

Administrative Procedure 156

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 District. In order to ensure that our schools remain places focussed upon student learning, provisions are in place to ensure timely notice of visits with an educational purpose or value.

Procedures

1. Dignitary Visits

- 1.1 A Dignitary is defined as a Member of the Legislative Assembly of Alberta (“MLA”), a Member of Parliament of Canada (“MP”) or a City of Edmonton Councillor. This Procedure does not apply to school visits by members of the Board of Trustees of Edmonton Catholic Separate School District No. 7.
- 1.2 The Office of the Superintendent, through the Manager of Media and Community Relations, approves all visits.
- 1.3 Principals or other school staff approached by a Dignitary should refer the Dignitary accordingly. Requests must be received five working days in advance of any proposed visit.
- 1.4 All requests must have an educational purpose or value. Those that do not have an identifiable educational purpose or value will not be approved.
- 1.5 Requests that involve partisan activities, including but not limited to formal or informal campaigning, fundraising, town hall meetings etc., will not be approved.
- 1.6 Requests involving activities that occur within the six months prior to the mandated date upon which a provincial or civic election must be called, or during the provincial or civic election period, will not be approved, unless the request is an official government announcement.
- 1.7 Requests must contain the following information:
 - a. school requested;
 - b. date, time and length of the visit;
 - c. media to be invited by the Dignitary;
 - d. number and names of the guests accompanying the Dignitary; and,
 - e. contact person’s name and details.
- 1.8 Once a decision has been made, the Manager of Media and Community Relations Services, will notify the Dignitary and Principal of the school involved. In the event that the request has been approved, the Manager of Media and Community Relations Services, or his/her delegate, will then organise the event’s logistics with the Principal. In the event of an unforeseen circumstance, the District has the right to refuse or delay any visit by a Dignitary.
- 1.9 Local event organizers will ensure trustees are included in the event whenever possible and properly recognized.

- 1.10 All visitors to a school are expected to make their presence known to the Principal, and display visitor identification at all times.
- 1.11 Signs indicating this expectation, and the direction to the school office, are to be posted at each entrance, and at other visible points in the school.

Adopted: June 30, 2017
Reviewed/Revised: December 4, 2018, February 14, 2019

Reference: Section 20, 27, 60, 61, 113 School Act