

**PROTOCOLS FOR PUBLIC EVENTS, MEETINGS, AND SPECIAL GUESTS**

Often times Board Members, community elected officials, and/or other dignitaries or important guests attend school functions and public meetings or visit school and/or department sites. In order to maintain proper decorum and positive community relations, protocols have been established for schools and/or departments when important guests visits or attend events or meetings.

**The Superintendent should always be notified if a school/department is expecting or experiencing a visit from the media and/or public officials.**

**Protocols for Promotion Ceremonies**

Board Members select school assignments and a Board member should be in attendance at each promotion ceremony. The District will notify schools which Board Member will be attending. The same applies for a Cabinet Member whenever possible.

Programs: The program should include the names of the Board Member and Cabinet Member attending your promotion ceremony.

Parking: Special guest parking should be designated for the Board Member and Cabinet Member attending your promotion ceremony.

The following items should be included in school promotion ceremonies:

- Flags should be visible on stage
  - U.S. flag on stage right-audience's left
  - CA flag on stage left-audience's right
- Processional
- Pledge of Allegiance
- National Anthem
- Welcome and Opening Remarks
- Introduction of Honored Guests (\*see below)
- Reflection/Speeches
- Presentation of Certificate of Promotion
  - School administration reads names
  - Board Member presents Certificate of Promotion to students
  - Cabinet Member will shake the students' hands
- Concluding Remarks
- Recessional

## **PROTOCOLS FOR PUBLIC MEETINGS AND SPECIAL GUESTS**

\*Dignitaries and guests should be introduced in the following order:

- Board Members
- Member of the US Congress
- State Legislature
- Mayor
- City Council members
- Any Representatives attending on behalf of any of the above-in the same priority order.
- Superintendent
- Cabinet member
- Principal
- School staff
- PTSA/ASB member
- Student leaders

Note: Speakers appear in the reverse order with the highest ranking speaker presenting last.

### **Protocols for Public Ceremonies**

Whenever schools hold public ceremonies such as ribbon cuttings, recognition ceremonies, etc, invitations should be extended as a matter of courtesy to Board Members and Cabinet Members.

If the program will include attendees from outside of the school community, the program should include the names of the Board Members.

Parking: Special guest parking should be designated for Board Members and Superintendent.

The following items should be included in Public Ceremonies:

- Flags should be visible on stage
  - U.S. flag on stage right-audience's left
  - CA flag on stage left-audience's right
- Pledge of Allegiance
- Welcome and Opening Remarks
- Introduction of Honored Guests (\*see below)
- Board Member(s) should be provided an opportunity to speak. (President if in attendance, and if not, vice president, clerk, member, etc.)
- Program
- Concluding Remarks

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- Superintendent
- Cabinet member
- Principal
- School staff
- PTSA/ASB member
- Student leaders

Note: Speakers appear in the reverse order with the highest ranking speaker presenting last.

### **Protocols for Board Member and/or Dignitary Visits**

The following protocols should be followed when a Board Member or other dignitary visits your campus or attends/visits a meeting:

#### **Site Visits**

A visit from a Board Member or other dignitary can present an excellent opportunity for you to share something exciting that is happening at your site. From the time of their arrival through their departure, they should be treated as a very important person and their visit is regarded as an honor.

If the visit is pre-scheduled, share the information with your staff so they are prepared for the visit. Let the Superintendent's office know if a Board Member or other dignitary will be visiting so there is no drop in visit or unneeded contact or interruptions during the visit.

Upon their arrival, the Principal should be immediately notified. Make sure the staff is attentive as the visitor arrives and while the visitor may be waiting for the Principal. The Principal, or Vice Principal in the absence of the Principal, should accompany the visitor throughout their visit.

## **PROTOCOLS FOR PUBLIC MEETINGS AND SPECIAL GUESTS**

Introduce as necessary as: Mr./Mrs. Jacob Smith, title or Mr./Mrs. Smith, title, to others you come in contact with during the visit.

Show the visitor the best of what you have and maybe something they have not seen before.

Keep your visit positive and respectful and make the visit enjoyable! Upon the conclusion of the visit, thank them for taking the time to visit your site.

Following the visit, notify the Superintendent's Office that a visit from a Board Member or other dignitary has occurred.

### **Meetings**

If a Board Member or other dignitary is in attendance at a meeting, be sure to introduce by name and title to the attendees. Ask if they would like to address the group prior to the onset of the meeting agenda.

If a Board Member or other dignitary enters a meeting during the agenda, take the first opportunity to pause the meeting, welcome them, and introduce to the attendees. Invite the Board Member or dignitary to join the meeting and privately ask him/her if they would like to address the group. Upon their departure, be sure to thank them for taking the time to visit your meeting.

**Note: These protocols, as appropriate, should also apply for a visit from the Superintendent or a Cabinet Member.**