

This manual is a comprehensive reference guide for standards relating to the safety, technology, corporate/graphic, and protocol areas of Elk Island Public Schools' (EIPS) core business. These standards and guidelines should be followed consistently by all members of the EIPS' community in relation to school division operations.

INTRODUCTION

The manual is intended to complement EIPS' existing policies and procedures by building upon the consistent application of standards and guidelines throughout the system. Please note that not all the points will apply in all situations. The manual is divided into the following four sections, and may be further broken down into more specific sub-categories and subjects to provide more detailed information:

Safety

EIPS is committed to providing students and staff with safe and secure learning and working environments. Therefore, this section outlines minimum standards for ensuring the protection of both students and staff in a number of situations and circumstances.

- Include a list of any relevant sub-categories in this section

Technology

While technology continues to advance at a rapid rate, this section provides minimum standards and guidelines to ensure appropriate and responsible use of a variety of technology applications throughout the division.

- Hardware and software standards
- Guidelines for Appropriate E-mail Use
- Internet Use
- Security/Firewall

Corporate/Graphic

As a public institution that is accountable to the people and communities we serve, presenting a consistent professional image to our stakeholders and communities is extremely important. Further, maintaining a strong brand image in this rapidly changing and highly competitive business is critical to our success.

This section establishes standards and guidelines related to the use of EIPS' visual identity, including the logo, colour palette, and typefaces. The guidelines must be followed for all internal and external correspondence, including business cards, stationery, print publications, presentations, forms, signage, press releases, online communications, and all other media formats.

- Include a list of any relevant sub-categories in this section

Protocol

This section outlines various requirements for school ceremonies and special events at which dignitaries are in attendance, and includes protocol related to speaker order, trustee recognition, styles of address, flags, and the national anthem.

More on Corporate/Graphic Standards

The correct and consistent application of EIPS' logo throughout the region creates a memorable impression that will help our community recognize and identify our school system. We must portray a unified corporate image while providing

INTRODUCTION**introduction**

flexibility for the distinct, unique aspects of our service to the communities we serve through our schools, central services departments, and functional business units. If a stakeholder looks at any form or marketing materials, whether it is collateral, print advertising, or online, and recognizes it as part of EIPS, our will goal will be achieved.

Our corporate logo is the primary identifier of the school division, and its thoughtful and consistent reproduction and use is critical to maintain high standards of visual representation. Inappropriate use will dilute the clarity of our corporate image. These guidelines should be followed when using and reproducing EIPS' corporate logo to assure consistency.

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1.1 CONDOLENCES

1.1.1 Notification

Department: **Human Resources**

Primary Contact: **Executive Assistant**

Number: **417-8210**

Policy Cross Reference: **GBT - Condolences**

STANDARD

- Condolences shall be extended to families on the death of a student or a current or former employee, trustee, local elected official, or a significant relative of an employee/elected official, such as a parent, spouse, or child (as defined in the handbook or the Teachers Collective Agreement).

ROLES & RESPONSIBILITIES

- Human Resources shall coordinate the extension of condolences.
- Principals/department heads shall notify the executive assistant in Human Resources of the death of a significant relative of employees and elected officials.
- Human Resources shall broadcast or post condolences to schools and departments via the e-mail system.
- Every September, Human Resources shall provide the opportunity for staff to opt out of the standard procedure for condolences if they would prefer not to have a family death shared. A list of the staff who have made this request will be kept on file in Human Resources.

ACCEPTABLE ADDITIONS

- Memorial gifts of cards, flowers, and/or donations may be made on behalf of the school, department, or division.
- Placing message on Intranet or in e-mail conference folder.

ACCEPTABLE USES/APPLICATIONS

- Condolence information may be shared with the leadership, employee, or social groups to facilitate memorial giving.

REFERENCES

- Handbook of Procedures and Benefits for Classified Personnel
- Handbook of Procedures and Benefits for Classified Leadership Group Personnel
- Teachers Collective Agreement

1.2 FLAG

1.2.1 Etiquette

Department: **Communication Services**

Primary Contact: **Director** Number: **417-8204**

Policy Cross Reference: **HNDA – Patriotic Exercises**

STANDARD

- The principal of the school shall ensure that the Canadian flag and the Alberta flag are displayed somewhere in the school, eg. gym.
(Section 26, *School Act*, RSA 2000.)
- The flag should be in good repair.
- All flags being displayed should be of the same size.
- Flags may be displayed flat or flown on a staff.
- If displayed flat, a flag may be hung horizontally or vertically. *If hung vertically, the upper left corner of the flag remains in the upper left corner as viewed by the audience.
- When used on a speaker's platform in front of a small audience (Board Room), the Canadian flag should be placed against the wall, or on a flag-pole on the left from the point of view of the audience.
- When used in front of a large audience (theatre, gymnasium, or auditorium), the Canadian flag should be to the right of the congregation or spectators facing the flag.
- The Canadian flag is given the place of honour when flown or displayed with other flags.
- If two or more flags are flown or displayed together, the flags shall be of approximately the same size and shall be flown from separate flagstuffs at the staff height.
- When more than one flag is flown and it is not possible to hoist or lower them at the same time, the Canadian flag shall be hoisted first and lowered last.

- The standard size flag for display on a flag pole is 36" x 72".

ACCEPTABLE ADDITIONS

- Hanging flags of visiting countries
- School flags
- Hanging flags in the gym (*see above)
- Hanging or flying the Union Jack (British flag) at schools is optional.

The order of precedence for flags is:

1. The National Flag of Canada
2. The flags of other sovereign nations in alphabetical order (if applicable)
3. The flags of the provinces and territories of Canada (in the order in which they joined Confederation):
 - i. Ontario (1867)
 - ii. Quebec (1867)
 - iii. Nova Scotia (1867)
 - iv. New Brunswick (1867)
 - v. Manitoba (1870)
 - vi. British Columbia (1871)
 - vii. Prince Edward Island (1873)
 - viii. Saskatchewan (1905)
 - ix. Alberta (1905)
 - x. Newfoundland (1949)
 - xi. Northwest Territories (1870)
 - xii. Yukon (1898)
 - xiii. Nunavut (1999)
4. The flags of municipalities/cities
5. Banners of organizations

ACCEPTABLE USES/APPLICATIONS

- Flags may either be taken up and down on a daily basis, or permanently left to fly on the flag-pole.

1.2 FLAG

UNACCEPTABLE USES/APPLICATIONS

- No other flags other than those stated should be flown on a school's flag-pole.
- Flags should not be used as table/seat covers, or to mask boxes, or as a barrier on a dais platform.

ROLES & RESPONSIBILITIES

- Event organizers, school principal, general school contact, custodial contractor.
- Purchasing 417-8118.
- Facility Services (issues with raising and lowering of flags), please contact the Service Desk 417-8124.

GUIDELINES/TIPS FOR IMPLEMENTATION

- Flags must be kept in good repair.
- When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately.
- School flags should be removed at the end of June and stored until school resumes in the fall.

RESOURCES

- Government of Alberta Protocol Office 422-1542.
- Government of Alberta Web site
<http://www.gov.ab.ca> .
- Canadian Heritage Web site
<http://www.canadianheritage.gc.ca> .
- To purchase:
 - Edmonton Public Schools Distribution Centre
www.distributioncentre.epsb.net .
(password = E008)
 - House of Flags 484-5850.

REFERENCES

- Flags, Half-masting protocol

1.2 FLAG**1.2.2 Half-Masting**

Department: **Communication Services**

Primary Contact: **Director** Number: **417-8204**

Policy Cross Reference: **HNDA – Patriotic Exercises**

STANDARD

- Flags (Canadian and Albertan) are flown at half-mast as a sign of mourning after the death of a significant individual. This practice is observed when schools are operational.
- Death may be taken to include the day of death up to and including the day of the funeral.
- Flags may be at half-mast from the time of notification of the death up to and including the day of the funeral.
- Flags are to be flown at half-mast when instructed to do so by government officials.
- School and district office administrators may half-mast the flags on the death of:
 - The sovereign or member of the immediate family of the sovereign;
 - The current or a former Governor General of Canada;
 - The current or former prime minister of Canada;
 - A federal cabinet minister;
 - A privy councillor;
 - The Lieutenant Governor or former Lieutenant Governor of Alberta;
 - The premier, former premier, or a cabinet minister of Alberta;
 - A member of parliament or the provincial legislature that serves those communities within EIPS' jurisdiction;

- A senator that serves those communities within EIPS' jurisdiction;
- The mayor or former mayor that serves those communities within EIPS' jurisdiction;
- An EIPS' Board member; or
- An elected official that serves those communities within EIPS' jurisdiction.

ACCEPTABLE ADDITIONS

- At the principal's discretion, flags may be flown at half-mast on the death of a current student or a current staff member and may be flown at half-mast on the death of an esteemed individual associated with the school or community. In any case, Communication Services must be consulted when the school's flag is lowered.
- In Consultation with Communication Services, the principal may lower the school's flag, considering.
 - a. flag lowering must be done according to protocol;
 - b. common sense and etiquette must be exercised;
 - c. the decision to lower the flag is precedent setting. If you do it once, you must do it for every similar situation. It may also strongly influence actions/expectations for other schools; and
 - d. flag lowering is rarely done from the time of death to the funeral; rather it is usually only for one day, the day of the funeral.
- The superintendent may issue special instructions on other occasions.
- Protocol usually follows provincial direction.

ACCEPTABLE USES/APPLICATIONS

- In the event of a global event or crisis.
- Remembrance Day.
- Military ceremony.

1.2 FLAG

UNACCEPTABLE USES/APPLICATIONS

- Strongly caution against lowering for parents, former staff and students.

ROLES & RESPONSIBILITIES

- Event organizers, principals, general school contacts.
- Purchasing 417-8118.
- Facility Services (issues with raising and lowering of flags), please contact the Service Desk 417-8124.

GUIDELINES/TIPS FOR IMPLEMENTATION

- The flag is brought to the half-mast position by first raising it to the top of the staff and then immediately lowering it slowly to the half-mast position.
- Construction of permanent flags does not allow for them to be lowered or raised as they are attached to the flag-pole itself.
- School flags should be removed at the end of June and stored until fall when classes resume.

RESOURCES

- Government of Alberta Protocol Office 422-1542
- Government of Alberta Web site
<http://www.gov.ab.ca>
- Canadian Heritage Web site
<http://www.canadianheritage.gc.ca>

REFERENCES

- Remembrance Day – Ceremony and Observances protocol.

1.3 LIEUTENANT GOVERNOR

1.3.1 Hosting

Department: **Communication Services**

Primary Contact: **Director** Number: **417-8204**

Policy Cross Reference: **HNDA – Patriotic Exercises**

STANDARD

- The senior member/administration and spouse/second in command of the hosting organization is to meet the Lieutenant Governor upon arrival.
- The Lieutenant Governor is always seated to the host's right and is always the first through a doorway.
- When leaving, guests stand and remain standing while the Vice-Regal Party leaves. The senior member/administration and spouse/second in command of the hosting organization should accompany the Lieutenant Governor to the awaiting car to say farewell.
- At meal times, the Lieutenant Governor is served first and in the case of a buffet shall be the first in line immediately followed by the host.
- Persons should always rise when the Lieutenant Governor enters a room or arrives at a function.
- At a dinner, ceremony or meeting, the Lieutenant Governor and those accompanying (known as the "Vice-Regal Party") should always be the last to enter and the first to leave.
- The spouse of the Lieutenant Governor also has official status; therefore, it is customary to treat the spouse with similar courtesy, and for that person to enter and depart with the Lieutenant Governor at official functions.
- It is customary for a band, orchestra, or pianist to play the Vice-Regal Salute, which consists of the first six bars of "God Save the Queen" followed immediately by the first four and last four bars of "O Canada". The Vice-Regal Salute is not played while the Lieutenant Governor and

party are walking, but is played once they have arrived at their table or seat and while still standing. Guests do not sing during the Vice-Regal Salute. It is the usual custom for the MC to remind the audience of this prior to the entrance of the head table. The Vice-Regal Salute can be omitted if it cannot be rendered well or if it places an inconvenience on the host through the cost of hiring a pianist or renting a piano, etc. However, this should be cleared with the Duty Aide-de-Camp (ADC) prior to the event. Sheet music or cassette tapes are available through the ADC assisting with your event.

ACCEPTABLE ADDITIONS

Toasts

- The Toast to the Queen is normally proposed after dessert or at least after the main course. "The Queen" is sufficient without any introductory words. The correct procedure is as follows:
 - a. The proposer asks the guests to rise for the Toast to Her Majesty.
 - b. The Toast is proposed - "The Queen...God Bless Her". The guests present would respond with "The Queen". It should be noted that guests should not "clink" their glasses.
- The Lieutenant Governor will, in most cases, be honoured to propose the toast to the Queen; however, this should be cleared with the Duty ADC prior to the event.
- Two RCMP officers in full red serge accompany the Lieutenant Governor as part of the Vice-Regal Party.

1.3 LIEUTENANT GOVERNOR

1.3.2 Titles

Department: **Communication Services**

Primary Contact: **Director** Number: **417-8204**

Policy Cross Reference: **HNDA – Patriotic Exercises**

STANDARD

- The full title is His/Her Honour, The Right Honourable <Name> or The Honourable <Name>. For example: His Honour, The Right Honourable Norman Kwong.
- When addressing personally, "Your Honour."
- In the third person, the Lieutenant Governor is referred to as "His Honour" or "The Lieutenant Governor."
- The spouse of the Lieutenant Governor also has official status and is referred to as "His/Her Honour."

ACCEPTABLE ADDITIONS

When one is writing to the Lieutenant Governor the envelope and the heading at the beginning of the letter should read:

The Honourable Norman L. Kwong, CM, AOE (or current Lieutenant Governor)

Lieutenant Governor of Alberta,

3rd Floor, Legislative Building,

10800 - 97 Avenue N.W.

Edmonton, Alberta. T5K 2B6

The salutation may read:

- Your Honour;
- My dear Lieutenant Governor; or
- Dear Lieutenant Governor Kwong.

UNACCEPTABLE USES/APPLICATIONS

- Addressing as Ma'am/Sir.

ROLES & RESPONSIBILITIES

- Event organizers, ultimately reporting to the principal.
- Hosts.
- Administration.

GUIDELINES/TIPS FOR IMPLEMENTATION

- The Lieutenant Governor's office 427-7243 is an excellent resource.
- Pronounced *Left-ten-aut*.

RESOURCES

- http://www.lieutenantgovernor.ab.ca/index_2.cfm?choice=protocol .
- Government of Alberta Protocol Office 422-1542.
- Government of Alberta Web site <http://www.gov.ab.ca> .
- Canadian Heritage Web site <http://www.canadianheritage.gc.ca> .

REFERENCES

- Lieutenant Governor - Hosting protocol.

1.4 MEMORIALS

1.4.1 Scholarships/Financial Awards/Bursaries

Department: **Communication Services**

Primary Contact: **Director** Number: **417-8204**

Policy Cross-reference: **JJA – Sponsorships in**

Schools – Directed to Students

DDA – Charitable Donations

STANDARD

A memorial scholarship may be established as a way of honouring a member of the school community. The process for creating a memorial scholarship is as follows:

- Funds donated by individuals/groups toward a memorial scholarship will be set up in a trust fund by Financial Services or the school.
- The details of scholarship criteria must be established and communicated to the respective schools prior to the fund being established. The details should include the purpose of the scholarship and any terms and conditions including the criteria for potential recipients to the trust. Documentation should include contact information on the administrator of the trust.
- Applications to access scholarship funds by schools are made to the Executive Assistant to the Superintendent/School Principal.

ACCEPTABLE ADDITIONS

- Memorial trust funds may be maintained at the school level and be distributed directly through the school.

ACCEPTABLE USES/APPLICATIONS

- All memorial scholarships shall be tasteful and professional.

ROLES & RESPONSIBILITIES

- Financial Services is responsible for investing and tracking the funds in the trust.
- If held at the school level, the Principal is ultimately responsible for investing, tracking, distributing and reporting the funds.

- A charitable receipt could be issued by Financial Services for all donations over \$10.00, upon receipt of confirmation of the donation as per policy DDA Charitable Donations.

GUIDELINES/TIPS FOR IMPLEMENTATION

- No memorial scholarships shall be allowed for products or services that potentially have an adverse impact or effect on students' health, physical, or emotional wellbeing, or that are incompatible with the mission of EIPS.
- Generally, the names of students who submitted an application for a memorial scholarship would only be disclosed to employees and the members of the scholarship selection committee, as the information would be necessary for the performance of their duties. Under section 17(2)(j)(iv), it would not be an unreasonable invasion of privacy to disclose the name of the recipient of the scholarship unless the person has requested that the information not be disclosed section 17(3)).
- A school board may disclose the information to the sponsor if the student consents in writing to the disclosure.
- If a school board establishes, as a condition of application, the disclosure of the name of individuals who have submitted an application for a particular scholarship, to the sponsor, it must inform the student of this at the time of applying and decide what input the sponsor will have in the selection process, if any. If the sponsor does not have any input into the selection process, the school board may have difficulty in justifying the disclosure to the sponsor.

RESOURCES

- Associate Superintendent, Instructional Services 417-8227
- Director, Financial Services 417-8113.

1.4 MEMORIALS

1.4.2 Special Recognition in Schools

Department: **Communication Services**

Primary Contact: **Director** Number: **417-8204**

Policy Cross-reference: **FFA - Naming of Schools**

STANDARD

- When a school would like to honour a member of its community through a memorial, it is suggested that any such initiatives be developed no sooner than one calendar year following the individual's passing.
- The process to consider such a proposal shall be:
- The School Council must supply a letter of support for the proposal.
 - If the namesake person is alive, they must provide a letter of support to signify that they are in agreement with the proposal. If the person has passed, his/her family should supply a letter of support.
 - The school principal must prepare a report outlining the details of the proposal for presentation at an Administrative Leadership Council (ALC) meeting. The report should specify what the plan entails (plaque, dedication ceremony, costs, donations, etc.) The aforementioned letters of support and other relevant documentation should accompany the report.
 - Following review by the ALC, the proposal would be submitted to the Board of Trustees for information/and/or approval.
 - A commemorative plaque or nameplate must be present as acknowledgement of the dedication or memorial. The plaque must be in compliance with quality standards.
 - The Director, Facility Services must be made aware of any proposal that has the opportunity to impact school facilities or grounds, prior to

the memorial ceremony.

ACCEPTABLE ADDITIONS

- A memorial scholarship may also be established as a way of honouring a member of the school community.
- Other ideas for memorials include benches, pictures, or a Hall of Fame.

ACCEPTABLE USES/APPLICATIONS

- Recognizing a member of the school community for making a significant contribution to children and education by dedicating a specific space or room within a school in his/her name, but must be approved by the Board.
- Honouring the memory of a school community member who has passed away by dedicating a specific space or room within a school in his/her name, but it must be approved by the Board.

UNACCEPTABLE USES/APPLICATIONS

- The tribute must not create an unreasonable amount of work or ongoing maintenance for the school or members of its community. Thus, memorials such as gardens, trees, or flower beds are discouraged. However, these types of memorials should be accompanied by a commemorative plaque or nameplate as acknowledgement of the dedication or memorial. The plaque must be in compliance with quality standards.
- It is not appropriate to design a memorial for a retiring employee. Memorials should be reserved as a way of honouring those who have passed.

ROLES & RESPONSIBILITIES

- The principal, in coordination with the staff, school council, and namesake (or namesake's family), must prepare the required documentation and schedule the proposal for an ALC meeting.

1.4 MEMORIALS

- Facility Services is responsible for installing the commemorative plaque in accordance with standards.
- The school and school council will be responsible for any associated costs.
- Any ongoing maintenance will be the responsibility of the school and school council.

GUIDELINES/TIPS FOR IMPLEMENTATION

- Copies of all documentation should be held in the school records or historical library.
- It is appropriate to have a dedication or opening ceremony to accompany the naming of the space.
- It should be noted that the decision to undertake a memorial in a school is precedent setting.
- Proposals for a memorial that involves naming any type of school space (room, area, or wing) must be submitted to the Board of Trustees for approval.
- Proposals for a memorial involving tributes other than naming a portion of the school should be submitted to the Board of Trustees for information/and/or approval.

RESOURCES

- Counselling may be made available through EIPS' Student Support Services .

REFERENCES

- Memorials – Scholarships protocol.

1.5 NATIONAL ANTHEM

1.5.1 Timing and singing

Department: **Communication Services**

Primary Contact: **Director** Number: **417-8204**

Policy Cross Reference: **HNDA – Patriotic Exercises**

STANDARD

- There is no specific rule as to when it is appropriate to sing the national anthem at an event. It is up to the organizers to determine if "O Canada" will be sung at the beginning or at the end of a ceremony.
- According to the Canadian Standard, if two anthems are to be played at the beginning of an event, "O Canada" should be played first followed by the other one. When anthems are played at the end of an event, "O Canada" should be played last.
- If it is decided to sing the anthem at the beginning of an event, once the head table guests or guests of honour are in place, the master of ceremonies asks all guests to rise and join in the singing of O Canada.
- Rise, face the flag, and remain standing at attention during the national anthem, including that of the guest country.
- It is traditional for civilian men to take off their hats during the playing of the national anthem. Women and young children do not have to remove their hats on such occasions.

ACCEPTABLE ADDITIONS

- When multiple anthems are to be performed, such as honouring a visiting dignitary or sporting team from another country, the host nation's anthem may be performed last, contrary to the standard noted above.
- O Canada can be sung in the language of choice. (respectively Canada's two official languages, French and English).

- If the Governor General or Lieutenant Governor is present, they are the last ones to enter a room. The Vice-Regal Salute (first six bars of "God Save the Queen" and first and last four bars of "O Canada") is played after they have reached their table. Please see Lieutenant Governor Protocol - Hosting (supersedes all EIPS' protocol).
- A recorded, digital or visual presentation of O Canada is also acceptable.
- Students may choose not to participate in patriotic exercises due to their religious observations.

ACCEPTABLE USES/APPLICATIONS

- Prior to class or morning start-up.
- End of day.
- Remembrance Day ceremonies.
- Sporting events.
- Assemblies.
- Dinners and other special events.
- Military events.

UNACCEPTABLE USES/APPLICATIONS

- Smoking, chewing gum, or talking while O Canada is in progress.

ROLES & RESPONSIBILITIES

- Event organizers, ultimately reporting to the principal.
- School-based leaders.

GUIDELINES/TIPS FOR IMPLEMENTATION

- All participants should memorize the words and sing O Canada.
- Individuals should remove hats out of respect when singing the National Anthem.
- Hand may cover heart.

1.5 NATIONAL ANTHEM**RESOURCES**

- Government of Alberta Protocol Office
422-1542.
- Government of Alberta Web site <http://www.gov.ab.ca> .
- Canadian Heritage Web site <http://www.canadianheritage.gc.ca> .

REFERENCES

- Lieutenant Governor - Hosting protocol
(supersedes EIPS' protocol).
- Flag – Etiquette protocol
- Government of Canada Web site,
http://www.pch.gc.ca/progs/cpsc-ccsp/sc-cs/anthem_e.cfm#h2 .

Official Lyrics of O Canada!

O Canada!
 Our home and native land!
 True patriot love in all thy sons command.
 With glowing hearts we see thee rise,
 The True North strong and free!
 From far and wide,
 O Canada, we stand on guard for thee.
 God keep our land glorious and free!
 O Canada, we stand on guard for thee.
 O Canada, we stand on guard for thee.

Official Lyrics in French

O Canada!
 Terre de nos aïeux,
 Ton front est ceint de fleurons glorieux.
 Car ton bras sait porter l'épée,
 Il sait porter la croix.
 Ton histoire est une épopée,
 Des plus brillants exploits.
 Et ta valeur, de foi trempée,
 Protégera nos foyers et nos droits.
 Protégera nos foyers et nos droits.

1.6 ORDER OF PRECEDENCE

1.6.1 Provincial Officials

Department: **Communication Services**

Primary Contact: **Director** Number: **417-8204**

Policy Cross Reference:

STANDARD

- Ministers with portfolio should be introduced by highest rank. They tend to change periodically or according to the premier in charge.
- As of April 2006, the Premier of Alberta's ministry stands as such according to rank:
 1. Premier
 2. Minister of Finance
 3. Minister of Justice and Attorney General
 4. Minister of Health and Wellness
 5. Minister of Infrastructure and Transportation
 6. Minister of International and Intergovernmental Relations
 7. Minister of Economic Development
 8. Minister of Education
 9. Minister of Energy
 10. Minister of Human Resources and Employment, and Minister responsible for Personnel Administration Office
 11. Minister of Environment
 12. Minister of Children's Services
 13. Minister of Innovation and Science
 14. Minister of Sustainable Resource Development
 15. Minister of Aboriginal Affairs and Northern Development
 16. Minister of Gaming
 17. Minister Municipal Affairs
 18. Minister of Restructuring and Government Efficiency
 19. Solicitor General and Minister of Public Security

20. Minister of Seniors and Community Supports

21. Minister of Agriculture, Food and Rural Development

22. Minister of Advanced Education

23. Minister of Community Development

24. Minister of Government Services

25. Associate Minister of Infrastructure and Transportation, and Minister responsible for Capital Planning

- The expanded order of precedence for all provincial officials can be found at www.gov.ab.ca/home/Index.cfm?Page=444.

ACCEPTABLE ADDITIONS

- MLAs may defer portfolio precedence to the MLA of the region.
- Previously agreed upon order/or historical precedence.
- Partner dignitaries.
- Highest ranking officials requesting order.
- When an elected representative also represents a partner or service, they may speak on behalf of the province or partner.
- Written or submitted comments or wishes from high ranking officials not able to attend can be read by the next highest ranking official or host.

ACCEPTABLE USES/APPLICATIONS

- When attending as audience members, provincial government officials should be provided with reserved seating in the front row with the host/hostess (i.e. Board Chair) of the event, sitting in the middle of the row with the most senior dignitaries closest to them.
- The Board Chair may be introduced above senior elected officials (mayors) when hosting the event.
- RCMP in red serge may precede dignitaries when entering a room.

1.6 ORDER OF PRECEDENCE

- Gifts and/or flowers may be presented on behalf of the school/department.

UNACCEPTABLE USES/APPLICATIONS

- No nametags are to be worn on official RCMP red serge uniforms.

ROLES & RESPONSIBILITIES

- Event organizers.
- Arrange to have a designated staff member or student(s) available to greet special guests upon arrival to the event.

GUIDELINES/TIPS FOR IMPLEMENTATION

- Protocol depends on the highest ranking dignitary involved. For example, when the Governor General, Lieutenant Governor, or Premier attends an event, his/her individual protocol is followed. When such dignitaries are present at an EIPS' event, please contact their respective offices to ensure appropriate protocol is followed.

RESOURCES

- Government of Alberta Protocol Office
422-1542.
- Government of Alberta Web site
<http://www.gov.ab.ca> .
- Canadian Heritage Web site
<http://www.canadianheritage.gc.ca> .
- Government of Alberta ministry Web page
<http://www.gov.ab.ca/home/Index.cfm?Page=25> .

REFERENCES

- Lieutenant Governor – Hosting protocol.
- Superintendent/Trustee Attendance and Recognition protocol.

1.7 REMEMBRANCE DAY

1.7.1 Ceremony and observances

Department: **Communication Services**

Primary Contact: **Director** Number: **417-8204**

Policy Cross Reference: **HNDA – Patriotic Exercises**

STANDARD

- The principal will arrange for a Remembrance Day ceremony on the school day immediately preceding or on Remembrance Day.
- The *School Act* requires that schools observe a moment of silence in conjunction with Remembrance Day.
- Procedure for conducting a moment of silence:
As a gesture to show respect for the armistice and a way to honour those who fought so bravely, approximately one minute of silence is observed at Remembrance Day ceremonies. During this time, people are to stand, bow their heads and reflect on those who lost their lives in the quest for freedom.
- EIPS supports the wearing and distribution of poppies as a sign of respect and memorial.

ACCEPTABLE ADDITIONS

- Schools may also choose to lower their flags on the day before Remembrance Day and raise it the morning after Remembrance Day.

ACCEPTABLE USES/APPLICATIONS

- Laying of wreaths, playing of Taps, Reading of *In Flanders Fields*, flag procession, piper, or officers in red serge.
- Remembrance Day Programs may be school specific.

ROLES & RESPONSIBILITIES

- Event organizers, ultimately reporting to the principal.

GUIDELINES/TIPS FOR IMPLEMENTATION

- Involvement of local military veterans and personnel.
- Removal of hats.

RESOURCES

- Government of Alberta Protocol Office 422-1542.
- Government of Alberta Web site <http://www.gov.ab.ca>.
- Canadian Heritage Web site <http://www.canadianheritage.gc.ca>.

REFERENCES

- Flags - Half-Masting protocol; Carried in a Procession protocol.

1.8 SPECIAL EVENTS IN EIPS

1.8.1 Awards, Farewells, Graduation Ceremonies

Department: Communication Services

Primary Contact: **Director** Number: **417-8204**

Policy Cross Reference: **IIA – School Board**

Awards to Students

STANDARD

Elementary/Junior High Awards and Farewell Ceremonies

- The school trustee liaison will be the Board's representative. Central Services liaison personnel may be invited to attend. If the representative is unable to attend, he/she will advise the principal and arrange for an alternate. In addition, schools may request a member of the Executive Team be present.

Senior High Awards

- The school trustee liaison will be the Board's representative. Central Services liaison personnel may be invited to attend. If the representative is unable to attend, he/she will advise the principal and arrange for an alternate. In addition, schools may request a member of the Executive Team be present.

High School Graduation

- Request for trustee participation is made through the Board Chair, who will determine representation. Requests for Central Services/Executive Team participation are to be made through the Superintendent, who will determine representation.

ACCEPTABLE ADDITIONS

- Invited guests and government officials.
- School council chair and/or representatives .
- ATA Local President or other representative of the ATA Local.

- Central services reps or leaders of employee groups such as ERG, CLG.

ROLES & RESPONSIBILITIES

- Event organizers, ultimately reporting to the principal.

GUIDELINES/TIPS FOR IMPLEMENTATION

- If asked to speak, speeches should be one to three minutes in length.
- Semi-formal or business attire is required.
- Name pronunciation to be determined and rehearsed by the Master of Ceremonies before hand.

REFERENCES

- School Event Checklist.
- Special Events in EIPS – Hosting Special Events.
- Superintendent/Trustee Attendance and Recognition protocol.

1.8 SPECIAL EVENTS IN EIPS

1.8.2 Hosting Special Events

Applicable for events such as ribbon cuttings, sod turnings, school openings, and/or grand openings, etc.

Department: **Communication Services**

Primary Contact: **Director** Number: **417-8204**

Policy Cross Reference:

STANDARD

Pre-event considerations

- Phone elected officials to inquire about availability prior to sending invitations.
- Invitations to trustees should be issued in advance through EIPS' Education Executive office.
- Design platform seating and layout. Seating should be arranged so the most senior dignitary is closest to the podium at all times.
- Determine order of introduction and speaking order (refer to protocol for Superintendent/Trustee Attendance and Recognition at School Events).
- Event specific details such as defining the number of guests and event program/schedule should be shared with invited dignitaries to help manage their expectations.

Invitation content

- The organization or host's name should appear at the top of the invitation (logo may be used in place of text).
- Name of guests (note this is optional for small, informal events).
- Type of event (opening, reception, luncheon, dinner, etc.)
- The facility where function will be held.
- Date and time of the event.
- Dress.
- R.S.V.P. and telephone number (R.S.V.P. not required if only to remind).

Day-of-Event Considerations

- Flags should be placed in order of precedence.
- Meet and greet guests as they arrive. Seat guests accordingly.
- Platform guests approach the platform or seating area in the same order in which they are to be seated. Name cards can be placed on the chairs to indicate where platform guests are to be seated. NB: If all VIPs will not be seated on the platform, you may wish to rope off a section of your seating to signify the area is reserved.
- M.C. welcomes guests.
- M.C. introduces platform guests and invites host to say a few words.
- M.C. introduces speakers in order of precedence.
- Speeches should not exceed five minutes, unless the person is the keynote speaker.
- Ribbon cutting/plaque unveiling – M.C. invites participants to carry out ceremonial activities.
- On completion, the host may wish to say a few words to recognize contributors and event organizers.
- M.C. thanks the guests and invites them to participate in the reception or other event.
- Host should remain at the reception until most guests have departed.

ACCEPTABLE ADDITIONS

- For opening ceremonies and/or ribbon cutting, ensure you have a ribbon and ceremonial scissors (stanchions can be borrowed from Communication Services).
- Consider using a plated shovel if spade work is required.
- For plaque unveiling, national and provincial flags may be used, providing it does not touch the floor/ground.

1.8 SPECIAL EVENTS IN EIPS

ROLES & RESPONSIBILITIES

- Event organizers, ultimately reporting to the principal.
- Facility Services.

GUIDELINES/TIPS FOR IMPLEMENTATION

- Communication Services/Facility Services may be able to lend some of the items required for use at events.
- Photography services may be available through the audiovisual specialist at (780) 417-8169.
- Local high school food service programs may be less expensive in terms of catering.
- Graphics on all letters, invitations, and correspondence must adhere to corporate standards and protocol.
- Specific dinner protocol can be found at <http://www.gov.ab.ca/home/index.cfm?Page=447>.
- For a complete list of event considerations, please refer to the "School Event Checklist."

RESOURCES

- Government of Alberta Protocol Office 422-1542.
- Government of Alberta Web site <http://www.gov.ab.ca>.
- Flag – Etiquette protocol.
- Lieutenant Governor – Hosting protocol.
- Order of Precedence – Provincial Officials protocol.
- School Event Checklist.
- Special Events in EIPS – Awards, Farewells, Graduation Ceremonies protocol.
- Superintendent/Trustee Attendance and Recognition protocol.
- Canadian Protocol office check list for the organization of special events http://www.pch.gc.ca/progs/cpsc-ccsp/pe/list_e.cfm.
- EIPS' Education Executive Office.

1.9 STYLES OF ADDRESS

1.9.1 In Writing/conversation

Department: **Communication Services**

Primary Contact: **Director** Number: **417-8204**

Policy Cross Reference:

STANDARD

Dignitary	Official Title	Salutation (written)	Final salutation	In Conversation
Her Majesty the Queen		Your Majesty:	I remain Your Majesty's faithful and devoted servant,	"Your Majesty" first, then "Ma'am" thereafter
Governor General of Canada	His/Her Excellency the Right Honourable (full name)	Excellency:	Yours truly,	"Your Excellency" or "Excellency" first, then "Sir" or "Madam" thereafter
Prime Minister of Canada	The Right Honourable (full name) <i>*The term Mr. Prime Minister should not be used</i>	Dear Prime Minister: Or Prime Minister:	Yours sincerely,	"Prime Minister" first, then "Mr./Mrs./Ms. (name)" thereafter
Member (Ministers) of the House of Commons	The Honourable (full name)	Dear Minister:	Yours sincerely,	"Minister" first, then "Mr./Ms. (name)" thereafter
Members of the House of Commons	Mr. John Smith, M.P. or The Honourable John Smith, P.C.	Dear Mr./Mrs./Ms. (name):	Yours sincerely,	"Mr./Ms. (name)"
Senator	Senator the Honourable (full name), P.C.	Dear Minister:	Yours sincerely,	Same as above
Speaker of the House of Commons	The Honourable (full name)	Dear Mr. Speaker: Dear Madam Speaker:	Yours sincerely,	"Mr. Speaker" or "Madam Speaker"

1.9 STYLES OF ADDRESS

Dignitary	Official Title	Salutation (written)	Final salutation	In Conversation
Lieutenant Governor of a province	His/Her Honour the Honourable (full name) Lieutenant Governor of Alberta	Your Honour: My dear Lieutenant Governor:	Yours sincerely,	"Your Honour" first, then "Sir" or "Madam" or "Mr./Mrs./Ms. (name)" thereafter
Former Lieutenant Governor	The Honourable (full name)	Dear Mr./Mrs./Ms. (name):	Yours sincerely,	"Mr./Mrs./Ms. (name)"
Commissioner of a territory	The Honourable (full name)	Commissioner (name):	Yours sincerely,	"Sir" or "Madam" or "Mr./Mrs./Ms./Miss (name)"
Premier of a province	The Honourable (full name), M.L.A. or (M.P.P., M.N.A., OR M.H.A.) <i>*"Mr./Madam Premier" should not be used.</i>	Dear Premier:	Yours sincerely,	"Premier" first, then "Mr./Mrs./Ms./Miss (name)" thereafter
Provincial, territorial cabinet ministers	The Honourable (full name), M.L.A. or (M.P.P., M.N.A., OR M.H.A.) Minister of _____	Dear Minister:	Yours sincerely;	"Minister" first then, "Mr./Mrs./Ms./Miss (name)" thereafter
Members of a provincial, territorial legislative assembly	Mr. John Smith, M.L.A. or (M.P.P., M.N.A., OR M.H.A.)	Dear Mr./Mrs./Ms. (name):	Yours sincerely,	"Mr./Mrs./Ms. (name)"
President of a Republic	His/Her Excellency (full name) President of (name)	Excellency:	Yours sincerely,	"Excellency" first, then "President" or "Sir/Madam"
President of the United States	His Excellency the Honourable (full name)	Dear Mr. President:	Yours sincerely,	"Mr. President" or "Excellency" first then "Sir"

1.9 STYLES OF ADDRESS

Dignitary	Official Title	Salutation (written)	Final salutation	In Conversation
A Prime Minister (other than Canada)	His/Her Excellency (full name) Prime Minister of (name)	Dear Prime Minister:	Yours sincerely,	"Prime Minister" or "Excellency" first, then "Sir/Madam" or "Mr./Mrs./Ms."
Ambassadors and high commissioners of foreign countries in Canada	His/Her Excellency (full name) Ambassador of _____/High Commissioner of _____	Dear Ambassador/High Commissioner:	Yours sincerely,	"Your Excellency" or "Excellency"
Mayors	His/Her Worship (full name)	Dear Sir/Madam: Or Dear Mr./Madam Mayor:	Yours sincerely,	"Your Worship" first, then "Mayor (name)"
City councillor	Mayor of (name)	Dear Mr./Mrs./Ms./Miss (name):		"Councillor (name)"
Armed Forces	Councillor (name)	According to officer rank	Dear (rank):	"General (name)" "Colonel (name)" etc.
Native citizens/Indian Chiefs	Chief (name)	Dear Chief (name): Chief (full name): Chief of (name)	Yours sincerely,	"Chief (name)"
Band Councillors	Mr./Mrs./Ms./Miss (full name)	Dear Mr./Mrs./Ms./Miss (name):	Yours sincerely,	"Mr./Mrs./Ms./Miss (name)"
Board Chair	"Madam Chair" or "Mister Chair"			"Madam Chair" or "Mister Chair"
Board Vice Chair	"Madam Vice Chair" or "Mister Vice Chair"			"Madam Vice Chair" or "Mister Vice Chair"
Trustee	Trustee (last name)			Trustee (last name)

1.9 STYLES OF ADDRESS

Dignitary	Official Title	Salutation (written)	Final salutation	In Conversation
Aide-de-camp* *Post nominals "A. de C." have been authorized for Aides-de-camps to the Governor General and Lieutenant Governors.	Military - (according to rank)	(see Armed Forces)	(see Armed Forces)	(see Armed Forces)
	Civilian - (according to their title)	Dear Mr./Mrs./ Ms./Miss	Yours sincerely,	"Mr./Mrs./Ms./Miss (name)"
	Mr./Mrs./ Ms./Miss (full name)	(name):		

ROLES & RESPONSIBILITIES

- Event organizers, ultimately reporting to the principal.

RESOURCES

- Government of Alberta Protocol Office
422 - 1542.
- Government of Alberta Web site <http://www.gov.ab.ca> .
- Canadian Heritage Web site
<http://www.canadianheritage.gc.ca> .
- For religious dignitaries
http://www.pch.gc.ca/progs/cpsc-ccsp/pe/address5_e.cfm .

REFERENCES

- Lieutenant Governor – Hosting protocol.
- Lieutenant Governor – Title protocol.
- Order of Precedence – Provincial Officials protocol.

SUPERINTENDENT/TRUSTEE

1.10 ATTENDANCE AND RECOGNITION

1.10.1 At School Events

Department: **Communication Services**

Primary Contact: **Director** Number: **417-8204**

Policy Cross Reference: **BBA – Board Roles and Responsibilities**

IIA – School Board Awards to Students

STANDARD

- It is expected that organizers will extend an invitation to all School Board trustees and the Superintendent to attend such events.
- Superintendent and School Board trustees are to be recognized consistently at school events in the same way as elected federal, provincial, and municipal officials.
- At least one School Board trustee should be invited to attend at significant jurisdiction or school events (e.g. graduation ceremonies, awards nights, anniversaries, and school special events, etc.).

School Board Invitation Protocol

- Notify the Executive Assistant to the Board Chair/Superintendent of event details once they are finalized. Indication should be given as to whether there is an opportunity/desire for greetings or a presentation from the Superintendent or trustee. Notification should occur at least two weeks prior to the event. Advance notice is greatly appreciated.
- The Executive Assistant is to prepare briefing notes outlining event purpose, date, time, location, audience, and other key details. If a speaker is requested, information on desired presentation topic, other speakers, and time allotted is to be provided.
- Board Chair, trustees, Superintendent are notified with the request to RSVP.
- Attendance and speaking expectation are confirmed.

- Event organizers notified and given list of names and titles of attendees (provide phonetic spellings of names if necessary). Introduction and speaking order protocol is provided at this time.
- Details double-checked with organizers. Any changes communicated back to confirmed attendees/speaker.
- Event organizers provide Master of Ceremonies (MC) with list and introduction notes regarding speaker, if applicable.
- When a member of the School Board is unable to attend, the MC should express regrets on behalf of the Board, or on behalf of individual trustee(s) who were specifically invited to attend. If no response is received, the MC does not need to express regrets.
- If the MC is uncertain about the presence of a trustee, he/she should be instructed to inquire whether any trustees are present.

Introductions at School Board and School Events

- Once an invitation is extended and accepted, the following order for introducing guests is suggested (if elected officials are to be recognized at the event):
 1. Board chair.
 2. Board vice-chair.
 3. Trustees in attendance.
 4. "Greeting/regrets" from trustees not in attendance.
 5. Clergy (if appropriate).
 6. Superintendent and/or Associate Superintendent.
 7. School principal, assistant principal(s) (if school is hosting event).

SUPERINTENDENT/TRUSTEE**1.10 ATTENDANCE AND RECOGNITION**

8. Other elected officials and dignitaries 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 (cabinet ministers first).
 - iv. Mayor or reeve.
 - v. Municipal councillors.
 - vi. Other dignitaries (senior bureaucrats, heads of other organizations, such as Chamber of Commerce president, and celebrities).
 - vii. Members of the media (when in attendance as a special guest rather than reporting the event).

Greetings/Speaking Order Protocol

- Speaking order will vary for different community events based on the type of event, number and nature of speakers, the keynote speaker or the ceremony to be performed. However, the following speaker order is suggested if a School Board trustee is asked to bring greetings to an event sponsored by the Board or one of its schools:

1. Introductory remarks by Master of Ceremonies, including recognition of trustees and other dignitaries in attendance.
2. Blessing or grace (if appropriate).
3. Remarks from the board chair, vice-chair, or trustee representing school board.

4. Greetings from representatives of:
 - i. Federal government
 - ii. Provincial government
 - iii. Municipal government
5. Superintendent, principal (if appropriate).
6. Event organizer.* (This person may be the superintendent, principal, school council president, student council president, etc.)
7. Keynote speaker or ceremony.
8. Closing remarks, Master of Ceremonies.

- *Unnecessary if School Board is hosting. For example, staff long service awards.

ACCEPTABLE ADDITIONS

- A principal can request a school's resource officer to attend a school or district function in full RedSerge.
- If a school does not have a school resource officer and would like an RCMP officer in attendance, the event organizer is to contact the RCMP district office at 449-0152.

ROLES & RESPONSIBILITIES

- Event organizers, ultimately reporting to the school principal.

RESOURCES

- Alberta School Boards Association
<http://www.asba.ab.ca>
- RCMP protocol.
- Strathcona County 449-0152.
- Fort Saskatchewan 992-6100.
- Lamont County 895-2233.
- Mundare 764-3929.
- Town of Bruderheim 796-3731.
- County of Minburn (780) 632-2082.
- Town of Vegreville (780) 632-2606.