



Board Members

Board Members are strongly encouraged to visit schools and attend community events to understand better 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 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 such a 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 their child. In that case, 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 preparing for the meeting, such as the amount of space needed or additional information required, and help ensure a productive, child-centered meeting.

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

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 specific standards for students' safety and appropriate educational programming and maintain their confidentiality rights. The District requires that visitors follow proper rules of conduct. These rules include but are not limited to the following:

1. Visitors will only be admitted to a classroom or program with the 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. At most, one (1) adult visitor should be present in the classroom at any time, and a district staff member may accompany this visitor.
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, and iPhones, will be turned off before 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, either before the students arrive in the classroom or after students have left the classroom for the day.
9. Visitors will keep all observations in the strictest of confidence, except for information and observations necessary for developing and implementing a program for the child that is the subject of the observation.