

<p>TOPEKA PUBLIC SCHOOLS</p> <p>SUBJECT:</p> <p>COMMUNITY ADVISEMENT AND INVOLVEMENT PROGRAM (District Citizens Advisory Council)</p>	<p>REGULATION NUMBER: 2525-4</p> <p>DATE OF ISSUE: 06/18/80</p> <hr/> <p>REVISIONS: 08/01/96; 10/17/97; 02/21/08</p> <hr/> <p>PREPARING OFFICE: COMMUNICATIONS DEPARTMENT</p>
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I. PURPOSE:

To establish procedures for providing broad community advisement and involvement in the educational process for USD 501 through the District Citizens Advisory Council.

II. PERSONNEL AFFECTED:

Parents/Patrons
Students
Community Agencies/Organizations

III. STRUCTURE AND DEFINITIONS:

A. Local Level:

The parent/patron involvement and participation of the local community immediately surrounding an individual attendance center.

B. District Level:

The broad involvement and participation by the combined attendance centers and representatives from community agencies and organizations.

IV. PROCEDURES:

A. Membership:

Council membership consists of representatives and alternates from the following groups: parent/patron of each attendance center, high school students, and community agencies and organizations.

B. Election Procedures:

All Council representatives are elected/appointed for one-year terms beginning September 1 of the following school year. Representatives and alternates shall reside within the boundaries of USD 501.

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Notification of all elections is the responsibility of the Communications Department, and notices will be disseminated to the membership groups and the general public by written correspondence, local news media, and USD 501 publications.

C. Officers:

The Council's officers are: President, Vice-President, Secretary/Parliamentarian, and Committee Coordinator.

D. Committees:

The president of the Council has the authority to organize and appoint members to committees as recommended by the Council or Board of Education.

An executive committee operates to assist in coordinating District Council activities.

E. Meetings:

Regular monthly meetings are held during the regular school year on the first Tuesday of each month with an option to meet on the third Tuesday, if needed, at a place designated by the Board of Education.

F. Rules of Order:

Roberts' Rules of Order, latest revision, shall be the authority on all questions of procedure not specifically stated in the Constitution and Bylaws.

G. Orientation Workshop:

Members of the District No. 501 Citizens Advisory Council are provided with an orientation workshop at the beginning of each school year.

H. End-of-Year Recognition:

Members of the District No. 501 Citizens Advisory Council are honored at a recognition event at the end of each school year.

I. Final Reports:

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A Final Report of each District Citizens Advisory Council's proceedings will be published at the end of each school year. Copies will be distributed to Council members, Board of Education, and administrative staff. Other copies will be available to the community upon request.