

## GOVERNING BOARD MEMBER SITE VISIT PROTOCOL

*Adopted: September 22, 2009; revised August 24, 2010*

Visits to school or department sites by Governing Board members, because of their elected position, are potentially a distraction to school site employees. As such they can negatively affect the proper function of the school or department site as well as school site employee's daily responsibilities unless such site visits are infrequent, scheduled and announced in advance.

The protocol for Governing Board school site visits is as follows;

- 1) Governing Board members are required to schedule school or department site visits that are intended to occur during normal operating hours, with the Secretary to the Governing Board and with the Principal of the site at least 3 school days in advance of such visit. They must comply with all policies and procedures for school or department site visits by members of the public.
- 2) Site visits for Governing Board members that are incidental to their role as a parent of a CCUSD student(s) are not intended to be part of this protocol. All such parental visits are allowed as needed, are not required to be scheduled or announced, and should be focused solely on parent/student/teacher issues.
- 3) School events, for which the site administrator has issued invitations to Governing Board members, or after school hour events at school sites, do not require any additional scheduling or announcement. Governing Board Members will notify the Board's Secretary of attendance at invited events to allow for appropriate notification of a quorum of Board Members attending the event.
- 4) Governing Board Members will each "Adopt-A-School for Event Participation." As part of this program, the Governing Board Member will try to attend all evening events at their "adopted" school, showing support for the school, staff and school community. Governing Board Members will inform the Board's Secretary of their attendance so that appropriate notification can be made in those cases where a quorum may be in attendance.
- 5) Governing Board members who visit a school or department site on an unscheduled basis during normal operating hours and not in adherence with #1, 2 or 3 above are in violation of this protocol. As such, the violation will be reported to both the Superintendent and the Governing Board President as soon as possible. The Governing Board President and Superintendent will address violations of this protocol privately with the offending Governing Board member.
- 6) Governing Board members on school or department sites in violation of this protocol will be afforded no priority in meeting with any site employees or administrators.
- 7) As with any member of the public, Governing Board members cannot be allowed to roam the campus unescorted, in compliance with District policy KI-R and State Statute 15-512. [Non-certificated personnel; fingerprinting personnel; background investigations; affidavit; civil immunity; violation; classification; definition]