

Administrative Procedure 416

SCHOOL/STUDENT/STAFF RECOGNITION

Background

At regular Board meetings, the Board will recognize school-related accomplishments made by our schools, students or staff.

Procedures

1. The Principal is to e-mail the Communications Advisor the photo(s) with an accompanying brief description to be presented to the Board. The submission will be reviewed and prepared for presentation at an upcoming Board meeting.
2. Prior to submitting names and pictures to be included, Principals must ensure that permission has been granted by the parents, student and staff member.
 - 2.1 This permission is granted in the signing of the “Collection/Use of Student Information Consent” and/or “Staff Information Gathering and Consent” forms.
 - 2.2 Proper spelling of submitted names is important.
 - 2.3 Any pictures e-mailed are not to exceed the size of (two) 2 MB.
3. Once the accomplishment is recognized by the Board and recorded in the Board minutes, the information will be included in the Board Highlights.

Reference: Section 33,52,53,68,196,197,204,222,225 Education Act

Form: Collection/Use of Student Information Consent Form
Staff Information Gathering and Consent Form