School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
November 21, 2025

Standard Operating Procedure
School Anniversary Proclamation/Recognition

PURPOSE:

To create a process for School Anniversary Proclamations and Recognitions.

SCOPE:

The School Board recognizes Annual School Anniversaries through Proclamations (for milestone dates, i.e., 25, 50, 75, 100, 125, etc.) and Recognitions (any other anniversary year ending with a 0 or 5, beginning at the 15-year mark).

ROLES:

School Board Members and Staffers: The Magisterial Member assigned for milestone school anniversaries will be responsible for coordinating the writing of the proclamation with the school and their office. Magisterial Members and their Staffers are responsible for inviting the schools to the Regular Meeting to present their proclamations. Magisterial Members and At-Large Members, along with their Staffers, will be responsible for coordinating the language for recognitions and will work with the schools to ensure the language is accurate.

Clerk's Office: The Clerk's Office is responsible for the creation of Proclamation and Recognition certificates to be presented at a Regular Meeting. The Clerk's Office may also support the invitation of schools for Recognitions and for ensuring that schools receive a copy of their milestone proclamations or School Board school anniversary recognition certificates. The Clerk's Office will maintain a list of School Anniversary dates for upcoming annual recognitions and milestone proclamations.

TIMELINE:

July: The Clerk's Office will update the School Anniversary List for the year with annual recognitions and milestone proclamations for the upcoming school year and notify School Board staffers of the upcoming milestone proclamations and recognitions.

November/December: School Board staffers will submit their draft school anniversary milestone proclamations and requested recognition paragraphs to the Clerk's office. The draft anniversary milestone proclamations will go through the proclamation process. Draft recognition language will be finalized by the Clerk's office by the beginning of January each year.

January/February: The School Board will recognize the schools with Annual Recognitions for the year in the second meeting of the month.

GUIDELINES:

Per the Strategic Governance Manual, proclamations recognizing school anniversaries will be assigned to the primary magisterial representative and the secondary magisterial district member, or an at-large member will be assigned to second the proclamation. Magisterial is defined as the district in which the school resides.

School Anniversary Milestone Proclamations will be no more than 500 words in length and will be written in collaboration with the school community.

Annual School Anniversary Recognitions will be one paragraph long (no more than 150 words) and should be written in collaboration with the school community.