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E. SCHOOL BOARD PROCLAMATIONS AND OTHER ACKNOWLEDGEMENTS

Types of Acknowledgements

1. Letter from the School Board Chair on behalf of the School Board: School Board members may request a letter from the School Board Chair recognizing a particular individual or group for the types of activities, awards, recognitions identified below. Such letter is subject to agreement by the Chair and requires three business days advance notice to School Board Members, the Superintendent, and the Clerk of the School Board which would provide time for any School Board Member to object. If there are any objections to the letter, then the request may either be withdrawn or referred to a School Board meeting for further consideration by the Board, similar to the process applied to proclamations.

   On behalf of the School Board, the Chair may also provide a letter to retiring or resigning leadership staff members to thank them for their service to the division.

2. Certificate of Appreciation: Individual School Board members may initiate and sign a certificate of appreciation for presentation to an individual, team, or group. Certificates will be prepared by School Board staff.

3. School Board Proclamations: A formal acknowledgement by the Board of an honor of achievement, requiring a motion and a vote. Proclamations are symbolic in nature.

   Proclamations will be sponsored for action by a Board Member, seconded by another Board Member, read by the sponsoring Board Member, and approved by the full Board. There will be no remarks by Board Members during the presentation or approval of a proclamation. Board Members wishing to address the topic may do so during the Board Matters section of the meeting agenda.

   Guidelines for Creating Proclamations

   - Annual proclamations will be written by the Clerk with input from the School Board Member bringing the action forward.
   - Proclamations presented by individual School Board Members will be written by those members.
   - Proclamations presented by individual School Board Members must be initiated by notifying the Chair and the Clerk of the Board with a draft of the proclamation at least 10 business days in advance of the School Board meeting at which the proclamation is to be considered with a draft of the proclamation. The 10-business day count is inclusive of the regular meeting day. The Chair may choose to include or exclude it from the agenda, subject to ultimate approval by the School Board.
   - To be considered at a meeting, all proclamations, including those that occur annually, final language must be completed at least five business days before the meeting, including securing majority support from the Board. The five-day business count is exclusive of the regular meeting day.

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Annual Proclamations:

- With the exception of milestone school anniversaries, annual proclamations will be assigned to School Board Members alphabetically, by last name each year. If a Board Member chooses not to move the proclamation, the proclamation will be assigned to the next Board Member in the order. To assign Board Members to second the proclamations, a reverse alphabetical list will be used. At the beginning of each new year, the list to assign both movers and seconders will move down by one name and begin with the next Board Member in the alphabetical order.
- Proclamations honoring retiring and/or resigning leadership team members will require the Clerk to collaborate with School Board Members to determine which members will move and second the proclamation.
- 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.
- The Laura Ashley Piper Scholarship Award and the School Board Scholarship Award will be assigned to the magisterial member of the district in which the student resides and seconded by an at-large member.
- The Student Representative proclamation will be assigned to the School Board chair and vice-chair to move and second, respectively.

1. Laura Ashley Piper Award (Scholarship) - June
2. School Board Character Award (Scholarship) – June/July
3. VSBA Business Award - June/July
4. Student Representative End of Term - June/July
5. School Activities and Events:
   a. National Literacy Month - September
   b. National Red Ribbon Week - October
   c. Inclusive Schools - December
   d. Disability Affirmation - March
   e. National School Librarian and Library Month - April
   f. The Month of the Military Child - April
   g. Children's Mental Health and Wellness Month – May
6. National Heritages and Holidays:
   a. Hispanic Heritage Month – September
   b. Commemoration of September 11
   c. LGBTQ History Month - October
   d. Indigenous People's Day/Native American Heritage Month – October
   e. Veteran's Day – November
   f. Black History Month – February
   g. Women's History Month – March
   h. Arab American Heritage Month – April
   i. Holocaust Remembrance Day - April/May
   j. AAPI (Asian American and Pacific Islander) Heritage Month – May
   k. Juneteenth - June
   l. Pride Month

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m. Immigrant Heritage Month – June
n. Caribbean Heritage Month – June

7. Staff and Volunteers Recognitions:
   a. Principals and Administrators Appreciation Month - October
   b. Athletics and Activities - October
   c. National School Psychology Awareness Week - November
   d. National Volunteer and Mentor Week - January
   e. Custodians and Food and Nutrition – February
   f. Career and Technical Education, Disability Employment, & Adult Community Education Appreciation Month -- February
   g. National School Counseling Week - February
   h. Music, Theatre, and the Arts Appreciation - March
   i. National School Social Work Week - March
   j. Bus Drivers, Bus Attendants, and Crossing Guards Appreciation Day - April
   k. Administrative Support Professional Month – April
   l. National School Nurse Week – May
   m. Teachers and School Staff Appreciation Week – May
   n. Outstanding FCPS Employees – July
   o. Advisory Committee Members

Individual School Board Member Proclamations

- Up to two additional proclamations may be presented by individual Board Members each year, with majority Board support.
- Each year is defined as the first Regular Meeting after the Board's summer recess to the last Regular Meeting before the Board's next summer recess.
- Such proclamations do not automatically repeat each year. Individual Board Members are encouraged to work with each other to identify and present proclamations when the recipient is represented by more than one magisterial member.

Presenting Proclamations

- Annual and approved individual School Board Members proclamations will be posted on the agenda for action or included on the consent agenda at the Chair's discretion.
- Recipients may be presented with the proclamation during a regular School Board meeting or School Board Members may personally deliver the proclamation to the recipients at their school, community center, or other meeting location.
- Proclamations will be signed by the current Chair of the School Board and the Clerk to the School Board. If the School Board Member bringing a proclamation would like to sign the proclamation, a second proclamation can be printed in addition to the official proclamation signed by the Chair and the Clerk.

4. School Board Recognitions: An acknowledgement by the Board of an honor or achievement that does not require a motion or vote. Recognitions are symbolic in nature.

Guidelines for Recognitions

Annual Recognitions