

**Sample Policy**

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BOARD MEMBERS VISITING SCHOOLS

The Jersey City Board of Education is an integral part of the educational system of the Jersey City Public Schools. The Board has determined that visits to school by board members, other adult residents of the community and interested educators are welcome when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the Superintendent shall devise regulations addressing visitors' access to the schools.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Board members acknowledge that when they are visiting schools, they are members of the Jersey City Community and are acting as visiting private citizens. Visitors may not consult with the teaching staff or pupils during class time without the principal's permission. In addition, Board members shall not visit schools during testing periods or other times when the principal must attend to the operations of the school such as the beginning of the school day and dismissal. In accordance with the Board Member Code of Ethics, Board members recognize that while they have a duty to verify that schools are run well, they are not responsible and/or authorized to administer schools, and they are to confine all actions so as not to interfere with the orderly administration of schools. In order to have a consistent practice used by all Board members, the following protocol shall be used when visiting schools.

Board members shall notify the Superintendent when a visit to a school building is planned at least three (3) school days in advance, indicating the reasons for the visit. This does not apply to attending school celebrations open to the general public. As a courtesy, Board members will advise the Board President and Superintendent when they are attending public events.

Arrangements for the visit should be made through the Superintendent's Office. Board members shall follow all appropriate protocols when visiting a school.

Following the notification of the Superintendent, the Board members shall be required to follow all security measures in place at the respective school, report to the principal's office upon entering the building, and walk through the building to the extent permitted by any member of the public.

Date: May 21, 2015

Legal References:

**Legal References:** N.J.S.A. 2C:18-3                      Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses  
N.J.S.A. 2C:33-2                                      Disorderly conduct  
N.J.S.A. 18A:11-1                                    General mandatory powers and duties  
N.J.S.A. 18A:12-21 et seq.                      School Ethics Act  
N.J.S.A. 18A:54-20                                Powers of board (county vocational schools)  
N.J.S.A. 26:3D-55 et seq.                      New Jersey Smoke-Free Air Act

Maine School Boards Association, Main School Management Association

**Possible**

**Cross References:** \*1220                      Ad hoc advisory committees

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| *1250        | Visitors   |
| *1200        | Participation by the public                                    |
| *3327        | Relations with vendors   |
| *3515        | Smoking prohibition  |
| *4131/4131.1 | Staff development; inservice education/visitations/conferences |
| *5020        | Role of parents/guardians                                      |
| *5124        | Reporting to parents/guardians                                 |
| *5125        | Pupil records  |
| *5142        | Pupil safety   |
| *5145.11     | Questioning and apprehension                                   |
| *6144        | Controversial issues   |
| *9010        | Role of the member   |

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Visits to the Schools, Visitors