

**AVON MAITLAND DISTRICT SCHOOL BOARD
ADMINISTRATIVE PROCEDURE
NO. 396**

SUBJECT: SCHOOL FUNCTIONS: SENIOR STAFF ATTENDANCE

Legal References: *Education Act: Section 286 (1) (c) Duties of Supervisory Officers—Visit Schools*

Related References: *Administrative Procedure 395 Graduations and Commencements: Protocol for Invitations*

1. Invitations to Senior Staff

This administrative procedure has been established to provide a guideline for principals regarding the proper procedure to follow when inviting senior staff to attend school functions.

2. Administrative Procedures

- 2.1 For Commencement/Graduation ceremonies, principals should refer to Administrative Procedure 395 Graduations and Commencements: Protocol for Invitations.
- 2.2 In most instances, the regional supervisory official for a school will represent the senior staff at school functions, and the invitation should be sent to the regional supervisory official.
- 2.3 In order to facilitate multiple invitations, when a school wishes to invite additional members of senior staff to a school function, the invitations shall be sent through the director's office.