



## Trustee Attendance at School Events Administrative Procedure 4.30

4.0 Community Engagement

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### **Board Governance Policy Cross Reference:**

### **Legal Reference:**

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**Date Adopted:** February 2020

**Date Amended:** November 2024

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This is to provide clarity and direction to Principals hosting special public events.

When School Trustees attend such events, it is customary to acknowledge their presence, as well as the School Board's contribution and support to school programming. This would include such school events in the public as: Open House, Awards Ceremonies, Graduations, Concerts, etc.

### **In advance of the event:**

1. Principal or Lead Teacher for the event will ensure the event is posted on the school and Division's public calendars.
2. Principal or Lead Teacher for the event will send an invitation, via email to the Superintendent, including any pertinent information about the event, including any special seating arrangements etc.
3. Trustees who plan to attend will RSVP. If any trustee has a change of plans or is unable to attend, they will email regrets directly to the Principal.

### **During introductory comments (or when/as otherwise appropriate):**

Principal or Lead Teacher will publicly welcome, by name, the list of Trustees in attendance and acknowledge the contribution and support of the Board of Trustees of Evergreen School Division.