



VISITOR 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 Kee Tas Kee Now Tribal Council Education Authority Schools and buildings.

Guidelines

KTCEA is committed to ensuring that we provide a safe and secure environment for all students and employees.

Parents/Guardians and visitors are welcome in the schools and classrooms of KTCEA. In order to ensure that visits are at times best suited for students and the classroom activities planned by teachers, visits shall be permitted under the conditions as outlined under classroom visits.

#	Procedure	Roles & Responsibilities
1.	<p>Dignitary Visits</p> <p>1.1. KTCEA may occasionally receive visits from dignitaries. In these circumstances, KTCEA protocols (e.g. gifts, flags, and proper ways of addressing dignitaries) should be observed. The Superintendent must be contacted in these instances.</p> <p>1.2. In these circumstances, it is expected local event organizers will ensure Chief and Council and KTCEA board members are included and properly recognized in the event KTCEA is a part of.</p> <p>1.3. When organizing a public event at which dignitaries are present, introduce the most senior dignitaries first:</p> <p>1.3.1. Elders.</p> <p>1.3.2. Chiefs and other First Nation leaders.</p> <p>1.3.3. Board Chair and any other Board Members in attendance.</p> <p>1.3.4. If no Board Members are in attendance then “regrets” from the Board/Board Members.</p> <p>1.3.5. Members of the Senate representing Alberta.</p> <p>1.3.6. MPs (cabinet ministers first).</p> <p>1.3.7. MLAs (cabinet ministers first).</p> <p>1.3.8. Visiting Board Chairs and /or visiting Trustees.</p> <p>1.3.9. Mayors and Reeves.</p>	<p>Superintendent</p> <p>Board of Directors</p>

	<p>1.3.10. County/Town Councillors.</p> <p>1.3.11. Division senior administration.</p> <p>1.3.12. Heads of other organizations.</p> <p>1.3.13. Prominent community members.</p>	
2.	<p>Special Visits</p> <p>2.1. KTCEA recognizes its responsibilities to share educational experiences, and welcomes visitors.</p> <p>2.2. Visits to schools by persons from outside KTCEA shall be arranged by such officials as the Superintendent may appoint. Such visits will be arranged in consultation with the principals and teachers involved.</p>	<p>Principals</p> <p>Superintendent</p>
3.	<p>General visits</p> <p>3.1. Parents and community members are encouraged to attend and visit the school and be part of the school community.</p> <p>3.2. All visitors to a school are expected to sign in, report to the office, and make their presence known to the Principal or designate.</p> <p>3.3. The Principal determines the right of access to the school. Principals may restrict or refuse permission for an individual or group to visit the school with the exception of clinical service providers.</p> <p>3.4. In the event of an emergency, the principal has the right to refuse access to the school.</p>	<p>Principals</p>

Definitions:

Not Applicable

References:

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Superintendent.