



SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT

Board Members

Board Members are strongly encouraged to visit schools and attend community events to better understand the individuality of schools and the communities in which they are located. When at all feasible, Board Members, as a matter of courtesy, working through the Superintendent's Office, should schedule the visit so as to provide the school principal the courtesy of optimum advance notice, to avoid potential conflicts with student testing, staff evaluations, or other critical activity necessitating the attention or presence of the school principal. In the event of such conflict, the Superintendent's Office will schedule the visit for a mutually convenient time.

Non-Parent Attendance at Conferences

If a parent or legal guardian wishes to invite another individual to a school meeting regarding his/her child, the district requests that the parent/guardian provide the school district with twenty-four (24) hours' notice of who they intend to bring. Such notice, while not required, will assist the district in making arrangements for the meeting, such as the amount of space needed or additional information needed, and help ensure a productive, child-centered meeting.

Failure to provide such notice may or may not result in the rescheduling of a meeting. School employees may not discuss confidential information about a student with an advocate unless the student's parents/guardians are present and have given written permission to do so.

If a parent or legal guardian intends to bring an attorney to any school meeting, it is required that they provide the school district with at least forty eight (48) hours' notice so that the school district can consider the need for and/or arrange for the presence of its legal counsel. Failure of a parent/guardian to provide notice of their attorney's presence may or may not result in postponement and rescheduling of a meeting for another time, when the school district can arrange for appropriate representation, if needed. Whether to conduct the meeting or reschedule it shall be at the school district's discretion and shall be based on the circumstances of the case.

Visitation Rules of Conduct for all Visitors

Both federal and state statutes and regulations require Susquehanna Township Area School District to provide certain standards for the safety and appropriate educational programming for students as well as maintain their confidentiality rights. The District requires that visitors follow appropriate rules of conduct. These rules include but are not limited to the following:

1. No visitor will be admitted to a classroom or program without prior approval of the building principal administering the classroom or program.
2. Visitations in the classroom or program will not exceed thirty (30) minutes for elementary and one period for secondary classes.
3. No more than one (1) adult visitor should be present in the classroom at any one time and this visitor may be accompanied by a district staff member.
4. Students will be referred to only by their first names.
5. Recording in any manner, including but not limited to video-recording, photographing and audio-recording, is strictly prohibited.
6. All communication devices including but not limited to cell phones, palm pilots, iPhones will be turned off prior to entering the classroom.
7. Visitors should refrain from talking, eating and moving around the classroom or other disruptive behavior during the instructional period in the classroom.
8. Visitors should make prior arrangements to speak to the teacher and other instructional personnel in the classroom that is either prior to the time students arrive in the classroom or after students have left the classroom for the day.
9. All visitors will keep all observations in the strictest of confidence, except for information and observations necessary for the development and implementation of a program for the child that is the subject of the observation.