



Administrative Procedure 6060

Student Awards and Divisional Recognition of Student Achievement

Board Governance Policy Cross Reference: [1](#), [12](#), [14](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: July 2010

Amended: December 2017

The Brandon School Division approves the recognition of student achievement through awards to students. Recipients of individual awards are determined through the criteria specified by award donors.

The Brandon School Division wishes to recognize and honour students who have achieved provincial, national or international recognition for their accomplishments in areas related to their intellectual, socio-emotional, physical, social and civic development. Recipients of such recognition are determined through the criteria specified in this administrative procedure.

Divisional Student Awards

The Division must approve the establishment of any awards to be made involving consideration of candidates from more than one school.

Awards to be made at the Brandon School Division level shall be administered by the Divisional Scholarship Committee.

This Divisional Scholarship Committee shall be composed of:

- 1 representative from the Superintendent's Office
- 1 representative from each high school
- 2 community representatives

One non-voting representative from the staff of each high school will be available to provide clarification or additional information as requested by Committee members.

Committee members in a conflict of interest must remove themselves from the recipient selection of that award.

Selection process for all division scholarships and awards:

- The scholarships/awards are open to all graduating students. The student must submit an application and/or be nominated by a staff member in order to be considered and must meet the criteria of a specific award.
- The criteria established by the sponsors for each award will be the determining factor in selecting the recipient. In the event of a tie the student with the highest cumulative average of all their Grade 11 final marks and current Grade 12 marks will receive the scholarship/award.
- The Committee decisions will be made by consensus.

Student Awards – School Based

Awards will be initiated at a school by:

- School staff
- The student council
- A recognized parent group
- An interested individual or organization

The approval of awards is subject to the consent of the School Leader and the following guidelines:

- The objective of the school's award program shall be to honour the achievements of the largest number of students possible while at the same time retaining an appropriate level of significance for each award.
- Each school shall be responsible to determine the kind and extent of awards program made available to students and the awards program will be reviewed periodically.

In each school a scholarship awards committee will be selected, comprised of:

- A school administrator
- A representative of student services
- A cross section of staff from various departments

Award criteria:

- The criteria established by the sponsors for each award will be the determining factor in selecting the recipient. Generally speaking, the criterion for academic awards shall be academic proficiency; however, when deemed necessary, scholarship sponsors may use additional criteria such as attitude and attendance.
- School awards shall not be based on criteria which require judgments by persons outside the Division.

Selection process for all scholarships and awards:

- The scholarships/awards are open to all graduating students. The student must submit an application and/or be nominated by a staff member in order to be considered and must meet the criteria of a specific award.
- The criteria established by the sponsors for each award will be the determining factor in selecting the recipient. In the event of a tie the student with the highest cumulative average of all their Grade 11 final marks and current Grade 12 marks will receive the scholarship/award.
- The Committee decisions will be made by consensus.

The School Leader shall be responsible to maintain an up-to-date inventory of the awards made in the school. The inventory shall include:

- The name of the award
- The type of award – certificate, trophy, etc.
- The source of the sponsorship
- The purpose of the award
- The terms of the award
- The criteria of the recipient(s)
- Other conditions related to the award
- A record of recipients

The principles applied to academic awards shall also apply to athletic awards where appropriate. Athletic awards are school based and selected using the following criteria:

- Athletic awards are open to all members participating as part of the athletic activity.
- Recipients will be selected by an appropriate selection committee composed of representatives of that particular sport.
- The primary criterion for athletic awards shall be athletic accomplishments. The selection committees may also use additional criteria such as work ethic, positive attitude, team player and leadership.

Whenever practical, the awards shall be given at a ceremony open to the public and without charge.

Upon request, the School Leader shall annually advise the Superintendent/CEO or designate of the awards made in the school and the recipients.

Public Recognition of Student Achievement by the Division

The Division shall recognize publically students who have achieved provincial, national or international recognition for their accomplishments in areas related to their intellectual, socio-emotional, physical, social and civic development.

The School Leader shall be responsible for providing the to the Superintendent/CEO or designate for Communication to the Board of Trustees, the names and achievement of students in their school who have achieved recognition in either a provincial, national or international competition.

The Division shall recognize such student achievement at a special occasion. Parents, community members and the media shall be invited to attend the student recognition event together with respective staff members.

Students shall receive a Certificate of Recognition noting their name, school, and achievement at a student recognition event.