

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.

Persons authorized to be on school premises include:

- District employees, trustees and persons on District business.
- Students regularly enrolled at the school (i.e. students who are not currently under suspension or expulsion from the school or District).
- Students and staff from other schools who are participating in school-sponsored or sanctioned activities.
- Students, parents, and members of the public who are observing or participating in school-sponsored or sanctioned activities or events that are open to the public (including after-hours community use of facilities and grounds).
- Law enforcement officers in exercise of their duties.

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 British Columbia'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 British Columbia takes precedent. Information on proper protocol in these special circumstances can be obtained from the Government of British Columbia. 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 District, 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 District expense, such courtesies as they may deem desirable.

3. General Visits

3.1 All persons with legitimate business at the school are to proceed directly to the school's main office and secure permission from the principal to remain on the premises.

3.1.1 Each principal shall post, at each main entryway to the school, a notice summarizing this expectation and warning of possible criminal prosecution for the violation thereof.

3.2 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.

3.3 Visitors must display some form of identification.

Reference: Sections 20, 22, 65, 85, 177 School Act
Provincial Government Protocol
Federal Government Protocol

Adopted: December 3, 1973

Revised: March 18, 1991; June 26, 2001; October 14, 2008; December 15, 2020