

Buffalo Trail Public Schools School Events Protocol*

Board of Trustees and Central Services Staff

Throughout the school year there are a number of school events that take place to celebrate the achievements of both staff and students in Buffalo Trail Public Schools. Quite often, schools request that either Trustee or Central Services staff participate in the events. We are always very pleased to be asked and very willing to participate. With 28 schools there are challenges in trying to attend every requested event. In an effort to be more responsive, we have solicited the help of our CS staff to attend on behalf of BTPS. The result being that we have developed a Central Services Representative List of staff assigned to schools to represent BTPS. This list is provided to schools each year. Board Members are also included in a separate column on this list to communicate who would be available for school events.

As a part of the process, it is important to clearly communicate the protocol for CS and Board involvement in these school-based events. New administrators may not be aware of the process and expectations that are in place. With this, the following protocols will apply:

Board Members and CS Staff

- 1) When a school event occurs, the School Board Trustee and the CS staff member who are listed on the Event Representative List should be contacted with information on the event. This should include the date, time and request as to the level of involvement.
- 2) When bringing greetings or program involvement is a part of process, the Board Member is the first person to be approached. If they decline, then the individual on the BTPS Representative List should be approached.
- 3) Where possible the Board Member or the CS Representative should have meaningful involvement in the activities. If they are required to attend and will not be required to participate in the activities, then as a part of the program, their presence should be acknowledged.
- 4) Please provide Board Members or CS staff with as much prior notification of events as possible.
- 5) There are occasions when a Board Member will attend a school community event without your knowledge through information that they have gained through the school newsletter that should be provided to them. When this is the case, they will make every attempt to inform you that they are present and the above protocol will apply.

Senior Administration Team: (Superintendent, Deputy Superintendent, Assistant Superintendent, Secretary-Treasurer,)

- 1) The Senior Administration Team will make every attempt to attend events when requested. Typically, Graduation Ceremonies and School Council Meetings are under their mandate.
- 2) If a member of the Senior Administration Team is attending, they will notify the appropriate individuals in the school via the Principal.
- 3) When members of the Senior Administration Team are invited to attend an event and they confirm that they will be attending, a 5-minute time slot in the program should be made available for them to address the assembly.
- 4) When both a Board Member and a Senior Administration Team member are in attendance, both should be approached to bring greetings. One is from the Board of Trustees and the other on behalf of the Senior Administration Team for BTPS.

Elected Government Officials

- 1) When elected representatives are asked to attend a function, an offer should be made to have them share greetings. This should be arranged in advance of the event.
- 2) If an elected official is in attendance at a function unannounced, and their presence is noted, please acknowledge their presence.

***For more information about recognition of Trustees and other dignitaries at school/division events, please refer to the BTPS Brochure "Protocol for Trustee Recognition" or contact the EA to the Superintendent at 806-2067.**