



**POLICY:**

REGULATION: GBD – Board Staff Communications

EXHIBIT:

### **Protocol for Trustee, Central Administration and Dignitary Attendance at School Functions**

The Board of Trustees, Central Administrators and other dignitaries as appropriate will be extended invitations with appropriate notice to attend formal employee retirement activities, high school graduations and other major ceremonies organized and held at the school level.

- Invitations to Trustees and Superintendent's Department Personnel to speak and bring greetings at graduations will be left to the discretion of the local organizing committee.
- Trustees will be requested to present the divisional retirement gift at the employee retirement activity. Superintendent's department representatives may be asked to speak at the discretion of the local organizing committee.
- Once invited Trustees and Superintendent's Department Personnel will be required to indicate their presence or submit their regrets in a timely fashion.
- In all situations where Trustees and Superintendent's Department Personnel are in attendance the following courtesies will be extended:
  - Reserved seating at the front of the gathering
  - Formal introduction and acknowledgment of invited guests

APPROVED:

REVISED:

SOURCE:

OTHER REFERENCE:

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