

## **VISIT PROTOCOL**

### **Background**

The Superintendent has been given 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.

The Division desires a school climate that is conducive to orderly school operations.

The Division encourages parents to visit schools and classrooms, however, it recognizes the need to establish guidelines for visitors in order to maintain safe and orderly schools.

### **Procedures**

#### **1. Royal and Other Dignitary Visits**

- 1.1 While rare, school boards or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/or Alberta's Lieutenant Governor); visits by the Prime Minister or Premier; senior cabinet ministers; ambassadors; or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of Alberta takes precedent. Information on proper protocol in these special circumstances can be obtained from the Government of Alberta. The Superintendent must be contacted in these instances.
- 1.2 In these circumstances, it is expected local event organizers will ensure trustees are properly recognized and included in the event whenever possible.

#### **2. Special Visits**

- 2.1 The Division, in recognizing its responsibilities to share educational experiences, welcomes visitors to the school system.
- 2.2 Visits to schools by persons from outside the school system shall be arranged by such officials as the Superintendent may appoint. Such visits will be arranged in consultation with the Principals and teachers concerned.
- 2.3 The Superintendent will extend to visitors, at Division expense, such courtesies as s/he may deem desirable.

#### **3. General Visits**

- 3.1 Parents and visitors are to be made welcome to visit schools provided that sufficient notice has been given to the Principal and suitable arrangements have been made.
- 3.2 All visitors to a school are expected to make their presence known to the Principal or designate.
- 3.3 A notice shall be posted near the entrance of each school welcoming all visitors and directing them to the school general office.

- 3.4 No parent or delegation of parents or any other delegation shall be allowed to enter any classroom during school hours for the purpose of addressing students unless the intentions of the delegation have been brought to the Superintendent by the Principal and permission has been granted by the Superintendent.
- 3.5 The Principal determines right of access to the school. Principals may have to restrict or refuse permission for an individual or group to visit the school.

Reference: Section 20, 60, 61, 113 School Act  
Provincial Government Protocol  
Federal Government Protocol