

156 VISIT PROTOCOL

Background

Parents and visitors are welcome to visit the schools in the district. In order to ensure that visits do not disrupt the learning environment, visits shall be permitted under the following conditions.

Procedures

1. General Visits
 - a. All visitors to a school are expected to report to the office, and display visitor identification at all times.
 - b. 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.
 - c. The Principal or designate determines right of access to the school. The principal or designate may restrict or refuse permission for an individual or group to visit the school.
 - d. A parent/guardian who has been refused a visitation to the school may appeal to the Superintendent in writing.
 - e. Visitors should be aware of Section 256 (a) of the Education Act that “no person shall disturb or interrupt the proceedings of a school”.

2. School-wide Events
 - a. The community and visitors are welcome to attend certain in school events by invitation, as well as after school sporting and other events.
 - b. Visitor identification is not required for these events nor do they need to check in at the office, unless specifically requested to do so.
 - c. Visitors for school-wide events are subject to 1 e above.

3. Royal and Other Dignitary Visits

- a. While rare, the Division or schools occasionally may be included in royal or dignitary visits. In such circumstances, the formal protocol of either the Government of Canada or Province of Alberta takes precedent. See AP 160 Board Recognition Protocols.

References

Section 32, 33, 52, 197, 222, 256 Education Act
Provincial Government Protocol
Federal Government Protocol

History

Developed: January 2020