

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 precedent. 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 superintendents, 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.
- 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.

4. Unauthorized Personnel

Schools are educational institutions supported by the public for the purpose of providing for the educational needs of the students and their communities. Schools are not to be used for unregulated use by members of the public. All employees are expected to contribute to the safety, good order and positive effectiveness of our schools.

- 4.1 Loiterers or persons not attending the school for specific educational purposes or for classes shall be asked to leave the school.
- 4.2 If an individual is asked to leave the premises, a log shall be kept by the Principal or designate stating name (if known), description, date, time, area of premises and circumstances surrounding the incident.
- 4.3 Should the person asked to leave the premises refuse to do so, the Principal shall be notified and the police called.
- 4.4 If the same person repeatedly is found without any reasonable explanation for being on the premises, members of the staff dealing with these troublesome persons are to indicate that if a repetition of the loitering occurs, such criminal action as the law allows will be laid against such person.
- 4.5 If a staff member is asked by the offender about the details of such charge(s), no controversy is to develop, but a suggestion will be made to the individual that there are sections of the law dealing with trespassing, loitering and interfering with the use and occupation of both private and public property on which criminal charges may be laid. Wherever such situations occur that will justify the laying of charges, the staff shall be instructed to call the police and to cooperate with the police in seeing that the identification of the person is established and that proper charges in this respect are laid.

Reference: Sections 85, 87, 108, 109, 175, 367 Education Act