



# ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURES

### AWARDS/RECOGNITION (Policy Statement: Awards/Recognition)

#### Purpose

To provide a procedure for managing and coordinating awards/recognition established by the Algonquin and Lakeshore Catholic District School Board's (hereafter designated as "Board").

#### References

*Algonquin and Lakeshore Catholic District School Board Mission Statement*

#### Procedures

##### 1. Introduction:

As a Board that appreciates and recognizes the achievements of our staff and students and the contributions made by community partners in our Catholic education system, we wish to foster a culture of celebration of excellence.

##### 2. Specific Directives:

###### 2.1 Nomination and Selection of Award/Recognition Recipients

- a) Trustees, employees, students, parents/guardians or community members may nominate an individual for recognition.
- b) Criteria outlined for each award/recognition shall be used in determining the selection of recipients.
- c) Appropriate selection committee(s) for each award shall be established.
- d) The Director or designate will send requests for nominations for awards/recognition in accordance with the specific award/recognition procedure.
- e) Recipients of all awards will be publicly acknowledged at a suitable Board function.
- f) The Communications Department will publicly acknowledge the recipients of all awards.
- g) The Board will budget annually for the costs associated with the awards/recognition.

##### 3. System-Level Awards/Recognition

The following outlines the system level awards/recognition criteria, the mechanism through which nominees for the award will be identified and how the award/recognition, once recipients have been finalized, will be presented.

### 3.1 Adult Volunteer of the Year Award

#### a) Recognition:

- The school system is supported by the generous contributions of time and talent by volunteers. Annually the Board will acknowledge these contributions generally and will as well, recognize the particular, extraordinary contributions of adult volunteers.
- Recommendations for recognition shall be received annually by the Director of Education or designate (Form A).

#### b) Criteria:

- The Adult Volunteer of the Year Award will recognize an individual who has provided exemplary volunteer services to a school or worksite to the benefit of those students/staff of that site.

#### c) Process of Recognition:

- The individual or group recognized will receive a memento (plaque) from the Board to acknowledge their contribution.
- This annual recognition, as determined above, will be scheduled as part of the Catholic Education Week celebrations.

### 3.2 Annual Retirement Dinner

#### a) Recognition:

- Annually, the Board wishes to recognize those employees who retire from the employ of the Algonquin and Lakeshore Catholic District School Board.

#### b) Criteria:

- Employees confirming retirement will be honoured in the year of their retirement or the following year if receipt by the Board of the intent to retire is not received in time for acknowledgement in the current school year.

#### c) Process of Recognition:

- The Board of Trustees will host an Annual Retirement Dinner to honour retiring staff and present an appropriate tangible recognition of their service with the Board. Trustees, Senior Staff, Parish Priests and all staff will be invited to attend the Dinner to honour those retiring.

### 3.3 Archbishop Francis J. Spence Catholic Teacher of the Year Award

#### a) Recognition:

- The Archbishop Francis J. Spence Catholic Teacher of the Year Award will be presented annually to a Teacher. The Teacher may be selected from any of the

following designations: Classroom Teachers and Non-Classroom Teachers (Core French Teachers, Student Services and Resource Teachers, Special Assignment Teachers, Coordinators, School and Board Administration).

- Nominations will be submitted annually to the Director of Education or designate (Form B)

b) Criteria:

- The Catholic Teacher is a member in good standing of the Ontario College of Teachers; exemplifies the spirit of the Mission Statement of the Algonquin and Lakeshore Catholic District School Board; has rendered meritorious service to Catholic education in the Algonquin and Lakeshore Catholic District School Board; has been active in Catholic education during the current school year; has made an ongoing commitment and contribution to Catholic education; and is committed to the teachings of the Catholic Church through community and parish life.
- Once the Selection Committee has made a decision, the decision is forwarded for review to both the Director of Education and the Archbishop of Kingston.

c) Process of Recognition:

- The Catholic Teacher of the Year Award is to be announced at the Catholic Education Week Mass as outlined in the Archbishop Francis J. Spence Catholic Teacher of the Year Handbook (Appendix 1).

### 3.4 Contribution to Catholic Education Award

a) Recognition:

- Annually, the Board will recognize the contribution of an individual or group for the Contribution to Catholic Education Award by selecting an appropriate recipient from recommendations received from school communities through the school principal or from other system partners.
- Recommendations for recognition shall be received annually by the Director of Education, or designate. (Form C).

b) Criteria:

- The contribution to Catholic education is to be broadly interpreted to include voluntary work for the Board, academic achievement, work excellence and long service.

c) Process of Recognition:

- The individual or group recognized will receive a memento (plaque) from the Board to acknowledge their contribution.

- This annual recognition, as determined above, will be scheduled as part of the Board's Catholic Education Week Celebrations.

### 3.5 Excellence in Supporting Catholic Education Award – CUPE, Support Staff Association and Senior Managers

#### a) Recognition:

- The award will be presented annually to an individual from one of the following groups: C.U.P.E. (Canadian Union of Public Employees), Support Staff Association and Senior Managers.
- Recommendations for recognition shall be received annually by the Director of Education, or designate. (Form D).

#### b) Criteria:

- The Excellence in Supporting Catholic Education Award – CUPE, Support Staff Association and Senior Managers will recognize an individual who demonstrates excellence in the workplace while supporting faith-based education; community service, social justice initiatives; involvement in workplace and/or community life and personal accomplishment.

#### c) Process of Recognition:

- The Excellence for Catholic Education Award – CUPE, Support Staff Association and Senior Managers Handbook outlines the process of recognition. (Appendix 2)

### 3.6 The Katharine Award

#### a) Recognition:

- The Katharine Award is meant to recognize an individual, group or school.
- Recommendations for recognition shall be received annually by the Director of Education or designate. (Form E).

#### b) Criteria:

- The Katharine Award is meant to recognize an individual, group or school whose charitable efforts honour the spirit of giving of the late Katharine Splinter and are consistent with the character of the system as expressed in its Mission Statement.

#### c) Process of Recognition:

- The individual or group recognized will receive a memento (plaque) from the Board to acknowledge their contribution.
- This annual recognition, as determined above, will be scheduled as part of the Catholic Education Week Celebrations.

### 3.7 Quarter Century Club Employee Recognition

#### a) Recognition:

- The Board wishes to recognize those employees who have contributed in service, twenty-five years to the Board and either of its predecessor Boards.

#### b) Criteria:

- Quarter Century Club employee recognition will be recognized as being twenty-five (25) or more years of permanent, continuous service to the Board or its predecessor Boards.

#### c) Process of Recognition:

- Annually, employees with 25 years of service will be identified.
- At this induction, new members of the Quarter Century Club will receive an appropriate tangible recognition of their significant service presented at a Board Meeting.

### 3.8 Staff Achievement – Certificate of Merit

#### a) Recognition:

- Recommendations from the system for the recognition of staff achievement will be received at any time, over the course of the calendar year, by the Director of Education.

#### b) Criteria:

- That formal recognition will be in response to conspicuous or distinguished staff achievement in areas including, but not limited to, workplace performance excellence, community service, social justice initiatives, faith commitment, involvement in school or community life and personal accomplishment.

#### c) Process of Recognition:

- After consultation with the Chair of the Board, the recommended staff will receive a certificate of Merit, from the Chair of the Board, presented at a Board Meeting.

### 3.9 Environmental Stewardship of Creation Award

#### a) Recognition:

- Effective April 2014, the Board will annually recognize the contribution of an individual or a group for the Environmental Stewardship of Creation Award by selecting an appropriate recipient from recommendations received from school communities and or system partners. Nominations will come forward to the EEMAC

selection committee.

b) Criteria:

- The Environmental Stewardship of Creation Award will annually recognize an individual or group who has answered God's call to be a steward of the earth through ongoing efforts with respect to environmental teaching and learning, student engagement and community connections and environmental leadership.

c) Process of Recognition:

- The individual or group recognized will have their names engraved on a plaque that will reside at the board office. This award will be presented annually at the appropriate Board function that coincides with Earth Day.

#### 4. School-Level Awards/Recognition

The following outlines the school level awards/recognition criteria, the mechanism through which nominees for the award will be identified and how the award/recognition, once recipients have been finalized, will be presented.

##### 4.1 Elementary Student Graduation Awards

(a) Superintendent Award for Achievement

i) Recognition:

- There shall be an annual award established by the Board to be known as the Superintendent Award for Achievement. The Board shall establish this award to allow recognition to be given to one Grade 8 student in each of the system's elementary schools.
- Each year recommendations for the elementary award shall be received by the appropriate superintendent on or before the last day of May. These elementary recommendations will be reported to the Board in the following month. (Form F)

ii) Criteria:

- This Superintendent Award for Achievement shall recognize student achievement, either spiritually, academically, physically or socially.

iii) Process of Recognition:

- A committee of the Principal and school staff will select the recipient and complete the documentation on the submission form and submit it to the appropriate school Superintendent.
- A permanent plaque shall be displayed in each school with the name of the recipient inscribed thereon.

- A memento with the Board logo and the year the student was honoured with this achievement award will be presented during the school graduation exercises.

(b) Elementary Student Volunteer of the Year Award

i) Recognition:

- The school system is supported by the generous contributions of time and talent by student volunteers. Annually the Board will acknowledge these contributions generally and will as well, recognize the particular, extraordinary contributions of elementary school student volunteers.
- Recommendations for recognition shall be received annually by the Director of Education or designate (Form G).

ii) Criteria:

- The Elementary Student Volunteer of the Year Award will recognize an individual who has provided exemplary volunteer services to a school or worksite to the benefit of those students/staff of that site.

iii) Process of Recognition:

- The individual or group recognized will receive a memento (plaque) from the Board to acknowledge their contribution.
- This annual recognition, as determined above, will be scheduled as part of the Catholic Education Week celebrations.

4.2 Secondary Student Graduation Awards

The following is a list of awards presented to students at Graduation Ceremonies, for each secondary school of the Algonquin and Lakeshore Catholic District School Board:

(a) Holy Cross Catholic Secondary School

<b>AWARD NAME</b>	<b>CRITERIA</b>	<b>RECOGNITION</b>
Carole A. Weir Award	Awarded to a graduating student who has been accepted into a concurrent education programme, and who, in the opinion of the school staff, exemplifies the qualities of the Catholic student	\$500 and plaque
Charles C. Jefferies Award	Awarded to a graduating student who is pursuing a degree or diploma programme in a branch of engineering and who, in the opinion of the school staff, exemplifies the qualities of the Catholic student	\$500 and plaque

<b>AWARD NAME</b>	<b>CRITERIA</b>	<b>RECOGNITION</b>
Director of Education Award for Achievement	Awarded to a graduating student to recognize significant achievement in growth spiritually, academically, physically and socially	\$500 and plaque
Joseph Duffey Award	Awarded to a graduating student pursuing post-secondary education at the community college level in an emerging area of study	\$500 and plaque
Ontario Youth Apprenticeship Program (OYAP) Excellence in Apprenticeship Award	Awarded to a graduating student in recognition of his/her outstanding achievement in (the specific apprenticeship)	plaque
Patrick Slack Language Award	Awarded to a graduating student who has attained a high level of bilingualism, who has maintained a high standing in all subjects in French including at the senior level and who is pursuing post-secondary education in the French language	\$500 and plaque
Principal's International Student Recognition Award	*(applicable only if the International Student Program is operating at the school) Awarded to a student in recognition of the contribution to an enhanced understanding by fellow students and staff of the value of cultural exchange and the realities of life in a global community	plaque

(b) Loyola Community Learning Centre

<b>AWARD NAME</b>	<b>CRITERIA</b>	<b>RECOGNITION</b>
Director of Education Award	Awarded to a graduating student to recognize significant achievement in growth spiritually, academically, physically and socially	\$500 and plaque

(c) Nicholson Catholic College

<b>AWARD NAME</b>	<b>CRITERIA</b>	<b>RECOGNITION</b>
Director of Education Award for Achievement	Awarded to a graduating student to recognize significant achievement in growth spiritually, academically, physically and socially	\$500 and plaque
Edward J. Buckley Award	Awarded to a graduating student who plans to attend community college and who demonstrates a commitment to the values expected of the graduate of a Catholic high school – a commitment to following Jesus Christ, love of neighbor and the pursuit of excellence in all things	\$500 and plaque
Monsignor James F. Nicholson Award	Awarded to a graduating student who intends to pursue post secondary education at the university level and who demonstrates a commitment to the values expected of the graduate of a Catholic high school – a commitment to following Jesus Christ, love of neighbor and the pursuit of excellence in all things	\$500 and plaque



<b>AWARD NAME</b>	<b>CRITERIA</b>	<b>RECOGNITION</b>
Ontario Youth Apprenticeship Program (OYAP) Excellence in Apprenticeship Award	Awarded to a graduating student in recognition of his/her outstanding achievement in (the specific apprenticeship)	plaque
Principal's International Student Recognition Award	*(applicable only if the International Student Program is operating at the school) Awarded to a student in recognition of the contribution to an enhanced understanding by fellow students and staff of the value of cultural exchange and the realities of life in a global community	plaque

(d) Regiopolis-Notre Dame Catholic High School

<b>AWARD NAME</b>	<b>CRITERIA</b>	<b>RECOGNITION</b>
Carole A. Weir Award	Awarded to a graduating student who has been accepted into a concurrent education programme, and who, in the opinion of the school staff, exemplifies the qualities of the Catholic student	\$500 and plaque
Charles C. Jefferies Award	Awarded to a graduating student who is pursuing a degree or diploma programme in a branch of engineering and who, in the opinion of the school staff, exemplifies the qualities of the Catholic student	\$500 and plaque
Director of Education Award for Achievement	Awarded to a graduating student to recognize significant achievement in growth spiritually, academically, physically and socially	\$500 and plaque
Don Peterson Award	Awarded to a graduating student of Regiopolis-Notre Dame who is pursuing post-secondary education, who is a graduate of the Knights of Columbus Basketball League, and one who, in the opinion of the school, best exemplifies the qualities of sportsmanship and concern for others promoted by Knights of Columbus basketball	\$500 and plaque
Joseph Duffey Award	Awarded to a graduating student pursuing post-secondary education at the community college level in an emerging area of study	\$500 and plaque
Ontario Youth Apprenticeship Program (OYAP) Excellence in Apprenticeship Award	Awarded to a graduating student in recognition of his/her outstanding achievement in (the specific apprenticeship)	plaque
Patrick Slack Language Award	Awarded to a graduating student who has attained a high level of bilingualism, who has maintained a high standing in all subjects in French including at the senior level and who is pursuing post-secondary education in the French language	\$500 and plaque
Principal's International Student Recognition Award	*(applicable only if the International Student Program is operating at the school) Awarded to a student in recognition of the contribution to an enhanced understanding by fellow students and staff of the value of cultural exchange and the realities of life in a global community	plaque

(e) St. Paul Catholic Secondary School

<b>AWARD NAME</b>	<b>CRITERIA</b>	<b>RECOGNITION</b>
Director of Education Award for Achievement	Awarded to a graduating student to recognize significant achievement in growth spiritually, academically, physically and socially	\$500 and plaque
Ontario Youth Apprenticeship Program (OYAP) Excellence in Apprenticeship Award	Awarded to a graduating student in recognition of his/her outstanding achievement in (the specific apprenticeship)	plaque
Principal's International Student Recognition Award	*(applicable only if the International Student Program is operating at the school) Awarded to a student in recognition of the contribution to an enhanced understanding by fellow students and staff of the value of cultural exchange and the realities of life in a global community	plaque
St. Paul Community Award	Awarded to a graduating student who has worked at or above their potential, striving for excellence and achieving same	\$500 and plaque
Tony Schick Memorial	Awarded to a graduating student who has shown diligence and who demonstrates kindness and caring for the St. Paul community	\$500 and plaque

(f) St. Theresa Catholic Secondary School

<b>AWARD NAME</b>	<b>CRITERIA</b>	<b>RECOGNITION</b>
Director of Education Award for Achievement	Awarded to a graduating student to recognize significant achievement in growth spiritually, academically, physically and socially	\$500 and plaque
Ontario Youth Apprenticeship Program (OYAP) Excellence in Apprenticeship Award	Awarded to a graduating student in recognition of his/her outstanding achievement in (the specific apprenticeship)	plaque
Principal's International Student Recognition Award	*(applicable only if the International Student Program is operating at the school) Awarded to a student in recognition of the contribution to an enhanced understanding by fellow students and staff of the value of cultural exchange and the realities of life in a global community	plaque
Sisters of Providence Award	Awarded to a graduating student who will be pursuing a university post secondary education and who exemplifies the attributes propounded by the Sisters of Providence in their devotion to Catholic education which include selfless commitment to service and superior scholarship	\$500 and plaque
St. Theresa Graduation Award	Awarded to a graduating student who intends to pursue post secondary education at the college level and who attempts to emulate the behavior of St. Theresa, who is known for her commitment to the development of virtue through every day acts of kindness and submission to the will of God	\$500 and plaque

#### 4.3 Secondary Student Volunteer of the Year Award

a) Recognition:

- The school system is supported by the generous contributions of time and talent by student volunteers. Annually the Board will acknowledge these contributions generally and will as well, recognize the particular, extraordinary contributions of secondary school student volunteers.
- Recommendations for recognition shall be received annually by the Director of Education or designate (Form G).

b) Criteria:

The Secondary Student Volunteer of the Year Award will recognize an individual who has provided exemplary volunteer services to a school or worksite to the benefit of those students/staff of that site.

c) Process of Recognition:

- The individual or group recognized will receive a memento (plaque) from the Board to acknowledge their contribution.
- This annual recognition, as determined above, will be scheduled as part of the Catholic Education Week celebrations.

#### 4.4 Student Achievement – Certificate of Merit

a) Recognition:

- Recommendations from the system for the recognition of student achievement will be received at any time, over the course of the calendar year, by the Director of Education.

b) Criteria:

- That formal recognition will be in response to conspicuous or distinguished student achievement in areas including, but not limited to, scholarship, community service, social justice initiatives, faith commitment, the visual or performing arts, athletics and citizenship.

c) Process of Recognition:

- After consultation with the Chair of the Board, the recommended student will receive a certificate of Merit, from the Chair of the Board, presented at a Board Meeting.

## 5. Staff Acknowledgement – External Recognition from Other Organizations

Employees who are nominated and are recipients of awards/recognition from external organizations will receive acknowledgement from the Board. A certificate of acknowledgement of the occasion will be presented to the recipient from the Chair of the Board at a Board Meeting.

## 6. Retiring/Changing/Creating An Award:

- 6.1 The Board recognizes that over time there may be reason(s) to retire, create or change an award.
- 6.2 The Board will consider requests from school and community groups or individuals to retire change or create an award.
- 6.3 To accomplish any of the above (6.2), the Board will accept a written proposal that includes a rationale, the specific request and other pertinent details. The proposal shall be submitted by the Principal/Site Supervisor to the appropriate Superintendent.
- 6.4 The group submitting the proposal should designate a spokesperson that is willing to appear before the appropriate Committee of the Board to address the recommendation.
- 6.5 The final decision on the proposed request rests with the Board of Trustees.

### **Appendices**

Appendix 1: Archbishop Francis J. Spence Catholic Teacher of the Year Handbook

Appendix 2: Excellence in Supporting Catholic Education Award – CUPE, Support Staff Association and Senior Managers Handbook

### **Forms**

Form A: Nomination Form - Adult Volunteer of the Year Award

Form B: Nomination Form - Archbishop Francis J. Spence Catholic Teacher of the Year Award

Form C: Nomination Form - Contribution to Catholic Education Award

Form D: Nomination Form - Excellence in Supporting Catholic Education Award – CUPE, Support Staff Association and Senior Managers

Form E: Nomination Form - The Katharine Award

Form F: Nomination Form - Superintendent Award for Achievement

Form G: Nomination Form - Student Volunteer of the Year Award (Elementary and Secondary)

Form H: Nomination Form - Environmental Stewardship of Creation Award

Approved: February 22, 2011

Revised February 25, 2014