

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No.: 100-4</b>
<b>Subject: AWARDS AND RECOGNITION</b>	<b>Date of Issue: 5/15/89</b>
<b>Preparing Office: Office of the Superintendent</b>	<b>Amended: 9/3/08</b>

I. Policy 313

II. Procedures

The Board of Education of Frederick County values and encourages individual, family, organizational and community support of our schools and public education, as well as outstanding student and employee achievement. The superintendent holds a leadership role in assuring appropriate recognition of such exemplary contributions, service, and performance

A. Board of Education Recognition

The board may recognize exceptional service, outstanding achievement, extraordinary devotion in service to youth, and/or service beyond normal job responsibilities.

1. Requests for consideration of board recognition should be made in writing to the superintendent and include the reason for the nomination, the nature of any proposed presentation and the appropriate division leader's signature of approval.
2. Board presentations and/or recognition may be at the superintendent's recommendation and scheduled in consideration of other pending business before the board.
3. The board may choose to award recognition in the form of a board pin, and may do so at a public meeting or another setting of the board's preference.

B. Division/School/Superintendent Recognition

Divisions, schools, and/or the superintendent may establish and implement other award programs to recognize the exceptional contributions, service and/or performance of employees and individual, organizational, and parent volunteers/partners. These awards should support the achievement of FCPS Master Plan goals to value and develop high-quality employees and/or to foster family and community support of education.

C. Those conferring and/or those earning awards and honors are encouraged to suitably publicize the achievements, including notifying the FCPS Communication Services office as appropriate.

Approved:

*Original signed by*

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Linda D. Burgee  
Superintendent