

# VISIT PROTOCOL

### Background

The Superintendent has been given the responsibility to ensure positive internal and external communications are developed and maintained. The following protocol is to be followed for visits occurring within the Division.

### 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 desirable.

#### 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 the main entrance, and at other visible points in the school.
- 3.3 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.

- 3.4 All visitors are required to sign in and out of the building using the visitor registration log book.
- 3.5 Parents or citizens who wish to observe a classroom while school is in session are required to arrange such a visit in advance with the classroom teacher(s), with final approval by the Principal.
- 3.6 Parents or guardians who need to meet with the teacher(s) or principal to discuss student needs and programming may do so by booking an appointment.

Reference: [Education Act](#) Section 33, 52, 53, 197, 222, 256  
[Provincial Government Protocol](#)  
[Federal Government Protocol](#)

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