

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

<i>PROCEDURE CODE:</i>	<i>522 P 001</i>
Policy Reference: 522 - Staff Recognition and Celebration	

GUIDELINES

1. Up to three educators each year will be recognized as Honoured Educators of Medicine Hat Public School Division (MHPSD).
2. Educators to be designated will have retired from active service.
3. Criteria for recognition:
 - 3.1. fifteen years of superior teaching performance and/or Division leadership as a school Administrator,
 - 3.2. special service to education,
 - 3.3. a consideration of community service.

PROCEDURE

1. Requests for nominations will be advertised during February and early March. Advertising will be placed on two occasions in the Medicine Hat News. A letter requesting nominations will be sent to school principals and staffs and to the Retired Teachers' Association. Deadline for submissions is March 31st.
2. An Ad Hoc Committee, consisting of the Superintendent, Deputy Superintendent: Human Resources and two Trustees will review the list of entries and previous retirees and select up to three educators for presentation to the Board.
3. The nominees for Honoured Educator(s) will be approved by the Board of Trustees at a regular meeting in April.
4. The Honoured Educator(s) will be named at the Division's annual Appreciation Dinner in June.
5. Following announcement of the selected Honoured Educator(s), photos and biographies of the educator(s) will be added to the Honoured Educator's wall in the School Division's Administration Office.

Approved: May 17, 2005

Revised: January 9, 2017