



Background

Proper protocol is to be followed when dignitaries visit the School.

Procedures

1. Royal and Other Dignitary Visits

1.1 While rare, 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 Directors are properly recognized and included in the event whenever possible.

2. Special Visits

2.1 The School, in recognizing its responsibilities to share educational experiences, welcomes visitors.

2.2 The Superintendent may authorize special visits by persons or groups external to the organization. Such visits will be arranged in consultation with the Principal and the teachers concerned.

2.3 The Superintendent will extend to visitors, at School expense, such courtesies, as s/he may deem desirable.

3. General Visits

3.1 All visitors to the School are expected to make their presence known to the Principal or designate.

3.2 Signs indicating this expectation, and the direction to the school office, are to be posted at each locked entrance, and at other visible points in the School.

3.3 The Principal determines right of access for general visits to the School and may restrict or refuse permission for an individual or group.

Reference:

Education Act s. 27, 52, 53, 54, 197, 222

Provincial Government Protocol

Federal Government Protocol