



ONSITE

School Program Handbook



LEGISLATIVE
ASSEMBLY
OF ALBERTA





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TIPS FOR A SUCCESSFUL SCHOOL PROGRAM



At the time of booking



REVIEW YOUR CONFIRMATION OF VISIT

The confirmation of visit can be found as an attachment on the email sent at the time of booking. Please confirm all the information is correct and contact us if you need to make any changes.

Things of note:

- Travel is built into the schedule times so the length of programming varies.
- The order and times of programming may vary from what is listed.
- Late arrivals may affect any part of your programming, not just the first listed item.
- Group sizes are limited, so you may rotate through activities at different times.
- Session dates are subject to change according to the Sessional Calendar.
- Availability of French programming is not guaranteed.



SHARE THE BOOKING INFORMATION WITH OTHER TEACHERS COMING ON THE VISIT.

A few weeks in advance



REVIEW THE GUIDELINES

■ **BEHAVIOURAL EXPECTATIONS**

Read and discuss proper protocol and behaviour while at the Alberta Legislature so that chaperones and students know what is expected from them.

■ **CHAPERONE HANDOUT**

Use the text in the included chaperone handout to communicate expectations with parent volunteers. For most classes, individual schools and school boards will have established chaperone regulations. The Alberta Legislature has a suggested 1:10 student to adult ratio for school visits.



PLAN YOUR GROUP SIZES

Your school will be split into groups based on the total number of booked visitors, including students and adults, not on the number of classes. The ratio will be 1 group per 35 maximum visitors as follows: Less than 35 visitors = 1 group, 36 to 70 visitors = 2 groups, 71 to 105 visitors = 3 groups, 106 to 140 visitors = 4 groups.



PREPARE FOR YOUR PROGRAM

Visit our website to access materials you may need including [Mock Legislature program resources](#) for your advanced preparation, and to learn about our [Visitor Centre](#) in the Queen Elizabeth II Building.



REVIEW ADDITIONAL EDUCATIONAL RESOURCES THAT CAN BE DONE IN THE CLASSROOM BEFORE OR AFTER YOUR VISIT, INCLUDING WATCHING SESSION ONLINE.

Day before



REVIEW BUS PROCEDURES

Use the [Education Group Map](#) to find the new bus parking route and location. **You will need this document for your bus driver on the day of your visit.** Plan if you need additional parking. Other vehicles can find parking as indicated on the visitor map.



KNOW YOUR DESIGNATED ENTRANCE

found on the attached confirmation of visit.



WATCH

[Rocky Goes On A Fieldtrip To The Alberta Legislature video](#) for visual context on meeting your tour guide.

Day of your visit



SHARE MAP WITH DRIVER

Direct bus to the bus drop-off/pick-up location. In the event the bus parking area is full, the bus may need to move offsite for the duration of your visit and return at your designated departure time.



ARRIVE ON TIME

Late arrivals to your designated entrance will affect your visit length and your programming may be shortened. This includes any part of your programming, not just the first listed item on your itinerary. Please contact us at 780.427.7362 (press 0 to skip the phone menu) or visitorinfo@assembly.ab.ca if you are going to be late.



PROCEED TO YOUR ENTRANCE

Your guide will meet you at the designated entrance at your scheduled arrival time. The Education Centre entrance is locked between September to May long weekend, so please stay on the bus until your designated arrival time if the weather is bad.

WHAT TO EXPECT



During your visit



MEET YOUR EDUCATION GUIDE(S)

Each class has been assigned an Education Guide(s) who will greet you at your designated entrance, review your program itinerary with you, reiterate behavioural expectations and stay with your group for the duration of your visit. Be sure to share any behavioural or mobility concerns and any potential timing constraints that may affect your visit.



COAT STORAGE

Before your program begins, your Education Guide will take your group to store your coats and backpacks in our coatroom. Space is limited so students are encouraged to leave unnecessary items at school or on the bus. The coatroom is shared with other groups so please keep valuables with you.



ENJOY YOUR VISIT

We hope that you and your students enjoy your time with us and find your experience to be both educational and worthwhile. Please note that the Legislature site is large and your program will involve walking. Your Education Guide will do their best to create a fun and interactive learning environment throughout your tour and program. Encourage your students to ask questions!



LUNCH TIME PROCEDURE

We have several spaces with tables and chairs that can accommodate students during the lunch hour. Designated lunchroom space will only be available if you have lunch as an activity on your visit confirmation. Your Education Guide will let you know which space has been assigned to your group. Some, but not all, of these areas have microwave access.



TAKE A GROUP PHOTO

For most school visits, you will have a scheduled time for a group photo on your own device on the Grand Staircase in the Legislature Building. We invite your MLA to the photo but, as they have very busy schedules, we cannot guarantee their attendance.

After you leave



COMPLETE A POST-VISIT SURVEY

Following your program, we will send a follow up survey. By participating in this survey, you will assist us in developing and adapting educational programs to better suit the needs of teachers and students.

STAY IN TOUCH

Keep up-to-date with other teacher and student opportunities offered at the Alberta Legislature by following us on:



[@LegAssemblyofAB](https://twitter.com/LegAssemblyofAB)



[LegAssemblyofAB](https://www.facebook.com/LegAssemblyofAB)



[#legassemblyofab](https://www.instagram.com/legassemblyofab)



SIGN UP FOR OUR EDUCATION NEWSLETTER

Want to learn more about educational programming at the Alberta Legislature? Get the scoop on new programs, classroom talking points, upcoming registration dates and more. [Add yourself to the mailing list](#) and receive *Your Alberta Legislature – All About Education* in your email inbox four times each year.

BEHAVIOURAL EXPECTATIONS



Please review this form and share the information with your students and chaperones before your visit.

- ❏ The spaces you will be visiting include active office spaces and we aim to deliver quality programming while being respectful of others. **It is essential that visitors talk quietly and behave in a calm and courteous manner.**
- ❏ Legislative Assembly security staff will speak directly to students, teachers and chaperones who are being noisy or who are not behaving in a calm and courteous manner.
- ❏ Students, teachers and chaperones are expected to behave in a respectful manner towards Education Guides, Members of the Legislative Assembly and all other staff.
- ❏ Students, teachers and chaperones must stay with the group at all times throughout the visit.
- ❏ Students, teachers and chaperones are expected to abide by the [rules of the Galleries](#) while observing debates. Security staff will speak directly to students, teachers and chaperones who are not abiding by these rules. Hats and head coverings are not allowed unless worn for religious or medical reasons. Clothing with offensive or political designs is not allowed in the Legislature.
- ❏ Eating and drinking is not permitted inside of the Legislature Building or the Visitor Centre programming spaces in the Queen Elizabeth II Building.
- ❏ School groups can follow their school's expectations around the use of mobile devices during programs, but we recommend that devices be silenced and used minimally, to ensure a positive experience for the group. Taking photos is permitted inside of the Legislature Building during tours, but filming video is not allowed. **Mobile devices are not permitted during Session.**
- ❏ Managing the behaviour of disruptive students is the responsibility of the teachers and chaperones.



- Groups that do not follow these behavioural expectations will be asked to modify their behaviour and, in some situations, may be asked to leave the Galleries, Legislature Building, or the Visitor Centre spaces. This may impact the overall length of your programming.
- We will follow up with the school's administrator in the event of unacceptable behaviour.

CHAPERONE HANDOUT

Dear chaperones,

Thank you for volunteering your time to accompany our class on our school visit to the Alberta Legislature.

Your primary role as a chaperone will be to assist me in keeping the students together and focused as we move from space to space and during our tour of the Legislature site. I may be assigning additional tasks such as following the group to ensure no one is left behind or assisting particular students with behaviour or mobility considerations. Please wear comfortable footwear as the school visit will involve walking.

Many of the things we will be doing and seeing during our visit to the Alberta Legislature are unique to this type of visit and you may not have similar opportunities again. Please remember, you are modeling behaviour for students so please set a positive example by staying with the group, being respectful of staff and other visitors and not speaking while our Education Guide is addressing the class.

There is limited public parking around the Legislature site. If possible, you should meet our class at the school and accompany students on the bus, arrange to carpool with another chaperone or use public transit and meet us at the Alberta Legislature. Vehicles arriving on their own can find parking as indicated on the [Education Group Map](#).

The Legislature cafeteria is not located close to the school programming spaces. You should plan to bring your own lunch with you so that you can eat with our group in our assigned lunch space.

Finally, just a reminder that this is a non-partisan, educational opportunity to learn more about our provincial government and Alberta's history. Politics can be a passionate topic but please don't let your personal political beliefs affect the students' overall learning experience.

Thank you for joining us!