

There are instances in which a person may perform an outstanding professional action. In such cases, there is merit and professional courtesy in acknowledging the outstanding effort in writing. If so, the policy on letters of commendation for the Windham School District is as follows:

- 1.The original letter will be directed to the person commended.
- 2.A copy of the letter will be directed to the employee's principal or supervisor who will in turn forward the copy to the Superintendent of Schools with an appropriate comment in the transmittal I.O.C.