

PROTOCOL FOR TRUSTEE RECOGNITION

Belief

Trustees attend many school and community events and a protocol will help Principals and others know when it is proper to acknowledge trustees by asking them to speak or just introducing them, or when no recognition is needed.

Procedures

1. Trustee attendance at formal and informal school functions in order to demonstrate support for school activities and purposes is to be encouraged. To facilitate this involvement at the school level it is expected that Principals will advise the Superintendent of school functions.
2. Trustees are expected to advise the Principal when they will be in the school. They are to indicate the role they will be playing in the school, either parent or trustee, formal or informal.
3. For events where formal Board representation is required, such as graduations and award ceremonies, an official invitation will be extended to the Board through the Superintendent. The Board will designate an official representative.
4. At all events where formal Board representation is required the Board representative is to be invited to speak.
5. Trustees are to be acknowledged as being in attendance at school functions when they are invited guests or have advised the Principal of their attendance.
6. An invitation to attend a school function must be made in sufficient time to allow trustees to plan for their involvement.

Reference: Section 60, 61, School Act