



inform |

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For any planned or unscheduled events

mediarelations@cbe.ab.ca

If media is invited to your event

Purpose of the Protocol

This protocol offers guidance to ensure consistent management of requests by, invitations to, and the recognition of elected officials, dignitaries and Indigenous Elders at Calgary Board of Education (CBE) planned or impromptu events.

Introduction

The Calgary Board of Education values respectful relationships with local, provincial and international elected officials, dignitaries and Indigenous Elders. They are welcome in CBE facilities, when invited or by advance request.

Definitions

Dignitary	A person holding high rank or position. Consider who various members of your school community may consider to be a dignitary.
Elected Official	A person who has been elected in a municipal (City Councilor or School Board Trustee), provincial or federal election, in Canada or internationally.
Indigenous Elder	An adult who is considered exceptionally wise in the ways of their Indigenous culture.

General Guidelines

1 | Requests by CBE Trustees

Trustees are welcome and encouraged to visit CBE schools to learn more about each school and the program(s) it offers. Before visiting a school, trustees will fill out and submit a “request to visit school” form. The chief superintendent will review the request (purpose, proposed date(s), etc.) to determine whether the request can be accommodated. There may be times when activities occurring in a school or service unit would make it challenging to ensure the success of the visit.

Once the request is accepted and communicated to the trustee through the Office of the Chief Superintendent, arrangements for the visit will be made through School Improvement.

- Requests to visit schools should be directly supportive of or connected to an opportunity for student learning.
- CBE trustees are welcome to attend public events that are organized by a school/service unit. Trustees may be given a speaking role in the program if invited by the school/service unit to do so, but it is not required.
- CBE trustees may be invited to school/school council events with the exclusion of all candidate forums.
- Trustees are non-partisan and may not use school events/meetings to advance personal interests or political parties/groups.
- The release of personal information of staff, students, parents, or school council representatives to elected officials must adhere to the FOIP requirements.

2 | Requests by Elected Officials or Dignitaries

In the event that an elected official (other than a CBE Trustee), dignitary or Indigenous Elder contacts a school/service unit and requests an opportunity to visit:

- The principal/service unit superintendent (or appropriate designate) must review the request (purpose, date, etc.) to determine the appropriateness, the timeliness and the feasibility of accepting the request. There may be times when the activities occurring in a school or in a service unit would make it difficult to accept the request.
- The request must not interfere with student learning in a significant way, and ideally, is directly supportive of or connected to an opportunity for student learning.
- If the request to attend an event is accepted, the school/service unit must advise their education director and the Office of the Chief Superintendent. The Office of the Chief Superintendent will notify the Office of the Board of Trustees in order that the appropriate trustee can be informed and invited.
- Elected officials must consider their own government protocols and process for requests. Each level of government may have their own approval channels and process.
- If your school or service unit is contacted by Government officials and asked to participate in an event, press conference or announcement, or asked to host an event or announcement, please contact Communication and Community Engagement at mediarelations@cbe.ab.ca or 403-819-2317 **before** you respond to the request.
- If you wish to invite media to the event, you must notify [Communication & Engagement Services](#) at least one week in advance. Your request will be reviewed and may be declined. Communication & Engagement Services will manage invitations to media. If you are made aware that any elected official, dignitary or invited guests plans to invite media, you must notify Communication & Engagement Services immediately.
- Elected officials are welcome to attend public events that are organized by a school/service unit. They are, however, not part of the official program and do not need to be given a speaking role in the program.
- Elected officials, including trustees, must not use school events/meetings to discuss and/or to advance a personal election campaign or a political party agenda. Requests from all elected officials must be declined or rescheduled during an election period, including a by-election. Please refer to the [Protocol for School and Staff Involvement in Election Campaigns](#) for guidelines and details.
- The release of personal information of staff, students, parents, or school council representatives to elected officials must adhere to the FOIP requirements.

3 | Invitations to Elected Officials or Dignitaries

- Service units, principals and school councils should feel comfortable to invite elected officials, dignitaries or Indigenous Elders to their event, meeting or school, as they deem appropriate.
- When any elected official or dignitary (other than an elected trustee) is invited to a service unit, school, or school council event/meeting, or plans a visit, the Office of the Chief Superintendent must be advised and will notify and extend an invitation to the Office of the Board of Trustees.
- Requests for trustee attendance at formal events such as graduations or school openings are made directly to the Office of the Board of Trustees using the [Trustee/Superintendent Participation Request form](#).
- When schools wish to invite their trustee to less formal events, it is appropriate to contact the trustee directly by email or telephone.
- The school council chair (or appropriate designate) is responsible for extending an invitation to an elected official to attend a school council meeting or an event sponsored by the school council.
- When Indigenous Elders are invited to schools or service unit events, the purpose of the event or the nature of the occasion should be taken into account when deciding whether to advise the Office of the Chief or Board of Trustees. For example, Elders are often invited to schools to partake in special projects or ongoing learning opportunities. In these cases, there is no need to advise the Office of the Chief or Board of Trustees. Notification should take place if they are asked to participate in an assembly or other special event beyond the day to day learning at a school. For guidance, please see the [Indigenous Education | Cultural Protocols](#).

4 | Invitations to the Chief Superintendent or other Superintendent

- Request for the Chief Superintendent or any other superintendent to attend a school/system organized event are made through the superintendent's executive administrative assistant and must include a completed copy of the [Trustee/Superintendent Participation Request form](#).
- Only the most senior CBE administrator invited will speak as part of the official program. This administrator may designate someone to attend or speak on their behalf.

5 | Protocol During the Event

Royal and Other Special Visits

Schools occasionally are involved in royal visits, including those of the Governor-General of Canada or the Lieutenant-Governor of Alberta. In such cases the formal protocol of the Government of Canada or the Province of Alberta takes precedence. Contact [Communication & Engagement Services](#) for support to determine the appropriate protocol.

Recognition of Elected Officials and Dignitaries

- All elected officials who are known to be in attendance will be recognized by the chair or master of ceremonies, using the recognition order below.
- It is appropriate to introduce and recognize CBE trustees and senior administration before introducing and recognizing other elected officials or dignitaries. The following order of introduction should be used:

CBE Chair of the Board of Trustees

CBE Vice-Chair of the Board of Trustees

Other Trustees

Greetings/regrets from trustees not in attendance

Chief Superintendent or designate

School principal, assistant principal

Other elected officials, dignitary ies and Indigenous Elders attending (Highest to lowest rank):

- i. Members of the Senate representing Alberta
- ii. Members of Parliament (Cabinet Ministers first)
- iii. Members of the Legislative Assembly of Alberta (Premier, then Cabinet Ministers, then MLAs)
- iv. Mayor
- v. Other municipal councillors / aldermen
- vi. Other dignitaries and Indigenous Elders

Exceptions to this order can be made if there is an Indigenous focus to the event. In that case, it is appropriate to recognize the most senior Indigenous dignitary(ies) first.

Seating on the platform is arranged so that the most senior dignitary (based on the “recognition order” above) is closest to the podium and seats moving away from the podium follow the “recognition order.” Indigenous Elders often have an Elder helper who will require a seat.

Greetings and Speaking Order

The following speaking order is suggested if a CBE trustee is speaking:

1. Introductory remarks by master of ceremonies, including an [Acknowledgement of the Land](#) (see note below about inviting an Indigenous Elder to acknowledge the Land), recognition of trustees and other dignitaries in attendance (see above “recognition section”)
2. Greetings or remarks from the board chair, vice-chair or trustee representing the Board of Trustees
3. Greetings from representatives of:
 - i. Federal government
 - ii. Provincial government
 - iii. Municipal government

4. Chief superintendent or designate, superintendent, or school principal (as appropriate)
5. Keynote or other speaker (such as valedictorian)

Other Considerations

- Elected officials, dignitaries, Indigenous Elders and other important guests should be greeted by staff or students when they arrive.
- As audience members, elected officials, dignitaries and Indigenous Elders invited to an event should be provided with reserved seating in the front row.
- Elected officials and other invited dignitaries and important guests should be provided with parking.

Honorariums and other considerations for Indigenous Elders

Indigenous Elders should be offered tea/coffee and a snack and provided with an Elder helper if they don't already have one.

Gifts of tobacco or honorariums are traditionally offered to Indigenous Elders. For information on honorariums, please see the [Indigenous Education | Cultural Protocols](#).

The CBE acknowledges the land during certain special events and ceremonies, including public board meetings, graduations and system meetings. If an Indigenous Elder is present, it is appropriate to ask them in advance of the meeting if they would like a role in this acknowledgement. If you have questions about the practice or when it is appropriate to make an acknowledgement during your special event, please see the [Indigenous Education | Cultural Protocols](#).

If you have questions about any of these considerations, please contact the [Indigenous Education Team](#).

Additional Information

Contact: [Communication & Engagement Services](#)

Additional Reference

[Indigenous Education | Cultural Protocols](#)
[Protocol for School and Staff Involvement in Election Campaigns](#)
[Administrative Regulation 4024](#)
[Administrative Regulation 2060](#)

Attachment

[Trustee/Superintendent Participation Request Form](#)