

Section 2-2.1:1 Superintendent responsible for Day-to-Day school operations; site visits by School Board Members allowed under certain conditions; violation of policy. —

A. The school superintendent is responsible for the Day-to-Day operations of Suffolk Public Schools. “Day-to-Day” operations refer to those regular activities and task of the school superintendent to ensure the smooth functioning and ongoing success of Suffolk Public Schools. Day-to-Day operations include all duties and responsibilities assigned to the school superintendent by Virginia Code, regulations of the Virginia Department of Education, policies of the School Board, and the superintendent’s contract of employment.

B. Members of the School Board are encouraged to conduct a site visit of any Pre-K-12 school once each grading period for the sole purpose of becoming familiar with school operations, to maintain contact with building employees and to increase understanding of actual educational practices, but not for the purpose of inspecting school conditions, evaluating staff performance, or gathering information, which is part of the Day-to-Day operations delegated to the school superintendent. All members of the School Board when conducting a site visit must adhere to the following:

- (1) Must notify the school superintendent and building principal in writing 24 hours prior to the scheduled site visit;
- (2) Must sign in at the school;
- (3) Must wear the identification badge issued by Suffolk Public Schools;
- (4) Behavior must be respectful, orderly and civil in accordance with School Board Policy Section 10-1.3;
- (5) Must report to the office of the school administrator or designee upon arrival at the school;
- (6) Site visits are not allowed during standardized testing;
- (7) Members of the School Board must be accompanied by a building administrator during the site visit;
- (8) Members of the School Board are not allowed to enter classrooms during instructional time, unless invited by the classroom teacher or if accompanied by an administrator; and
- (9) Members of the School Board must conduct themselves in a manner that will not be disruptive of the teaching and learning environment, at the school should the school site visit occur during normal school hours.

C. The school superintendent may report to the chair of the School Board when any member of the School Board visits a K-12 school, but does not adhere to this policy. Upon receiving notification of a violation, the chair of the School Board will schedule a special

public meeting of the School Board for the purpose of receiving testimony and evidence from the school superintendent to support the alleged violation. If a member of the School Board is found to have violated this policy, the School Board will receive a formal public censor at the next regularly scheduled meeting of the School Board.

Legal Authority — Virginia Code §§ 22.1-78 and 22.1-79(2).