

SAN DIEGO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

NO. 4588

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CLASSIFICATION INSTRUCTION, COMMUNITY RESOURCES

EFFECTIVE 11-21-62

SUBJECT CITY COUNCIL TOURS

REVISED 1-9-92

A. PURPOSE AND SCOPE:

1. To outline administrative procedures for, and information regarding, tours of San Diego City Council for instruction in municipal government.

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy: F-5750.

C. GENERAL :

1. Originating Office. Suggestions or questions concerning this procedure should be directed to Social Studies Specialist, School Services Division.
2. Purpose. Community concourse tours serve a specific educational purpose for students studying municipal government. It is recommended that students receive instruction or orientation on municipal government before a tour is made.
3. Size. Tours should be limited to groups of not more than 60 persons.
4. Scheduling. Tours are recommended for regular City Council meetings on Thursdays or for Council Committee meetings on Mondays, Tuesdays, or Wednesdays. It is recommended that students receive instruction or orientation on municipal government before a tour is made.
5. Tour Agendas

10:00 a.m. <u>or</u> 1:00 p.m.	Arrive at City Administration Building (202 C Street, San Diego 92101) and proceed directly to City Public Xnformation Office.
10:00-10:15 a.m. <u>or</u> 1:00-1:15 p.m.	Visit the Mayor's office.
10:15-10:30 a.m. <u>or</u> 1:15-1:30 p.m.	Visit office of city councilman.
10:30 a.m. <u>or</u> 1:30 p.m.	Visit City Council meeting or council committee meeting. When seated, visitors are officially welcomed; group may stay as long as desired.
6. Copies of "A Guide to Your City Government" will be distributed to each group upon arrival; copies of City Council docket are available at entrance to council chambers on Thursday, or from City Clerk's office on Wednesday.

D. IMPLEMENTATION:

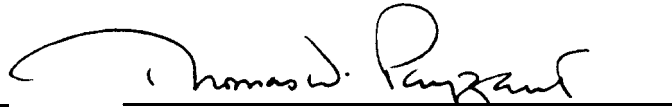
1. Teacher contacts Citizen Assistance Office at 236-6462, four to six weeks in advance of scheduled trip. Speakers on specialized topics (planning, environmental quality, personnel, etc.) may be requested. Instructs or orients students regarding municipal government before tour is made.

E. FORMS AND AUXILIARY REFERENCES: (See Procedure No. 4585.)

F. REPORTS AND RECORDS:

G. APPROVED BY:


Assistant Superintendent
School Services Division


Superintendent