

**FAMILY PARTNERSHIP CORRESPONDENCE SCHOOL
ACADEMIC ADVISORY COUNCIL**

Section I. Purpose

A permanent Academic Advisory Council (AAC) shall be formed, consisting of eleven (11) members. The purpose of the AAC will be to make practice and budgetary recommendations to the Principal that define Family Partnership Correspondence School's philosophy, mission, vision, practices, and procedures in accordance with state law and regulation. The AAC will uphold the mission and vision of Family Partnership Correspondence School (FPCS).

Section II. AAC Board and Voting

A. The AAC will be comprised of eleven (11) members. This will include:

Voting

- a. Five (5) parents of FPCS students;
- b. Two (2) FPCS staff members;

Non-Voting

- d. One (1) FPCS Principal (Chairperson);
- e. One (1) FPCS educational partner
- f. One (1) Superintendent designee and;
- g. One (1) FPCS student government representative from the junior or senior class will serve in an advisory capacity and will be non-voting.

B. A quorum (simple majority of voting members) must be in attendance to call for a vote. A maximum of two telephonic participants is permitted.

C. Members of the AAC will not be able to vote via Proxy.

D. The Chairperson will only vote in the case of a tie.

E. Items will be presented at one meeting and voted upon during the next meeting to allow for FPCS parents and FPCS staff to provide input.

F. Service on the AAC is a trust created in the interest of the common good and for the benefit of the School. It is the intent of these Bylaws to maintain confidence and prevent the use of this membership for the private gain or any other improper purpose.

a. To avoid a conflict of interest, except for the two staff, no voting member of the AAC shall be a paid staff member of the School and/or any other person who receives any monetary compensation from the School. This includes but is not limited to educational partners who are also parents in the school.

b. To preclude situations which could bring about a conflict of interest and to ensure an AAC has the maximum participation of members for the matters before it, the following individuals may not serve on AAC:

i. Any person with an "Immediate Family" member, as defined by 4 AAC 18.900(a), on

the AAC.

ii. Any person with an “Immediate family” member, as defined by 4 AAC 18.900(a), who is employed at the school on which the person sits on the AAC.

G. The AAC shall promote professional conduct in accordance with ASD policy.

H. Seats

a. Parent and staff AAC seats will be selected by the Superintendent Designee. Persons wishing to serve on the FPCS AAC shall submit a provided interest application.

b. Parent Representatives Seat Subsection: Member seats will be selected on a rotating basis. 'A' seats will be selected during odd years and 'B' seats will be elected during even years. Seats 1, 3, & 5 are designated as 'A' seats. Seats 2 & 4 are designated as 'B' seats. (Note: All five seats, three designated as Seat A, and two designated as Seat B, will be placed no later than May 10, 2023. These five seats will be in effect through the 2023/2024 school year.)

c. Parents serving on a Parent Seat cannot be a paid FPCS staff. This includes educational partners.

d. Superintendent Designee Seat Subsection: This seat will be appointed by the ASD Superintendent.

e. Educational partner seat must be filled by a FPCS vendor or educational partner; this person is not required to have a student in the school. The educational partner seat will be appointed by the AAC through a vote.

f. The educational partner seat will serve a two year term.

g. Only one person from any one family may serve on the AAC at one time.

h. The Student Member seat will be appointed by the AAC through a vote.

i. AAC Vacancies Subsection: When an AAC seat becomes vacant due to reaching end of term, resignation, (which must be in writing with electronic communication allowed), a lack of attendance or other factors, the Superintendent Designee shall:

i. Advertise the vacancy in suitable FPCS media.

ii. Solicit applications of any qualified member interested in serving on the AAC through an application.

j. Term: The term of voting AAC member shall be for two (2) years. The student seat will be a one year term. To preserve continuity in the AAC, only half of the AAC shall be up for selection at one time. Selections will be held during the fourth quarter each school year. AAC members may be reselected or appointed as appropriate.

k. The AAC will vote on Vice-Chairperson and Secretary positions during the May meeting, once new members are seated. The Vice-Chairperson must be one of the Parent members.

Section III. Meetings

A. The AAC will meet at a minimum once a month during the school year. Meetings may include

trainings or parent night/school functions.

B. AAC meetings are open to all FPCS stakeholders.

C. Meetings will be chaired by the FPCS Principal.

D. AAC members are expected to attend all meetings. Although absences at times cannot be avoided, an AAC member that misses two (2) consecutive regular meetings or four (4) regular meetings within a school year will be automatically removed from the AAC.

E. AAC members may participate telephonically a maximum of twice annually.

F. A schedule of regular meetings for the current school year will be published by the FPCS Principal prior to the August meeting and shared with all FPCS families and staff through newsletters and the school website.

G. Any additional meetings may occur when the FPCS Principal, Superintendent Designee, and AAC Vice-Chairperson collectively deem necessary.

H. Meetings will be held at FPCS Building, unless otherwise specified.

I. The FPCS Principal (Chairperson) and Vice-Chairperson will be responsible for soliciting items and setting the agenda.

J. The Secretary will keep minutes of each regular meeting. Meeting minutes will be posted on the FPCS webpage.

Section IV Code of Ethics

Integrity, trust, and dignity to uphold these Bylaws and the actions of this council is a vital responsibility to the success of our school, but most importantly the success of our students. Each board member has a personal obligation to demonstrate a level of commitment of the highest standards.

The Family Partnership Correspondence School (FPCS) Academic Advisory Council (AAC) endorses the following code of ethics for all AAC members:

As a member of the FPCS AAC, each board member will strive to improve our correspondence school education, and to that end will...

- attend all regularly scheduled AAC meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- recognize that I should endeavor to make practice and budget recommendations only after full discussion at publicly held AAC meetings;
- render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- encourage the free expression of opinion by all AAC members, and seek systematic communications between the AAC and students, staff, and all elements of the community;
- inform myself about current educational issues by individual study and through participation in programs;
- avoid being placed in a position of conflict of interest; promptly disclose any identified potential or perceived conflicts of interest in order to protect the integrity of the AAC and to ensure appropriate management or resolution of any such conflicts;
- take no private action that will compromise the AAC or administration, and respect the confidentiality of information that is privileged under applicable law;

- practice honest and ethical conduct;
- provide fair, full, accurate, timely and understandable disclosure;
- adhere to applicable laws, governmental rules and regulations;
- respect different perspectives, yet one common goal;
- communicate before acting;
- exhibit professionalism when speaking to and of the AAC and school that Family Partnership Correspondence School Bylaws maintains public confidence to the integrity of our community;
- and, ensure that my first and greatest concern must be the educational welfare of the students attending FPCS.

This Code is not meant to be a comprehensive guide and cannot address every situation we may be challenged with; it suggests an overall code of ethical conduct.

Violation of this Code may result in removal from the AAC.

Section V Structure of AAC

On an annual basis, during the May meeting, the AAC will review the structure of the AAC and make recommendations to the Superintendent or designee for any changes to the bylaws that govern the council.

Statement of Nondiscrimination

BP 5145.3 NONDISCRIMINATION

District programs and activities shall be free from discrimination with respect to sex, race, color, religion, gender identity, sexual orientation, national origin, ancestry, marital status, changes in marital status, pregnancy, parenthood, and physical or mental disability. The School Board shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, career and technical education and other activities.

<https://www.asdk12.org/eeo/nondiscrimination/>