

HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, Maryland 21042

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Series 2014-2015

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Chief of Staff

2014-2015 Proclamation and Resolution Guidelines

TO: All Staff

FROM: Susan C. Mascaro  
Chief of Staff

Attached is a document that identifies procedures regarding the development of proclamations and resolutions for the Howard County Public School System and the Board of Education. These procedures are effective August 14, 2014. Please take the time to review the procedures that pertain to your area of responsibility.

As outlined in the attached guidelines, all proclamations and resolutions are to be approved through the appropriate Chief or Deputy Superintendent, as well as coordinated with the Public Information Office.

Attachment

SCM/kvh

## **GUIDELINES FOR HOWARD COUNTY PUBLIC SCHOOL SYSTEM (HCPSS) AND BOARD OF EDUCATION PROCLAMATIONS**

### **Objectives**

Proclamations make powerful statements about the values and priorities of the issuing organization. All Board of Education and system-level HCPSS proclamations should be:

- A. Relevant to the educational program.
- B. Equitable in recognizing the valuable contributions of community, staff members, and students.
- C. Consistent with HCPSS guiding principles.

### **HCPSS Proclamation Criteria and Implementation Procedures**

- A. Proclamations must be externally-focused, i.e. should not primarily consist of recognition for HCPSS programs, offices, schools, or employees.
- B. Proclamations that recognize specific employee groups are to be approved by the appropriate Chief or Deputy Superintendent.
- C. Curriculum-related proclamations must align to a state- and/or nationally- recognized month or event, and should be externally oriented, i.e. focusing on the importance of the topic or event, and the value of related community partnerships.
- D. Ethnicity- or diversity-oriented proclamations must be aligned to a federally-recognized history commemoration month.
- E. Proclamations recognizing individuals will be issued for outgoing Board members and senior staff only.
- F. Recognition requests for specific external groups will be handled with a Board "Resolution" rather than a proclamation. Resolutions will be approved under the consent agenda (i.e. not read in full during Board of Education meetings), and formatted appropriately for use by the group. Resolutions will be issued only for active, long-established (10+ years) non-profit partner groups, e.g. fraternity/sorority, and are to be requested annually.
- G. Recognition requests for specific events will be handled with a Board "Resolution" rather than a proclamation. Resolutions will be approved under the consent agenda (i.e. not read in full during Board of Education meetings), and formatted appropriately for use by the group.
- H. Requests for all proclamations must be approved by the appropriate Chief or Deputy Superintendent and placed on the Board of Education's Quarterly Agenda on an annual basis. Once permission has been obtained, the requestor should submit a proclamation draft to the Public Information Office for finalization at least 30 days prior to the Board report due date.
- I. A monthly list of special days, weeks, etc., will be provided to Board members for their information, from which Board members may choose to make informal recognition during Board reports.
- J. Schools, offices, and departments may choose to develop and present proclamations at the local level, at the discretion of the principal or office/department leader. Note: local proclamations are not signed by Board members or announced during Board meetings.