year. For teachers, this means a minimum of 120 full days worked during the year. For 10 month support staff, this means a minimum of 910 hours per year (based on a 35 hour work week – to be prorated accordingly). For 12 month support staff, this means a minimum of 1,092 hours per year (based on a 35 hour work week – to be prorated accordingly).

Effective September 1, 2018: For calculation purposes, an employee will be granted one year of service regardless of their FTE, subject to proration for unpaid leaves of absence in excess of 30 days.

5. Past employment in a jurisdiction that has been amalgamated with the Division shall be included to calculate length of service.
6. Employees with fifteen (15) or more years of accumulated service with the Division who retire shall be suitably recognized at a staff recognition event.
7. The Superintendent shall budget on an annual basis the funds to be allocated for recognition of long-term and retiring employees.

8. The Superintendent or designate shall be responsible for determining the procedure for recognition of long-term employees.
9. The Division shall present the following awards to every employee where long-service awards are not specified in an employee contract:
 - 5 years of service: Certificate, gift, and \$100 prepaid credit card.
 - 10 years of service: Certificate, gift, and \$200 prepaid credit card.
**Division ring with one mini diamond will remain an option during the transitional period until 2020.*
 - 15 years of service: Certificate, gift, and \$250 prepaid credit card.
 - 20 years of service: Certificate, gift, and \$300 prepaid credit card
 - 25 years of service: Certificate, gift, and \$500 prepaid credit card
 - 30 years of service: Certificate, gift, and \$750 prepaid credit card
 - 35 years of service: Certificate, gift, and \$1000 prepaid credit card

Mini diamonds for division ring will remain available for purchase to employees at 5-year intervals from 15-35 years of service.

EDWIN PARR/EXCELLENCE IN TEACHING AWARD PROGRAMS

Procedures

1. The Superintendent shall coordinate nomination procedures for both programs.
2. Nominees will be shared with the Board and may be asked to speak to their nomination for the award at a public meeting of the Board of Trustees.

CCSSA EXCELLENCE IN CATHOLIC EDUCATION AWARD

Procedures

1. The Superintendent and Religious Education Coordinator shall coordinate nomination procedures for this award.

LAURA BIRD MEMORIAL BEACON OF HOPE AWARD

Background Statement

Board Policy 1: Division Mission Statement, Values and Beliefs, Goals and Objectives stresses the importance of celebrating staff who are mentors of faith. The Board believes that the ultimate celebration of staff mentorship is to recognize one who is an active and articulate witness to the One for whom Catholic schools exist – Jesus Christ.

The Laura Bird Memorial Beacon of Hope Award recognizes that the best way to demonstrate witness to Jesus Christ is to do so to the most needy in the most selfless manner possible.

Laura Bird was a teacher in St. Albert in the 1960s and early 1970s who was passionate about prioritizing service to students in the area of special needs education. At the time, the only option for St. Albert families who needed special education supports was to have their children bused to Edmonton.

Through Laura Bird's pioneering work, special education started its gradual evolution to the inclusive, diverse learner based model that our Division supports today. In October 1960, Mrs. Bird initiated the establishment of an Opportunity Room, which was opened within Vital Grandin School. As a teacher within this program, Laura's efforts provided hope to her students and their families that an environment dedicated to addressing a broad spectrum of learning needs can be established in one school community. Her initiative enabled our schools to learn that students best realize their God given potential within a community where they are known and nurtured by all community members.

This award has been established to celebrate any staff member who through any realm of service within a Catholic faith community has in the most selfless manner possible, dedicated personal service to further the hope and future of others.

Procedures

1. Any staff member in the Division may receive this award on the basis of a recommendation by a Trustee, Parish Priest, member of the GSACRD community, or a local, provincial, national and / or international Catholic faith community affiliate.
2. The Board will request nominations for the award beginning in March of each year and will make its decision prior to June 30 of that year.
3. Nominations for the award may be submitted by any member of the Greater St. Albert Catholic School Community to the Superintendent in writing.
4. Nominations will be reviewed by a Board Selection Committee for recommendation to the Board.
5. All nominations must include a description of the service or contribution made by the individual being nominated according to the following criteria:
 - 5.1. How the individual has endeavored not to bring honor to oneself but to others
 - 5.2. How the individual has been self-sacrificing through Christian service, and has prolonged this dedication through time;
 - 5.3. How the individual has accepted demanding challenges and set new standards for the rest of us to follow.
6. While a letter addressing these criteria will suffice, a nominator may choose to submit the form [F125-3](#) to complete the nomination process.

7. The award will include two aspects of recognition: 1) a personalized, etched glass trophy keepsake, and 2) a nameplate on a permanent plaque, designed for all recipients, current and future, displayed in the Boardroom.
8. The successful nominee will be notified prior to the public announcement.
9. The announcement of the award recipient will be made at the opening school year division mass. The presentation of the award may be made at the same time or at a mutually agreed time in the future.
10. The award may be presented posthumously.
11. In the event that there are no nominations accepted by the Board, the Board may determine the need to issue a nomination itself for that year.
12. If there are no nominations for the award, the Laura Bird Memorial Beacon of Hope Award may not be awarded in that year.
13. The selection committee may advance any current nomination to a future year for reconsideration.

This award was implemented November 2, 2016.

OTHER AWARDS

Background

The Division supports the recognition of employees or community members via the nomination for awards offered by our educational partner organizations.

Procedures

Candidates can be nominated through mechanisms outlined by the various partner organizations and we encourage members of our Division community to nominate deserving candidates so that their work may be recognized.

[Alberta Catholic School Trustees Association Awards](#)

- Life Membership*
- Honorary Life Membership*
- Faithful Steward Long Service*
- Meritorious Service*
- Appreciation Award*

[Alberta School Boards Association Awards](#)

- Honouring Spirit: Indigenous Student Awards
- Friends of Education Award*
- Zone Appreciation Award*
- Community Engagement Award*
- Honorary Life Membership Award*
- Long Service Awards*
- School Board Innovation and Excellence Award*

**Nominations for these awards are done by the Board of Trustees and require a board motion.*

[Alberta School Councils Association Awards](#)

- School Council Award of Merit
- School Council Parent of Distinction Award
- Excellence in Learning Partnerships Award
- Division School Council Engagement Award

[Newman Theological College Awards](#)

- Kevin Carr Christian Leadership Award

References:

Form 125-1 St. Thomas Aquinas
Form 125-2 St. Jean Baptiste
Form 125-3 Laura Bird Memorial Beacon of Hope Award

Implemented June 1, 2021