

## AMSA Board of Trustees

### Attending School Events and School Visit Policy

#### Background

#### Guiding Principles

- Board members are encouraged to visit AMSA and to attend AMSA events.
- Board members should be visible and known to the school community, and help nurture a collegial atmosphere.

#### Representation at School Events

On an annual basis, each member is assigned a group of events that he or she shall serve as the Board representative at special events such as promotions, award ceremonies, and back to school nights.

At no time, while visiting AMSA for events, representation, or information shall a member make promises, either overt or implied, interfere with administration, or involve him or herself in personnel issues, student records, or union activities. Board members should behave in a manner that shows respect for all and preference for none.

#### School Visits

Board members are encouraged to visit AMSA and AMSA events. When visiting AMSA other than to provide ceremonial representation, members will:

- Contact the principal for arrangements. This will ensure minimal disruption to the school program.
- Sign in at the school office upon arrival.
- Be considerate of administration, faculty, and staff time by:
  - a. expressing objectives of visit
  - b. adhering to the time allotted for the visit

Additionally, to help create a successful visit, members will:

- Refrain from disrupting classes that are in session
- Respect a denial of observation in a particular program or class if there is testing, etc.
- Refrain from asking personnel questions of administration, faculty or staff
- Refrain from asking for personal information about students
- Report visit experience to Board members at open meeting

By observing the above protocols for visits, members will be well received. Faculty and staff enjoy “showing off” their programs and will appreciate the interest taken in them by the Board.

Parts of policy modeled on

<http://www.fsusd.org/cms/lib03/CA01001943/Centricity/domain/50/protocols/P%2030%20Visiting%20Schools.pdf>

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