


**Administrative Procedures 436**  
**Student, Staff and Volunteer Recognition**

		<b>Adopted:</b> June 28, 2011  <b>Amended:</b> December 28, 2012
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 87, 109</li> </ul>	<b>Internal References:</b>

**Background**

The Board recognizes the importance of acknowledging the achievement of students and service of employees within the Division and also recognizes that volunteer community involvement is an important part of the educational process.

**Procedures**

1. Employee Service Recognition
  - 1.1 Employee years of service pins are presented for every 5 years of continuous service:
  - 1.2 Years of service are to include all years of employment with the Division and those Boards of Education which amalgamated to form Sun West School Division.
  - 1.3 A recipient's years of service are to be calculated to the end of the current school year.
  
2. Employee Retirement Recognition
  - 2.1 An employee is to be recognized upon retirement with an appropriate gift based on years of service.
  
3. Volunteer Recognition
  - 3.1 Principals may request "Volunteer Appreciation" pins from the Division office. Volunteer appreciation pins may be given to School Community Council members, community coaches and classroom volunteers. A volunteer would receive the volunteer appreciation pin when they begin volunteering. Presentations may be made in conjunction with other events where students and staff are recognized.
  
4. Presentations
  - 4.1 The Principal will notify the subdivision trustee and Superintendent of Education of graduation dates and retirement/service award events as they occur throughout the year.
  - 4.2 The subdivision trustee will be responsible for presenting years of service pins, retirement gifts, graduation certificates, etc.
    - 3.2.1 The principal may request that the subdivision trustee speak at these events.
  - 4.3 The Division will forward all certificates, retirement gifts and years of service pins to the Principal prior to the event.
  - 4.4 If the subdivision trustee is unavailable the Superintendent of Education may fulfill the role.