

AP 1402: 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.

All visitors to a District school or worksite must report to the office and sign in and out. Persons authorized to be on school or worksite premises include the following:

- District employees and persons on District business;
- Students regularly enrolled at the school (students who are not currently under suspension from the school or District);
- Students and employees from other schools or worksites who are participating in school- sponsored or sanctioned activities;
- Students, parents, volunteers 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 school facilities and grounds); and,
- Law enforcement officers in exercise of their duties.
- Persons on union business must provide prior notification to the principal or worksite supervisor.

Procedures

1. Royal and Other Dignitary Visits

- 1.1. School boards or schools, on the rare occasion, may be included in visits by royalty, the Governor General of Canada and/or the Lieutenant Governor of British Columbia, the Prime Minister of Canada or the Premier of British Columbia, senior cabinet ministers, ambassadors or other prominent dignitaries, such as Chiefs. Under such circumstances, the formal protocol of either the Government of Canada or the Province of British Columbia takes precedent, and the Superintendent must be consulted.
- 1.2. Under such circumstances, the district expects that local event organizers will ensure that trustees are properly recognized and included in the visit, 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 external to the school shall be arranged by the principal. Such visits will be arranged in consultation with the teachers concerned.

2.3. The principal will extend to visitors, at school expense, such courtesies as deemed desirable.

3. General Visits

3.1. All employees and members of the public with prearranged appointments with district school and/or worksite employees and/or with legitimate business at a district school or worksite must proceed directly to the main office of the school or worksite and register their arrival and eventually their departure in the registration log.

3.2. Members of the public without prearranged appointments with district school or worksite employees must proceed directly to the main office of the school or worksite, register in the registration log and remain in the main office until the principal or supervisor is notified.

3.3. As per 3.2 above, the principal or supervisor, upon notification of a visitor, will ascertain the reason and nature of the visit and determine whether to allow, reschedule or deny the visit.

3.4. All employees will display district-issued identification when visiting district schools and worksites other than the school or worksite at which they are based.

3.5. All members of the public as per 3.1 above and visitors granted permission by the principal or supervisor as per 3.3 above will be issued district-issued visitor identification tags to be worn during the duration of their visit. Such tags are to be returned to the main office upon the conclusion of the visit and during the sign-out procedure.

3.6. Each principal or supervisor shall post, at each main entryway to the school or worksite, a notice directing all visitors to the main office and a warning of possible criminal prosecution for the violation thereof.

3.7. In all cases cited above, the principal or supervisor determines the right of access to the school or worksite. Principals or supervisors may have to restrict or refuse permission for an individual or group to visit the school or worksite.