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## **VISIT PROTOCOL**

### **Background**

Proper protocol must be followed for visits that occur within the Division. The Prime Minister or Premier; senior cabinet ministers; or other prominent dignitaries including members of the Legislative Assembly (MLAs), Members of Parliament (MPs), and other dignitaries, may request to visit public schools to participate in meetings, school activities or to hold media/promotional events. These protocols provide guidance to visiting VIPs, schools and the Division in managing such requests.

### **Procedures**

1. Arranging a School Visit (Meetings/Visits or Media/Promotional Events)
  - 1.1 Any Division or school staff contacted by VIPs regarding a proposed visit must refer the VIP to the Office of the Superintendent.
  - 1.2 The initiator of the visit must seek written agreement from the Office of the Superintendent.
  - 1.3 The request must include the following details:
    - 1.3.1 School requested;
    - 1.3.2 Date, time and length of visit;
    - 1.3.3 Objective of visit (for example, policy announcement/media opportunity/visit only);
    - 1.3.4 Media to be invited (description: one outlet or open invite);
    - 1.3.5 Number of guests and names of VIPs; and
    - 1.3.6 Contact person's name and details.
  - 1.4 Once a decision has been made by the Office of the Superintendent, the principal of the hosting school will be notified. The division will then organize the event's logistics coordinating with the hosting school and the office of the visiting VIP.
  - 1.5 The division reserves the right to refuse or delay a school visit (for example, in the event that the school is managing, or has just managed a critical or severe incident).
  - 1.6 Visiting VIPs must adhere to the following:
    - 1.6.1 The visit must not significantly disrupt the business of the school;
    - 1.6.2 The visit should preferably occur between the hours of 10am and 2pm or after 3pm;
    - 1.6.3 The visit should not occur in the first or last weeks of a school term.

## 2. Royal and Other Dignitary Visits

- 2.1 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.
- 2.2 In these circumstances, it is expected local event organizers will ensure trustees are properly recognized and included.
- 2.3 A senior officer from the Office of the Superintendent will attend all schools visits/meetings to support school leaders.

## 3. Special Visits

- 3.1 The Division, in recognizing its responsibilities to share educational experiences, welcomes visitors to the school system.
- 3.2 Requests for visits to schools by persons from outside the school system will be arranged by the school and the Principal. The Office of the Superintendent must be notified.

## 4. General Visits

- 4.1 All visitors to a school are expected to make their presence known to the Principal or designate, and display visitor identification at all times.
- 4.2 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.
- 4.3 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.

## 5. Media/Promotional Events

- 5.1 Any requests for media attendance must be with prior agreement by the Office of the Superintendent.

References: Section 33,52,53,197,222,256 Education Act  
Provincial Government Protocol  
Federal Government Protocol

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