

<p>TOPEKA PUBLIC SCHOOLS</p> <p>SUBJECT:</p> <p>BUILDING-LEVEL COMMUNICATIONS</p>	<p>REGULATION NUMBER: 2525-8</p> <p>DATE OF ISSUE: 07/29/80</p> <hr/> <p>REVISIONS: 05/07/91; 08/01/96; 10/17/97</p> <hr/> <p>PREPARING OFFICE: COMMUNICATIONS DEPARTMENT</p>
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I. PURPOSE:

To define the basic communications program of each school.

II. PERSONNEL AFFECTED:

Building administrators and staffs.

III. Each school will maintain a planned communications program, including as a minimum the following as regular communications channels:

A. Conferences

Parent-teacher conferences will be held in all schools at the end of the first quarter and in February of each school year. Grade cards and progress reports will be used as a means of communicating student progress at the end of each quarter.

Individual conferences with parent(s) will be scheduled as needed.

B. Newsletters

Building administrators will send a newsletter to the parents of the students attending their school, preferably at least once a month.

Information copies of the newsletter should be sent to the Communications Department and the general director of curriculum and instruction.

C. Parent Organizations

Each school will maintain an active parent organization as an advisory support group to the school.

D. Volunteers

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Topeka Public Schools

Each principal will annually appoint a volunteer coordinator and maintain an active volunteer program as a support group to the school.

E. District Citizens Advisory Council

Each school will annually elect/select a patron representative and alternate to the District Citizens Advisory Council.

F. Communications with Staff

Each principal will communicate regularly with staff via bulletins, conferences, and staff meetings.

G. Communications with the Central Administration

Building administrators will keep the central administration informed of instructional and management developments in their schools, primarily through the general director of curriculum and instruction.