

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: STUDENT AWARDS

<i>PROCEDURE CODE:</i>	<i>622 AP 001</i>
Policy Reference: 622 – Student Recognition and Celebration	

PROCEDURE

1. The Board may grant awards to students for outstanding achievement and effort.
2. It is the responsibility of each school to promote the establishment of suitable awards and scholarships for their students.
3. The Division may act as an administrator of other awards for individuals or organizations.
4. When an individual or an organization requests the Division or school to act as an administrator for an award, the principal will be designated to establish criteria for determining suitable recipients.
5. When an individual or an organization requests the creation of a long-term (multiple years) or a permanent (endowment) award, the principal shall work with the Secretary-Treasurer, or designate, to create an appropriate trust agreement.
6. Presentation of the awards should be made at a public ceremony, whenever possible.

Approved: May 17, 2005

Revised: December 18, 2012