

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2100-2
SUBJECT: SCHEDULING MEETINGS DURING SCHOOL TIME FOR BUILDING PERSONNEL	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 06/01/88; 10/04/88; 08/01/96 <hr/> PREPARING OFFICE: EDUCATIONAL SERVICES

I. PURPOSE:

To establish procedures for scheduling meetings on duty time for building personnel.

II. TYPE OF MEETINGS:

- A. Inservice
- B. Orientation
- C. Information

III. PERSONNEL AFFECTED:

All persons assigned to a building full-time or part-time.

IV. PROCEDURE FOR SCHEDULING MEETINGS:

- A. The person or persons wishing to schedule a meeting shall submit a request through the associate superintendent to the general director of instruction and learning stating specific time, meeting place, people involved, and purpose of meeting. (See attached form).
- B. Approved meetings will be placed on the calendar and sent to principals via the weekly Administrator on Thursday. Requests must be submitted by Tuesday in order to be included in the Thursday Administrator.

V. PRIORITIES:

The building principal has a priority for personnel time; therefore, approval from the building principal should be obtained prior to attending meetings.

VI. EXCEPTIONS:

The above does not apply to building staff meetings called by the building principal.

**SCHEDULING MEETINGS DURING SCHOOL TIME FOR BUILDING
PERSONNEL (Continued)**

**THE TOPEKA PUBLIC SCHOOLS
UNIFIED SCHOOL DISTRICT NO. 501
DIVISION OF EDUCATION**

Scheduled Meeting

Date of Meeting _____

Location of Meeting _____

Time of Meeting _____

Personnel Involved in Meeting _____

Purpose of Meeting _____

Person in Charge _____ **Phone** _____

Date Submitted _____

Approval _____ **Date** _____
(General Director of Instruction and Learning)

Approval _____ **Date** _____
(Associate Superintendent)

Submit two copies

(This form is available through the stockroom catalog, #8403-00)