

## Internal Operations

**SUBJECT: SCHOOL VISITS BY BOARD MEMBERS****Operational Guide**

The Board of Education recognizes the responsibility as set forth in the Education Law Section 1708(4) to visit the schools periodically and adopts hereby the following as an operational guide.

**Schedule**

Each Board member should visit all school buildings at least once during the school year.

**Purpose**

To obtain first-hand knowledge of the operation of the schools in the District with respect to:

- a) Overall observation of teacher-pupil relationships and discipline.
- b) Increased acquaintanceship with personnel on an informal basis.
- c) Buildings and Grounds - maintenance and appearance.
- d) Needs in terms of facilities and equipment.

**Procedure**

Clear with the Building Principal.

The principal should be certain that each teacher fully understands the Board's objectives in making visits as outlined above.

NOTE: The Board of Education acknowledges that while the visits have great potential for improved Board-Staff relationships, mutual exchange of ideas, and constructive two-way orientation there is also the potential for damage to these vital relationships through misunderstanding, misconception of purposes, or other inadequate communication and, therefore, expresses the following cautions.

- a) Teaching methods, auditing teacher performance, etc. , are the responsibility of the administration in carrying out District policy and not the function of the Board, although constructive suggestions can be expressed through the building principal.

(Continued)

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As an illustration, assume a Board member was also a principal or teacher in another District. Even as a professional teacher, he/she should not review teacher performance or seek to correct the teachers' classroom practice. This job is clearly delegated to the administration of the District.

- b) A Board member should avoid as much as possible visiting any one teacher or group such as pre-tenure teachers or any one specific department in the high school.

Education Law Section 1708(2)

Adopted: 2/13/01  
Reviewed: 1/13/05-no changes