

Bullard TALENT K-8 Title I Parent Involvement Policy

Bullard TALENT recognizes that parents are their children's first and most influential teacher and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment.

Bullard TALENT, with input from their Title I parents, has developed and distributed the Title I Parent Involvement Policy. The policy includes four dimensions:

- Policy involvement
- Shared responsibilities for High Academic Achievement
- Building capacity for involvement
- Accessibility

This policy will be updated annually to meet the changing needs of parents and the school.

Policy

- Bullard TALENT will convene Title I Parent Meetings to review, revise and comment on the following items:
 - Site level Parent Involvement Policy
 - School Parent Compact
 - Single Plan for Student Achievement (SPSA)
 - Title I requirements, involvement rights, and programs offered at the site
 - State adopted ELA/Math curriculum, academic assessment tools and proficiency levels of student achievement at the site
 - Parent survey results related to the academic programs and learning environment at the site
 - Parent involvement opportunities for helping children succeed
 - Parent recommended meetings with flexible dates and times supported by funding for transportation, child care and/or home visits from Home School Liaisons when available.
 - Parent requested meetings related to the educational decisions for their children

Shared Responsibilities for High Student Academic

- Staff/Student/Parent Compact – the jointly developed School-Parent compact will identify staff-parent strategies that best support student academic achievement. This compact will be widely distributed to all students, staff and parents of Title I students. The Compact describes and defines the following:

- The school’s responsibilities in providing high quality curriculum and instruction in a supportive learning environment
- Parent and student responsibilities promoting improved academic learning
- Effective and ongoing communication methods between parents and teachers

Title I Parent Involvement Policy – page two

Building Capacity

- During Back to School and Parent Conferences teachers will inform parents about curriculum content, achievement standards, assessment results and monitoring student progress
- Parents will be provided with requested training and materials helping to improve their children’s achievement
- Teachers and other staff members will be trained on working with parents as equal partners and building ties between parents and the school
- Teachers will inform parents and students about individual goals based on local and state assessment results
- Bullard TALENT will provide opportunities for parents to volunteer and participate in their child’s classroom.
- Parents will be encouraged to participate in school activities through memos, weekly letters, surveys, email, phone and flyers. Information will be provided in a language and format parents can understand.
- Bullard TALENT will offer a flexible number of meetings to encourage parent participation.
- Examples of programs and activities at Bullard TALENT that encourage parent participation in the education of their children, include the following:
 - ◆ *Parent-Teacher-Student Association (PTSA)*
 - ◆ *English Language Advisory Council (ELAC)*
 - ◆ *School Site Council (SSC)*
 - ◆ *Room Parent*



Bullard TALENT Elementary/Middle School

School Site Council

By-Laws

Revised: May 2012

Article I: Name of Council

The name of this Council shall be Bullard TALENT School Site Council.

Article II: Role of the Council

The School Site Council (SSC) hereafter known as the Council shall develop and recommend the school improvement plan including the budgets that support the plan, to meet the academic need. Following approval of a school improvement plan by the school district governing board, the Council shall review a minimum of one time a year the implementation of the school improvement program and assess the effectiveness of the program with the principal, teachers, other school personnel, and students using the district criteria in Board Policy 6191. The Council shall carry out all other duties and responsibilities assigned by the district governing board and any state or federal laws and in the Educating Code of the State of California.

Role of the Board of Education

SSC delegates to the Fresno Unified School District Board of Education the authority to interpret the bylaws or adopt appropriate rules in the sole discretion of the Board of Education. To the extent that the SSC fails to perform its duties as set forth in these bylaws, the SSC delegates to the Fresno Unified School District Board of Education the authority to perform those duties on behalf of the SSC.

Code of Conduct

SSC members shall follow Fresno Unified School District Adopted Community Values as follows:

1. Stewardship-We will lead and follow as stewards of our region, caring responsibility for our community assets. We will work together to achieve the greatest, long-term benefit for the community as a whole;
2. Boundary Crossing and Collaboration – We are willing to cross-political, social ethnic and economic boundaries and partner with others to achieve cohesive community through partnership and collaboration;
3. Commitment to outcomes – We are willing to take responsibility for tasks and achieving specific outcomes. We are committed to staying involved until the tasks are completed;
4. Fact-based decision-making- To the greatest extent possible, we will base decisions and actions on objective data, thereby avoiding distortion of issues by personal feelings or agendas;

5. Truth-telling- We value the empowerment of everyone involved, along with all community stakeholders, to honestly and forthrightly share all knowledge, experience and insight relative to the working at hand. We share responsibility for maintaining the truth-telling standard;
6. Power Parity- we respect all persons and recognize there are diverse viewpoints. Positional Power will not determine a strategy or preferred outcome, merit will. Viewpoints from diverse constituencies will be proactively sought to ensure the best possible outcomes for the community;
7. Commitment to resolving Conflict- Conflict is inevitable and is sometimes required in order to achieve the best outcomes possible. Healthy conflict involves valuing every individual regardless of his or her stance on a conflict in a positive manner despite its severity;
8. Asset-based approach – We are focused on using a strengths-based, asset oriented approach to people and issues. We believe that positive change occurs when we appreciate, value and invest in what is best in our people and community;
9. Conflict of Interest- We agree to disclose any personal or professional conflict of interest that may affect our objectivity before engaging in work that will impact the community. We seek to avoid even the appearance of impropriety.

Among other things, these values require that SSC members:

1. Shall attend noticed meetings regularly
2. Shall follow State and Federal law and guidance and FUSD Board Policy in the development of the site plan otherwise
3. Shall follow the site SSC bylaws
4. Shall assess consensus of the people who elected them with a method that has been discussed and documented at an SSC meeting on the development of the site single plan for student achievement
5. Shall conduct all SSC business in a courteous, professional manner
6. Shall perform that legal duty to develop, monitor and implement the single plan for student achievement site plan. SSC members shall work cooperatively, working speedily to resolve any conflict so as not to jeopardize completion of the site plan
7. Shall work together to maximize student academic achievement of state content and performance standards
8. Shall not use their role as SSC members to unduly influence personnel decisions or assert authority not granted to the SSC under law
9. Shall not meet together or attempt to reach consensus on issues outside of duly agendaed school site council meetings

Article III: Membership

Section I – Size and Composition

Council membership shall consist of parents/legal guardians of pupils attending the school and school site staff. It shall be selected from the entire socioeconomic and ethnic base of the school attendance area.

The Council will consist of 10 members. Membership will include: the principal, three teachers, one classified staff member, and five parents or legal guardians of pupils attending the school. Members representing parents shall not be employees of the school site. Parity will be maintained between parent members and staff.

Section II – Election Procedure

Notices in the major languages represented at Bullard TALENT will be sent home with the student to the parents and staff of the site to solicit nominations for available representative vacancies. Oral and written announcements detailing the SSC nomination and election process, role of the SSC, meeting dates, and site plan development will be distributed in a four week period no later than the end of the first quarter. The principal shall provide explanation of the role and responsibility of the SSC, the schedule for nominations, and the SSC election process to encourage broad community involvement. Written notices of nomination including self – nomination opportunities will be posted in prominent places on campus. Nomination forms will be compiled and distributed to students to carry home at least two weeks in advance of the election as agreed upon by the SSC in a formal meeting. Nomination forms will also be available in the school office.

One election ballot per parent, legal guardian, or certified caretaker will be sent home for parent/community representative elections. Ballots must be returned by the first Friday after ballots are distributed. Parents may request assistance from school personnel to complete the mechanics of voting without undue influence on the vote cast. In a similar manner, each staff member will receive one ballot to elect their representatives. Ballots shall be placed on a locked, secure box until counted in public view at duly noticed SSC Meeting. Ballots shall be counted and verified by 2 neutral persons as agreed upon by the members of SSC. Results shall be posted and announced for all new SSC members at the same SSC meeting. Nominees will be elected in descending order according to the criteria of highest number of votes. If there is a tie for an SSC position, a runoff vote will be taken as soon as feasible using the same election process. The results of all SSC elections shall be recorded in the SSC minutes. Ballots shall be retained for the record in the event of a dispute.

Section III – Terms of Office

All members of the Council shall serve for a two-year term. However in order to achieve staggered membership, one half, or the nearest approximation thereof, of the members representing parents or community members and one half, or the nearest approximation thereof of the members representing teachers or other school personnel (except the principal) shall serve for a one year term only during the first year of the council's existence. After the

first year all terms shall be for two years. At the conclusion of a member's term, at least one year shall elapse before any such member may be selected to a new term.

Section IV – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Council. Absentee ballots shall not be permitted.

Section V – Termination of Membership

Other than the principal, a member shall no longer hold membership should he or she cease to have a pupil enrolled in the school or no longer meet the membership requirements under which he or she was selected, e.g. a parent becomes employed by the school site. Membership shall automatically terminate for any member who is absent from three consecutive regular meetings. The principal and chairperson will issue a written warning to any member who misses two consecutive meetings. The Council by affirmative vote of two-thirds of all the members can suspend, reinstate, or expel a member for just cause and/or violation of the Code of Conduct.

Section VI – Transfer of Membership

Membership in the SSC is not transferable or assignable.

Section VII – Resignation

Resignation will be accepted only upon written notice to the principal. The written resignation will become part of the SSC record in the event of a dispute.

Section VIII – Vacancy

The regular election process for the remainder of that member's term shall fill any vacancy on the Council. As vacancies occur, the chairperson and the principal for the remainder of the school year, with the approval of a majority of the Council, shall fill them temporarily until the next regularly scheduled election. If the unexpired term is for another full year thereafter, the regular election process shall fill the term for that year.

Article IV

Section I – Officers

The officers of the School Site Council shall be a chairperson, vice – chairperson, and secretary. Other officers may be selected, as the Council deems desirable.

Section II – Election of Terms of Office

The Council shall make nominations for officers and a majority vote shall elect. The term of the office is one year. An officer whose term on the Council has not expired may run for re-election at the end of the year.

Section III – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification or otherwise shall be filled by the Council by special election for the unexpired portion of the term.

Section IV – Chairperson:

The chairperson shall preside at all meetings of the Council and may sign all letters, reports, site plan assurances, and other communications, which have been approved by the School Site Council. In addition, the chairperson shall perform his duties as may be prescribed by the School Site Council from time to time. Additionally, the chairperson in conjunction with the school principal will develop the agenda for monthly council meetings.

Section V – Vice-Chairperson:

The duties of the vice-chairperson shall be to represent the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the Council.

Section VI – Secretary:

The secretary with the assistance of the principal shall keep the minutes, both regular and special, of meetings and shall distribute the minutes to each of the members at the subsequent meeting and see that they are made available upon request. Minutes shall be brief to facilitate translation. He or she shall be custodian of the Council records including keeping a copy of all meeting handouts attached to the minutes; keep a register of the address and telephone numbers of each member of the Council which shall be furnished to the secretary by each member; and, in general, perform all the duties incident to the office of the School Site Council.

Section VII – Principal

The Principal is a voting member of the Council. He/she provides information and leadership to the council and administers the school level activities in the single plan for school improvement. The Principal works with the Council to ensure the single site plan for student achievement is legal, based on student achievement data and student needs and is monitored for implementation and effectiveness. The Principal shall consult with the SSC secretary in advance of the meeting to assure minutes are accurate and available and to assure the SSC membership continues to be duly formed. The Principal shall oversee the public posting of the agenda. The principal may independently add an item to the agenda if relevant to the duties of the SSC

documentation is available to the public upon request. The principal shall assure that all SSC members are appropriately trained to fulfill their roles and responsibility.

Article V – Committees

Section I – Standing and Special Committees

The Council may from time to time establish or abolish such standing or special committees, as it may desire. No standing or special committee may exercise the authority of the Council. The SSC may also delegate its responsibility to develop the single site plan for student achievement at a regular SSC meeting to the Leadership Team composed of teachers, other staff, parents, and students as appropriate. The Leadership Team shall report their plans, concerns, and next steps for the draft on the single plan for students' achievement at each SSC meeting.

Section II – Membership

Unless otherwise determined by the Council in its decision to establish a committee, the chairperson of the Council and Principal shall appoint subcommittee members.

Section III – Term of Office

The SSC shall specify in the minutes the term of office for each committee appointment.

Section IV – Rules

Each committee may adopt rules for its conduct consistent with these bylaws, state law, and guidance of FUSD Board Policy regulation SSC. The SSC in its decision to establish such committees shall specify details of when and how the committee shall report to SSC.

Section V – Quorum

A simple majority of members present constitute a quorum to conduct the meeting of the subcommittee.

Section VI – Vacancy

A vacancy in the membership of any committee may be filled by appointment volunteers made in the same manner provided in the case of the original appointment.

Article VI- Meetings of the SSC

Section I – Regular and Special Meetings

The School Site Council shall meet seven times annually, or as needed, but no fewer than seven times per year. Meetings will be on the third Tuesday at 6:00 p.m. at a location designated by the Council. The tentative schedule of meetings shall be posted on the website calendar and distributed in the school bulletin to encourage full participation in the SSC. Special meetings may be called by the Chairperson, Principal, or his/her representative in the case of an emergency or by majority vote of the School Site Council.

Section II – Time and Location of Meetings

The School Site Council shall hold its meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons. The SSC shall meet a minimum of two times per year during an overlapping time with the ELAC to consult on the needs of EL students and one time per year with the Title I parents for the same purpose.

Section III – Notice of Meetings

Public notice shall be given of regular meetings at least 72 hours in advance of the meetings. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the date, hour, and location of the meeting; and shall be delivered either personally or by mail to each member not less than 72 hours or more than two weeks prior to the date of such meeting. The Principal and Chairperson shall normally work together to adopt an agenda. However, agenda items may be added to the agenda by either the Chairperson or the Principal provided the item is relevant to the SSC.

Section IV – Quorum

A quorum to meet shall be 51% of the non-vacant SSC positions. All decisions of the School Site Council shall be made only after an affirmative vote of the majority of its members in attendance, provided a quorum is in attendance.

Section V – Decisions of the SSC

All regular and special meetings of the School Site Council shall be conducted in accordance with Robert's Rule of Order or in accordance with an appropriate adaptation thereof.

Determine in the fall whether the SSC will write the single plan for student achievement or delegate it to the Leadership Team composed of teachers, other staff, parent, and student representatives.

Determine in the fall how each representative group will assess the consensus of the people who elected them on matters of significant impact to the school community. The plan shall become part of the public record.

No items may be voted on by the SSC in any meetings unless noticed in the written agenda 72 hours in advance of the meeting. In the event of an unavoidable emergency as defined by SB 355 the SSC may vote an item that needs immediate attention.

The SSC members shall vote for the site plan in accordance with their constituency.

All decisions of the SSC shall be made only after an affirmative vote of a majority of its members in attendance, provided there is a quorum.

In the event of a split vote on the site plan, the SSC with the assistance of the Principal and district personnel shall make every attempt to develop a community process to clarify, modify and unify and the members of the SSC to recommend a site plan that the school community can live with.

If district administration has submitted a model plan to a SSC, including a single plan for student achievement or any site-based plan, and if the SSC has not recommended changes to the plan at or before the second to the last Board meeting of each school year or otherwise not timely submitted a different plan to the Board for approval at or before the second to last regularly scheduled Board meeting of each school year, the SSC shall be deemed to have adopted and approved the plan submitted by the district administration as its own.

Section VI – Meetings Open to the Public

All regular and special meetings of the School Site Council and of its standing or special committees shall be open at all times to the public. The SSC shall provide for a scheduled period on the agenda for public comments. The public shall submit their name, and concern to the SSC for the written record and abide by the five-minute time limit per speaker within the allocated time from for the public. In the event of public disruption of the meeting, the SSC chair may request a privileged motion to clear the room for a break. Should the disruption continue, the chair may ask the Principal to use ED. Code provisions to request those who are disruptive leave the campus.

Article VII - Bylaws

These bylaws shall be reviewed annually by the SSC, and annually presented to the Board of Education for approval as part of the site plan approval process. Proposed changes shall be posted and subject to public discussion at least one meeting prior to the SSC taking action. Bylaw revision shall be placed on written agenda and requires a majority vote of the quorum. Bylaws shall not conflict with state or federal law or Board Policy. Should SSC members be unable to agree on bylaw adoption, or otherwise fail to present compliant bylaws to the Board annually as part of the site plan approval process the SSC hereby adopts the model bylaws proposed by the Board of Education in effect on June 30 of that year.

Section II – Accessibility of Bylaws

Bylaws shall be translated for accessibility to the major language groups represented in the school community. They shall be available at every SSC meeting and to member of the public upon request.

FRESNO UNIFIED SCHOOL DISTRICT
Staff/Student/Parent Compact
Bullard TALENT K-8

Staff Section:

I understand the importance of the school experience to every student and my role as an educator. Therefore, I will voluntarily:

- ◆ Foster/encourage parent/teacher partnerships
- ◆ Receive training in strategies to effectively communicate with parents
- ◆ Teach California adopted grade level standards, skills, and concepts that provide high quality curriculum instruction in a supportive and effective learning environment
- ◆ Strive to address the individual needs of your child
- ◆ Communicate with you regarding your child's progress
- ◆ Provide a safe, positive and healthy learning environment for your child
- ◆ Communicate homework and classroom expectations
- ◆ Correct and return appropriate work in a timely manner
- ◆ Support your child's primary language and culture
- ◆ Show respect to self and others at all times
- ◆ Provide opportunities for parents to volunteer, participate and observe in child's classroom

Student Section:

I know that my education is important and that I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Attend school every day on time and ready to learn
- Review my class work with my parent(s) weekly
- Study and read every day
- Return completed homework on time
- Follow school rules and be responsible for my own behavior at all times
- Ask for help when needed
- Show respect to self and others at all times

Parent Section:

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will voluntarily:

- ◆ Foster/encourage parent/teacher partnerships
- ◆ Attend Back to School event, Parent/Teacher conferences, Open House, and other events
- ◆ Encourage my child to engage in reading activities for at least 20 minutes every day
- ◆ Provide a quiet place/time for my child to complete his/her homework
- ◆ Make sure my child gets adequate sleep and has a healthy diet
- ◆ Assure student is in school and on time every day bell to bell
- ◆ Adhere to the school's homework, discipline, dress code and attendance policies
- ◆ Participate in district opportunities for parenting training
- ◆ Support all elements of the Parent Involvement Policy adopted by the FUSD School Board.
- ◆ Show respect to self and others at all times

Student

Date

Parent

Date

Teacher

Date