

AP 156 - VISIT PROTOCOL

Background

The Director has been given the responsibility to ensure positive external and internal communications are developed and maintained. Proper protocol is to be followed for visits that occur within the Division.

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 Saskatchewan'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 Saskatchewan takes precedence. Information on proper protocol in these special circumstances can be obtained from the Government of Saskatchewan. The Director 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 Division, 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 Director may appoint. Such visits will be arranged in consultation with the senior administration, principals and teachers concerned.
- 2.3 The Director will extend to visitors, at Division expense, such courtesies as he/she may deem desirable.

3. General Visits

- 3.1 All visitors to a school are expected to make their presence known to the Principal or designate. There is a sign-in process for visitors at each school.
- 3.2 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.
- 3.3 The Principal determines right of access to the school.

Reference: [Sections 85, 87, 175 Education Act](#)