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## 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.

The District encourages parents, and the public, to visit schools, within reason, during normal school hours. The District also believes that the parents of children attending school have special rights and responsibilities to keep themselves informed as to the day-to-day operation of the schools, and the educational well-being of their children.

In encouraging visitors to schools, the District recognizes its responsibility for the welfare of students and to ensure that the functioning of a school is not impaired, visitors are required to adopt the following procedures as a reasonable control.

Principals are requested to continue strong efforts to ensure that parents of students are not only aware of this Administrative Procedure but that they are cordially invited to visit our schools and to thereby develop a spirit of mutual cooperation which will benefit the students involved.

### 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.



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- 2.3 The Superintendent will extend to visitors, at District expense, such courtesies as they may deem desirable.

### 3. General Visits

- 3.1 All visitors to a school are required to report to the school office and identify themselves to the Principal.
- 3.2 The Principal has complete discretion in determining the appropriateness or convenience of the visit. Classrooms are not open to visitors while instruction is taking place, but special arrangements can be made through the Principal. Teachers are not to be approached directly.
- 3.3 Teachers are to recognize the privileged relationship that exists in their classrooms and must be extremely careful in the choice and use of outsiders as resource persons in the classroom. Any use of such resource persons must be cleared through the Principal's office.
- 3.4 The Principal shall have complete authority to exclude from school premises any persons who it is believed are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or who the Principal believes are on the premises for the purpose of committing an illegal act.

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

Adopted: December 10, 1986  
Reviewed: June 21, 2016  
Revised: May 18, 2022