



403.2AP Exemplary Practice Stakeholders

ESTABLISHED: 1996.08.21
AMENDED: 2012.11.28 (2003.06.18)
REVIEWED:

CROSS REFERENCE:

- [403.2AP Exhibit 1 Friends of Education Form \(external\)](#)
 - [403.2AP Exhibit 2 Exemplary Practice Form \(internal\)](#)
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PROCEDURES:

1. To be recognized under this procedure a contribution must be significant and worthy of board recognition.
2. Individual and group volunteers as well as individual, group or company contributors are eligible to be recognized as part of this.
3. Nomination of individuals, groups or companies for recognition under this can be made by any school administrator, school council, board member, or system administrator in the division.
4. Regular Board meetings shall have exemplary practice time scheduled into each meeting for staff, student and volunteer recognition (i.e. scholarships, donations).
5. When the opportunity presents, the Board shall recognize contributions to the division by way of:
 - 5.1 "Friends of Education" certificate – presented to an outside individual or organization that makes a significant contribution to student learning.
 - 5.2 "Exemplary Practice" certificate – presented to a divisional employee who, through their work and/or volunteering, provides exceptional service to their school and/or jurisdiction.
 - 5.3 Star Polisher award – presented to a divisional employee whose contributions to student learning have been recognized at the provincial, national or international level.

- 5.4 Letter of appreciation or congratulations - provided to a divisional employee and/or student who has demonstrated exceptional leadership or an achievement beyond the school level.
6. Nominators must submit a nomination on the prescribed form attached as part of this procedure.
7. Nominations for Friends of Education or Exemplary Practice will be sent to Buffalo Trail Public Schools Central Office; Attention: Executive Assistant to the Superintendent. Staff is encouraged to forward information regarding achievements that would qualify for a letter of appreciation/congratulations to their local trustee.
8. A certificate will be presented on behalf of the Board to the recipient(s) at the school, the division office, jurisdictional events or an appropriate function in the community. Whenever possible, the local Trustee will be contacted to present the certificate.
9. A photograph of the presentation shall be taken and forwarded to the local media.