

LL# 87036

JM
JM-E-1
JM-E-2

Awards and Scholarships

I. Awards and Scholarships Advisory Committee

An Awards and Scholarships Advisory Committee shall be established with the following membership:

- a) Superintendent/CEO or designate
- b) one principal, senior years
- c) one principal, middle years
- d) one principal, early years
- e) one trustee
- f) treasurer of the St. James Scholarship Foundation

The committee shall meet a minimum of once per year, or more often at the call of the chair.

The mandate of the committee shall be:

- a) To make recommendations to the School Board for adoption as policy in the matter of awards and scholarships.
- b) To review and recommend action in respect to the establishment and presentation of awards and scholarships.

II. School Board Awards

- a. Early years schools recognize and celebrate student success throughout the year. The School Board provides funds to support student leadership initiatives that occur throughout the year.
- b. Middle years schools recognize and celebrate student success throughout the year. The school board provides \$120 per school in book certificates to be presented to students for academic progress and/ or citizenship initiatives. Schools are given discretion to add additional book certificates to supplement the awards if they so desire.
- c. Senior years schools present the following to all eligible students, if they are taking the full program as defined by the Division.

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- i. Award to all students attaining 80% - 100% on the year's work.

<u>Grade</u>	<u>Shield</u>
9	Cobalt
10	Bronze
11	Silver
12	Gold

- ii. Scholarship Certificates to all students attaining 70% - 79% on the year's work.
- iii. Grade 12 - Individual – the St. James-Assiniboia Award of Excellence is presented to the Grade 12 graduate in each senior years school who attains the highest average in the following courses totaling six credits: one English 40S (which has a provincial test), Math 40SA or SP, and any four Grade 12 Level S courses with a maximum of two courses from any department. For French Immersion students only, Français 40SF may replace the English 40S.
- o Only full one-credit courses are to be counted.
 - o Only courses taken in the St. James-Assiniboia School Division may be used to calculate the average. Provincial tests are to be used in the average calculation.
 - o In the event of a tie, the highest average of the English 40S course which contains the Provincial test results and Math 40SA or SP is to be used.

III. Volunteer Awards shall be presented at all schools based on the following:

- a. \$1000 to each senior years school to be awarded to students at graduation or awards ceremonies for contributions to volunteer service/citizenship and activities while in the senior years as determined by the principal and/or awards committee.
- b. \$200 in book certificates to each middle years school to be awarded to students for contributions to volunteer service/citizenship and activities while in the middle years as determined by the principal.
- c. \$200 in book certificates to each early years school to be awarded to students for contributions to volunteer service/citizenship and activities while at the early years as determined by the principal.

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IV. Cash Awards

Cash awards are provided by the Board for outstanding scholarship as outlined below:

(NOTE: Unless exceptional circumstances are present, NO SCHOLARSHIP should be awarded for standing less than 70% average.)

A. Scholarship Awards:

1. Academic:

Grade 9 - one \$ 50.00 award for each 25 students or portion thereof
Grade 10 - one \$ 100.00 award for each 25 students or portion thereof
Grade 11 - one \$200.00 award for each 25 students or portion thereof
Grade 12 - one \$500.00 award for each 25 students or portion thereof

2. Full French Immersion Program

(i.e. Gr. 9 - 4 credits; 10 - 4 credits, 11 - 3 credits; 12 - 3 credits)

Grade 9 - two \$50.00 awards for each 25 students or portion thereof
Grade 10 - two \$100.00 awards for each 25 students or portion thereof
Grade 11 - two \$200.00 awards for each 25 students or portion thereof
Grade 12 - two \$500.00 awards for each 25 students or portion thereof

3. St. James-Assiniboia Award of Excellence:

The recipient of the St. James-Assiniboia Award of Excellence shall receive a \$1000.00 award from the St. James-Assiniboia School Board.

The runner-up to the recipient of the St. James-Assiniboia Award of Excellence shall receive a \$500.00 award from the St. James-Assiniboia School Board for citizenship and academic excellence.

4. Advanced Placement Program:

Two \$500.00 awards for each 25 students (or portion thereof) who have written one or more Advanced Placement examinations at the end of the current year.

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5. Vocational Program Awards

One \$200 award for each Vocational area at Senior Years Schools.

Criteria for these awards to be based on the students' excellence in their vocational area, good citizenship, and work ethic.

B. Achievement Awards

1. Senior Years Special Achievement Award:

Grade 12 - A \$100 award per high school to be awarded to a student(s) with special needs at each of the four high schools, the amount(s) and the number of recipients to be determined by the school.

2. Arts Awards

a. Middle years schools shall be entitled to \$300 for each Arts program per school in Band, choral, drama, visual arts, and dance (where the programs are in place) to be distributed to students at the discretion of the Principal.

b. Senior years schools will be provided with \$150.00 per student award. Schools shall be entitled to four band awards per school, four choral awards per school, four drama awards per school, four visual arts awards per school, and four dance awards per school (where the programs are in place.)

3. Athletic Awards

a. Middle years schools shall be entitled to \$300 per school

b. Senior years schools shall be entitled to \$150.00 per student. There are four athletic awards per school.

V. Procedures to be Used to Determine the Academic School Board Cash Awards

1. At each grade level, School Board cash awards are to be allocated proportionally in each senior years school to Regular and Technology areas based on the number of students enrolled in each of these programs. In each case, the School Board cash awards will be given to

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the students with the highest averages. The St. James-Assiniboia Award of Excellence winner and the runner-up must receive a School Board cash award.

2. To be eligible for a School Board cash award a student:
 - i) must have at least a 70% average based on subjects relating to the current year; (Note: subjects pertaining to the current grade level, but taken in previous years may be used)
 - ii) must have no failing subjects in the current school year;
 - iii) must be graduating if in Grade 12.

3. Averages are to be based on:
 - i) the required subjects as defined by the Division. Geography and History may be used interchangeably as Grade 10 or Grade 11 subjects.
 - ii) a minimum of 7 credits in Grade 9 subjects for a Grade 9 award, a minimum of 8 credits of which at least 6 are in Grade 10 subjects for a Grade 10 award, and a minimum of 6 credits in Grade 11 subjects for a Grade 11 award, and a minimum of 6 credits in Grade 12 subjects for a Grade 12 award, with the exception of the Technology award where 6 credits in Grade 12 subjects are required.

4. The method used to arrive at an average must be consistent within each school and should ensure that averages are based on subjects aligned with age-specific grade levels, as per Section V, Point 3.

5. Students are only eligible for awards at their current grade level.

6. In Grades 10, 11 & 12 winners of a School Board cash award for the Academic area must include at least three "OS" subjects.

7. All courses will be weighted according to their credit value in the calculation of an average.

8. All awards will be based on final marks.

9. Students who have previously graduated and have returned to take additional credits are not eligible for School Board cash awards.

10. Students transferring in from another St. James-Assiniboia school at the beginning of the second semester will be eligible for a School Board cash award.

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11. Students transferring in from any school outside of the St. James-Assiniboia School Division will only be eligible for a School Board cash award if the transfer occurs in the first semester and only if all criteria are met.
12. Exchange students and International Education students are not eligible for School Board cash awards.
13. Student marks received in the Independent Study Program, Continuing Education and any Summer School courses are not to be used towards a School Board cash award.

VI. Awards from Elected Political Representatives and Internal Donors

Awards funded by elected political office holders are acceptable from representatives of local government (school board and municipal), provincial, and federal governments. Internal donors are serving members of staff, school faculty, or administration. These award applications on form JM-E-1 must be forwarded to the School Board for approval.

Application for these awards must be completed by April 1 in any year. Funding for these awards must be received by April 15 in any year.

VII. External Awards

1. Governor General's Academic Medal

The awarding of the Governor General's Academic Medal must follow the guidelines of the Governor General:

- a) the medal must be awarded to the student with the highest average upon graduation from a secondary school, and
- b) the student's average must include all Grade 11 and Grade 12 courses as listed on the student's official transcript of grades.

2. Classification of Awards

Potential donors are asked to review the classification of awards when considering establishing a new award.

- Scholarship
A scholarship is a solely merit based award reflecting high academic achievement. A minimum B average is required.

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- **Award**
An award is based on both high academic achievement and financial need. Alternatively it can be based on good citizenship and/or service to the community. A minimum C+ average is required.
- **Prize**
A prize is based on a more narrow academic achievement such as the highest standing in a single course of study or success in an essay or some other academic competition. A prize will normally have a significantly lower monetary value which may be less than \$100. A minimum of a B average is required.

3. Funding of Awards**a) Annual Payment**

The award is funded by an annual payment equal to the value of the award. Payment is required by April 15th in any year.

b) Term Endowment

The award is funded by an initial lump sum payment equal to the sum of presentation value and the agreed term of years. For example, a \$250 annual award would require an initial donation of \$2,500 to be paid over 10 years.

c) Perpetual Endowment

Perpetual awards are funded through the St. James Scholarship Foundation Agency Fund held at the Winnipeg Foundation. Donation to this fund requires a minimum initial donation of \$10,000, producing a nominal perpetual award of \$500. Agency Fund donations are made to the St. James Scholarship Foundation with subsequent transfer to the Winnipeg Foundation. Donation receipts will be issued by the St. James Scholarship Foundation.

4. Awards from External Bodies

Awards from bodies external to the School Division shall be considered. These bodies would make application to the school principal using form JM-E-2. The Principal will forward the application to the St. James Scholarship Foundation for review and funding approval.

All external JM-E-2 applications are managed by the St. James Scholarship Foundation.

Acceptable external bodies are:

- Service clubs

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- Alumni, parent groups, and Student Council groups
- Memorial donors
- Vocational associations
- Businesses
- Universities and Colleges
- Professional associations
- Language and cultural groups

a) Memorial Awards

Memorial awards should, when possible, be funded by a term endowment or a perpetual endowment via the St. James Scholarship Foundation Agency Fund at the Winnipeg Foundation.

b) Awards from Professional Associations

Professional associations shall be accepted as donors of awards and scholarships, provided that the award is presented in the name of the organization. The award may be presented by a member of the organization.

c) Awards from Service Clubs

Service Clubs shall be accepted as donors of awards and scholarships with presentation of the award at the graduation ceremony made by a member of the service club whenever possible.

d) Awards from Business Firms

The following are guidelines for contributions of awards from business firms:

- i. The award must have a minimum value of \$100. It is not a requirement that business awards be endowed in perpetuity.
- ii. Business awards may be identified by name by the master of ceremonies and/or identified in the program for closing exercises.
- iii. Business firms desiring to contribute to awards should apply first to the school principal. The school principal will make a recommendation to the Awards and Scholarships Advisory Committee for review and recommendation to the School Board.
- iv. Business awards may be presented at awards ceremonies by a

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representative of the sponsoring firm or business.

VIII. Liaison and Reporting

Liaison and reporting between the St. James Scholarship Foundation, Superintendent/CEO, and Board of Trustees will be maintained as follows:

- The Secretary-Treasurer, St. James Scholarship Foundation, will be included as a member of the Awards and Scholarship Advisory Committee.
- A Trustee will be designated to attend St. James Scholarship Foundation meetings.
- Minutes of St. James Scholarship Foundation meetings and the Annual Report will be circulated to the School Board and Administration.

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