

**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 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: HONOURED EDUCATOR AWARD

PROCEDURE CODE:	522 AP 001
Policy Reference: 522 - Staff Recognition and Celebration	

GUIDELINES

1. Each year teachers who are retiring from service will be recognized as Honoured Educators of Medicine Hat Public School Division (MHPSD). This will include classroom teachers and school and/or Division administrators provided they have been certificated teachers.

PROCEDURE

1. Each year, a list of retiring teachers/administrators will be compiled by the Associate Superintendent: Human Resources.
2. School photos of these individuals will be submitted to the Associate Superintendent: Human Resources. These photos will be displayed collectively as "The Honoured Educators of (year)" and will be added to the permanent display of Honoured Educators.

Approved: May 17, 2005

Revised: October 4, 2021