

## Visit Protocol

### Background:

The Superintendent has the responsibility to ensure positive internal and external communications are developed and maintained. Proper protocol is to be followed for visits that occur within the Division.

### Procedures:

1. Royal and other dignitary visits
  - 1.1. While rare, members of royalty—including those of Canada’s Governor General and Alberta’s Lieutenant-Governor—the Prime Minister or Premier, cabinet ministers, ambassadors or other prominent dignitaries may ask to visit a school or the Division. Requests must come forward to the Superintendent, through the Director of Communication Services, before any arrangements proceed.
  - 1.2. For these visits, the formal protocol of either the [Government of Canada](#) or the [Government of Alberta](#) may take precedence. Communication Services will provide guidance on which protocol takes precedence and will assist with arrangements.
  - 1.3. In these circumstances, it is expected local event organizers will ensure trustees are included and properly recognized in the event whenever possible.
2. Special visits
  - 2.1. The Division, in recognizing its responsibilities to share educational experiences, welcomes invited visitors to the school system.
  - 2.2. Visits to the school from non-elected representatives or community members, for educational purposes, will be arranged by teachers and principals.
  - 2.3. If the visitor is an elected official, requests must come forward to the Superintendent, through the Director of Communication Services, prior to invitations being extended or arrangements being made, to ensure appropriate protocols are followed. It is the prerogative of the Board Chair and trustees to accompany the elected official during their visit, should they wish to do so.
  - 2.4. Schools may make arrangements directly with elected officials in the following situations only:
    - 2.4.1. Inviting elected officials to a class to discuss the operations of government.
    - 2.4.2. Inviting elected officials and other prominent community members to attend or take part in events like Read-In Week, school concerts or other student performances.
  - 2.5. For all visits by elected officials as outlined in sections 2.3 or 2.4, the Superintendent, through the Director of Communication Services, must be made aware prior to the visit.

3. General visits

- 3.1. All visitors to a school are expected to make their presence known to the Principal, or designate, and display visitor identification at all times.
- 3.2. Signs indicating this expectation, and the direction to the school office, are to be posted at each unlocked entrance, and at other visible points in the school.
- 3.3. The Principal determines right of access to the school. Principals may restrict or refuse permission for an individual or group to visit the school.

**Reference:**

Section 52, 53, 197, 222 *Education Act*

Provincial Government Protocol

Federal Government Protocol

Administrative Procedure 155: Event Protocol