



YORK REGION DISTRICT SCHOOL BOARD

Policy #103.0, Awards
Procedure #103.1 Non-Monetary Student Awards
Procedure #103.2, Monetary Student Awards
Procedure #103.3, Staff Awards
Procedure #103.4, Recognition of Staff Service

Application

Board *Policy #103.0, Awards and its related procedures* outline the expectations for establishing and administering both monetary and non-monetary student awards. The Board encourages participation in the student awards process in its support of student achievement.

Stakeholder Groups with Responsibilities

- Board of Trustees
- Student Trustees
- Chair's Committee
- Director of Education
- Associate Director, School and Staff Resources
- Superintendent, Business and Finance (Chief Financial Officer)
- Superintendents
- Principals
- Human Resource Services
- Public Affairs and Communications Services
- Board and Trustee Services
- Learning Resource Services
- Finance Services
- Award Selection Committees

Relationship to Board priorities

This policy supports the Board priorities of Student Achievement and Well-Being and Stewardship of Board Resources.

Implementation Timelines

Immediate

Document History and Previous Versions

Approved 1996
Revised 2002
Revised 2008
Revised 2012
Replaces Policy and Procedure #670.0, Student Awards
Working Document February 2014
Working Document (Recognition of Staff Service) November 2014

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Policy #103.0 Awards

Policy Statement

The York Region District School Board encourages and recognizes outstanding achievement and contributions that support student success. In this context, student awards recognize and celebrate student achievement regardless of career path or learning goals, with academic performance being one form of excellence. Exemplary performance and contributions of staff and community members are recognized as they contribute to student success.

Application of Policy

This policy applies to all students, staff and community members. It includes all monetary and non-monetary awards, external awards, school awards and government awards.

Responsibilities

The Board of Trustees is responsible for:

- reviewing the *Awards* policy in accordance with the approved policy review cycle;
- understanding and communicating with members of the community about the *Awards* policy, where applicable;
- receive the annual York Region District School Board Secondary Graduation Awards Report for information; and
- approving trustee membership on applicable award selection committees.

The Director of Education is responsible for:

- implementing and operationalizing the *Student Awards* policy.

The Chief Financial Officer is responsible for:

- ensuring that the Board complies with legislative and financial requirements for the payment of student awards.

Superintendents are responsible for:

- approving all new student awards, as appropriate.

Principals are responsible for:

- submitting appropriate award nominations.

Human Resource Services is responsible for:

- managing and communicating the nomination and award processes for staff awards.

Corporate Communications is responsible for:

- managing and communicating the nomination and award processes for monthly Board recognition awards.

Board and Trustee Services is responsible for:

- scheduling York Region District School Board Secondary Graduation Awards reports at the appropriate meetings for review and consideration.

Definitions

Monetary Student Awards

Monetary student awards are financial awards presented to students based on established award criteria.

Nomination

A nomination is a summary of the nominee's contributions submitted by a nominator. Nominations must align with the specific criteria of the award.

Nominator

A nominator submits a nomination.

Nominee

A nominee is nominated for an award.

Non-Monetary Awards

Non-monetary awards include, but are not limited to, plaques and books, based on established award criteria.

Departments

Business and Finance Services
Public Affairs and Communications Services
Education and Community Services

Policy History

Approved 1996
Revised 2002
Revised 2008
Revised 2012
Replaces Policy #640.0, Student Awards
Working Document February 2014
Revised November 2014

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure #103.1 Non-Monetary Student Awards

This procedure outlines the process for administering non-monetary awards for students. Eligibility depends upon the criteria of each individual award. Students are not limited in the number or types of awards they may receive. There is no financial recognition for non-monetary awards.

Application of Procedure

Board non-monetary student awards include, but are not limited to:

Applause!

Recognizes significant contributions and achievements at monthly Board meetings.

Celebrating Excellence in Mathematics

Annually recognizes student success in mathematics achievement.

Celebrating Student Success

Annually recognizes up to 24 outstanding students, selected for demonstrating excellence in character, leadership, academics and/or community service.

Outstanding Student Achievement Awards

Awards are presented to Grade 8 students demonstrating high academic achievement in each subject.

Awards are presented to two secondary students in each grade for overall academic achievement.

Responsibilities

Chair's Committee shall:

- review *Applause!* recipients and in exceptional circumstances supplement the list; and
- annually recommend four trustees, one from each administrative area, for membership on the Celebrating Student Success Selection Committee.

Student Trustees shall:

- act as the master of ceremonies at the annual Celebrating Student Success dinner.

The Director of Education shall:

- allocate staff and resources to support the *Non-Monetary Student Awards* procedure.

Corporate Communications shall:

- coordinate the following for *Applause!* by;
 - preparing a report recommending students for recognition,
 - submitting the report for approval each month,
 - inviting recipient(s) and their parent(s)/guardian(s) to the Board Meeting in conjunction with the principal, and
 - organizing the *Applause!* ceremony;
- coordinate the following for *Celebrating Student Success* by;
 - finalizing event logistics;
 - facilitating the nomination and selection process,
 - ensuring trustee, superintendent and principal representation on the selection committee,
 - notifying recipients and principals of event details,
 - working with Learning Resource Services to create a video profile of each recipient and a poster featuring the recipients and Director of Education,
 - arranging for the student trustees to act as masters of ceremonies,
 - coordinating media, and
 - acknowledging all nominees.

Board and Trustee Services shall:

- schedule *Applause!* on appropriate agendas.

Learning Resource Services shall:

- for *Celebrating Student Success*, provide support to Public Affairs and Communications Services by;
 - producing a video profiling recipients,
 - photographing the event, and
 - creating and arranging for printing of the poster.

The Celebrating Student Success Selection Committee shall:

- attend selection meeting(s) to choose up to 24 recipients; and
- make every effort to attend the annual celebration.

Department

Curriculum and Instructional Services
Education and Community Services
Public Affairs and Communications Services
Business and Finance Services

Procedure History

Approved 1997
Revised 2008
Revised 2012
Replaces Procedure #640.0, Student Awards
Working Document February 2014
Approved November 2014

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure #103.2 Monetary Student Awards

This procedure outlines the process for administering monetary student awards which recognize student achievements. The conditions necessary for approval of new awards are outlined. Eligibility is dependent upon the criteria of each award. Students are not limited in the number or types of awards they may receive.

Application of Procedure

Board monetary student awards include, but are not limited to:

Director's Achievement Awards

The Director's Achievement Award, in the amount of \$150.00, is presented to Grade 12 students who have made significant accomplishments in each secondary school as determined by the principal and staff members. If the Grade 12 enrolment exceeds 149, the following table outlines the number of awards to be presented at each school.

Enrolment in Grade 12 on October 31	Number of Awards
150-299	2
300-499	3
Over 499	4

S.L.G. Chapman Scholarship in Mathematics

Presented annually to one student by the Board in recognition of outstanding achievement in mathematics.

Student Trustee Award for Character

The Student Trustee Award for Character is awarded to one student in every secondary school who has exemplified the character values of the York Region District School Board and who is a role model to his or her peers.

Awards Held in Trust

Awards held in trust are multi-year monetary awards provided by donors and managed by Finance Services.

Community Awards

Annual monetary awards provided by local businesses or community members.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the *Monetary Student Awards* procedure, and
- ensure that the York Region District School Board Secondary Graduation Awards report is presented to the Board of Trustees annually.

The Superintendent, Business and Finance Services (Chief Financial Officer) shall:

- review new monetary award requests and approve, where appropriate;
- if approval is denied, return the unsigned request form to the principal with an explanation;
- manage funds; and
- ensure compliance with Canada Revenue Agency rules.

Superintendents of Schools shall:

- review and approve local [Request for Award Approval](#) forms submitted by the principal, where appropriate.

Principals shall:

- for **new** monetary awards **not held in trust**, such as, but not limited to, community awards, school awards and awards provided by various levels of government;
 - support donors through the process of establishing a new award,
 - consult with school staff and/or the staff awards committee to examine the conditions of the award to ensure that the following guidelines are met,
 - the award complies with Board policies and procedures,
 - the award recognizes some aspect of educational excellence that can be readily measured,
 - the award is of sufficient worth and pledged for a sufficient period to make a formal presentation appropriate (the sum of \$100.00 awarded annually should be considered a minimum),
 - the award is designed to acknowledge the donor but not advertise or promote a product, business or political bias,
 - the award does not duplicate or conflict with an existing award,
 - the donors of the award have or have had some significant connection with the school; and
 - supporting documentation for the award criteria is retained;
- for **new** monetary awards **held in trust**;
 - complete and forward [the Request for Award Approval](#) to the appropriate superintendent for consideration and, if the request is denied, consult with the donor to revise the award criteria,
 - forward the original approved [Request for Award Approval](#) to Finance Services, and
 - submit the donor's cheque, payable to York Region District School Board, to Finance Services to be held in trust;
- for **existing** monetary awards **held in trust**;
 - review the statement of funds available provided by Finance Services, and
 - submit the [Student Awards Payment Form](#) to Finance Services for processing; and
- provide Finance Services with all information requested on the [Student Awards Payment Form](#) for any student who receives more than \$500.00 in award monies, to ensure compliance with Canada Revenue Agency requirements.

The Award Donor shall:

- work with the principal to establish a new award.

Finance Services shall:

- annually inform each school of funds available for awards held in trust;
- manage and coordinate distribution of awards held in trust;
- provide cheques for awards held in trust to schools before graduation, when possible;
- coordinate distribution of community awards, if requested;
- issue charitable donation receipts in accordance with [Board Procedure #129.0. Donations](#) and Canada Revenue Agency rules;
- issue T4A slips to students in accordance with Canada Revenue Agency rules; and
- provide support to principals, superintendents and donors.

Department

Business and Finance Services
Curriculum and Instructional Services
Education and Community Services
Public Affairs and Communications Services

Procedure History

Working Document February 2014
Approved November 2014

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure #103.3 Staff Awards

This procedure outlines the process for administering staff awards. Eligibility depends upon the criteria of each individual award. Staff members are not limited in the number of types of awards they may receive. There is no financial recognition for staff awards.

Application of the Procedure

Board staff awards include, but are not limited to:

Applause!

Recognizes significant contributions and achievements at monthly Board meetings.

James "Jim" Albery Award

Recognizes a school staff group that has demonstrated innovative practices in implementing the Board's Special Education Plan, supporting student achievement and well-being, involving a wide range of school community partners.

Mara Amolins Award

Recognizes a staff member demonstrating outstanding achievement and contributions in supporting English as a Second Language or English Language Learners and/or programs.

North Star

Recognizes teachers nominated by other teachers for outstanding achievement and contributions to establish a positive school climate.

Outstanding Service Award

Recognizes up to eight staff members who demonstrate extraordinary service having a positive impact and furthering the Board's mission, vision and values.

Plant Services Exceptional Achievement Award

Recognizes up to four Plant Services staff members who have a positive impact and further the Board's mission, vision and values.

Russ Seltzer "Silver Fox" Award

Recognizes one individual who exemplifies the characteristics of Russ Seltzer.

Teacher of the Year

Recognizes one elementary and one secondary teacher who exemplify the Board's mission, vision and values and demonstrate practices that enhance classroom and school success.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the *Staff Awards* procedure;
- review and approve *Applause!* and *North Star* recipient recommendations; and
- introduce *Applause!* and *North Star* Award recipients for recognition at Board meetings.

The Associate Director of Education, School and Staff Resources shall:

- for awards coordinated by Human Resource Services;
 - invite nominations from the system, usually in early January,
 - establish a nomination deadline, usually within the last week of March,
 - collect and distribute nominations, and
 - ensure candidate suitability and good standing.

Selection Committees shall:

- establish nomination criteria and selection guidelines before nominations are reviewed;
- review nominations and select recipients; and
- provide recommended recipient names to appropriate staff members.

Human Resource Services shall:

- coordinate the annual awards event; and
- contact award recipients to inform them of their success following approval.

Corporate Communications shall:

- for *Applause!* and *North Star* awards;
 - with the approval of the Director of Education and/or Board Chair, prepare recommendations for Chair's Committee each month,
 - submit the *Applause!* report to Board and Trustee Services for scheduling on the appropriate Board and Committee Meeting agendas,
 - through the appropriate principal or supervisor, invite recipients to the Board meeting, and
 - supply certificates and materials for the introductions of recipients to the Director of Education for the monthly Board Meetings;
- for *North Star* awards;
 - chair the *North Star* Selection Committee,
 - facilitate the selection and presentation processes of one teacher for recognition;
 - consult with Human Resource Services to ensure the proposed recipient is in good standing;
 - notify the Elementary Teachers' Federation of Ontario, Ontario Secondary School Teachers' Federation and trustees of the recipient prior to the presentation.

Board and Trustee Services shall:

- schedule recommended *Applause!* recipients on the appropriate Board and Committee Meeting agendas.

Department

Public Affairs and Communications Services
Human Resource Services
Board and Trustee Services

Procedure History

Replaces: the Outstanding Service Award, Board Procedure NP571.0, January 2002 (Revised); James “Jim” Albery Award, Board Procedure NP550.0., January 2002 (Revised); and the Russ Seltzer “Silver Fox” Award, Formerly Board Procedure NP573.0, January 2002 (Revised)

Approved 2007

Revised 2009

Revised 2010

Revised 2012

Working Document February 2014

Approved November 2014

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term “parents” refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure #103.4 Recognition of Staff Service

The York Region District School Board encourages and recognizes the contributions of staff members in a variety of ways including, but not limited to, the annual retirement and twenty-five years of service celebration.

Application

This procedure formalizes the Board's existing practice and outlines how staff member contributions are recognized through non-monetary awards, external awards, school awards and government awards.

Definitions

Annual Retirement Celebration

The annual retirement celebration recognizes staff members retiring from the Board.

Twenty-Five Years of Service Award

The Twenty-Five Years of Service Award is given annually to staff members who have dedicated 25 years of service to the Board.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the Staff Recognition procedure.

The Chief Financial Officer shall:

- ensure that the Board is in compliance with legislative and financial requirements relating to the implementation of the Staff Recognition procedure.

Human Resource Services shall:

- coordinate the Board's Annual Staff Awards Event in accordance with all applicable legislation and Board policies, procedures and guidelines;
- work with Public Affairs and Communications Services to communicate staff recognition awards; and
- confirm and arrange recognition of staff members retiring from the Board and those who have completed 25 years of service.

Legislative Context

Broader Public Sector Accountability Act

Department

Human Resource Services
Business and Finance Services

Procedure History

Working Document November 2014

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.