

Burroughs Elementary

10621666006118

Principal's Name: Miguel Naranjo

Principal's Signature:

The Fresno Unified School District Board of Education approved this plan on: June 2, 2021

Burroughs Elementary School School Site Council Bylaws

Article I Name of Council

The name of this council shall be Burroughs School Site Council (SSC).

Article II Role of the Council

The SSC shall develop and recommend the Single Plan for Student Achievement (SPSA) including the budgets that support the plan, to meet student academic need. Following approval of the SPSA by the school district governing board, the SSC shall review a minimum of one time per 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 SSC shall annually review SSC bylaws and the school site dress code and make modifications to the school improvement plan or budget when necessary. The SSC shall carry out all other duties and responsibilities assigned by the district governing board and any state or federal laws and related codes of the State of California

Article III Members

Section 1: Size and Composition

The SSC shall be composed of 10 members. Alternates shall be elected for the parent representatives and staff representatives.

The needs and resources of the school improvement program require that membership include broad representation of parents and staff, including all socioeconomic and ethnic groups in the school attendance area.

Representation on the SSC shall be: the Principal, representatives of teachers elected by teachers, parents of pupils attending the school elected by such parents or community members residing or working in the school attendance area and selected by parents of children attending the school. The council shall be balanced with five members representing the school staff, teachers in the majority of school staff representatives and five parent members. Parent representatives of the SSC may be district employees but shall not be employees at the site.

Section II: Election Procedures

Notices in the major languages represented at the school of the SSC election will be sent home with the student to the parents and staff of the site to solicit any nominations including self-nominations for available representative vacancies. Oral announcements 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 and no later than the end of the first quarter using a variety of ways to notify the entire school community prior to the final election ballot distribution.

The Principal shall schedule a public meeting prior to the election to explain the role and responsibilities 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 around the campus and the surrounding community to assure community access. Nomination forms will be compiled and carried home by students at least two weeks in advance of the election. Nomination forms will also be available in the school office.

One election ballot per parent or legal guardian or certified caretaker will be carried home with the oldest child in the family for parent/community representative elections. Election polling times will be at times convenient for parents and announced and posted. Polling times will occur over one week's time. Voters will be considered registered and eligible to vote when they are matched to a class roster of students. 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 his or her representatives. Ballots shall be placed in locked, secure box until counted in public view at a duly noticed SSC meeting. Ballots shall be counted and verified by two neutral persons. 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 representative position a run off vote will be taken as soon as feasible using a similar 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 disputes.

Section III: Term 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 and 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 of the council's

existence, all terms shall be two years in length. At the first regular meeting of the council after elections, a chance method shall be used to determine which members shall serve one-year terms. At the conclusion of the member's term, at least one year shall elapse before such members may be selected to a new term.

Section IV: Member Vacancies

The alternate for the vacant position to be replaced shall fill the vacancy. Replacement of alternates shall also be selected from the election rankings first or by appointment for the remainder of the current school year. If the composition of the SSC falls below legal requirements and no alternatives are available vacancies for the unexpired term may be filled by a new regular election.

Section V: Voting Rights

Each elected representative of the SSC is entitled to one vote and may cast that vote on each formal motion submitted to a vote by the council. The elected alternate shall vote in the absence of the elected representative he or she replaces. Absentee ballots or proxy ballots shall not be permitted.

Section VI: Termination of Membership

Membership shall automatically terminate if a member no longer meets the membership requirements under which elected or is absent without good cause from any regular meetings for three consecutive members. A written warning shall be issued to any member who misses two consecutive meetings for no good cause by either the chairperson and/or Principal. The constituency electing a member may petition the SSC with a simple majority of the constituency to suspend or expel a member for just cause.

Section VII: Transfer of Membership

Membership in the SSC is not transferable or assignable.

Section VIII: Resignation

Any member may resign by filing a written resignation with the Principal. The written resignation shall become a part of the SSC records in the event of a dispute.

Section IX: Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson. The chairperson shall, make every attempt possible with the help of the Principal, to select a replacement based on the ranked election results from the previous SSC member election. Replacement

alternates shall also be selected from this list. In the event this is impossible the chair shall be provided a list of possible replacements that reflect the constituency of the departed member. If the unexpired term is for another school year thereafter, the term for that year shall be filled by the regular election process described in Section II above.

Article IV Officers

Section I: Officers

The officers of the SSC shall be a chairperson, vice chairperson, secretary, and other such officers, as the council may deem desirable.

Section II: Election and Term of Office

The officers of the SSC shall be elected annually by the elected SSC members and shall serve for one year or until each successor has been elected.

Section III: Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the members of the SSC for the unexpired portion of the term. The alternate for the vacant position to be replaced shall fill the vacancy. Replacement of alternates shall also be selected from the election rankings first or by appointment for the remainder of the current school year.

Section IV: Chairperson

The chairperson shall preside at all meetings and sign the assurances in the site plan and other communications from the SSC. The chairperson develops the meeting agenda in coordination with the Principal, assigns SSC members to subcommittee work, advances the work of the posted agenda, assures all voices are heard in the SSC and develops skills in meeting management with the assistance of the Principal. The chairperson facilitates the meeting using Robert's Rules of Order.

Section V: Vice Chairperson

The vice chairperson shall represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence.

Section VI: Secretary

The secretary shall with the assistance of the Principal keep factual, true and accurate minutes of all SSC meetings and shall transmit the copies of the minutes to each of the SSC members. The secretary shall also keep a current list of all SSC members with role, name, address, phone number and start and end dates of terms. The secretary shall keep all copies of information distributed at the meetings attached to the meeting agenda and minutes and give them to the Principal for distribution and storage.

Section VII: Parliamentarian

The SSC may elect a Parliamentarian or ask a neutral, non-elected community member to serve as a Parliamentarian to resolve questions of procedure using Robert's Rules of Order. Non SSC members serving in this role hold none of the responsibilities or privileges of duly elected SSC members.

Section VIII: 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 SSC to assure the single 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 that the SSC membership continues to be duly formed. The Principal shall oversee the public position of the agenda. The Principal shall keep all SSC meeting documentation and correspondence in an organized manner and assure all SSC documentation is available to the public on request. The Principal shall assure that all SSC members are appropriately trained to fulfill their roles and responsibilities.

Article V Committees

Section I: Standing and Special Committees

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

Section II: Membership

Unless otherwise specified by the SSC in its decision to establish committees the chairperson shall appoint the members of the various subcommittees from a list of volunteers.

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 laws, guidance or FUSD board policy regulating SSC. The SSC in its decision to establish such committees shall specify details of when and how the committee shall report to the SSC.

Section V: Quorum

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

Section VI: Vacancy

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

Article VI Meeting of the SSC

Section I: Meetings

The SSC shall meet regularly and not less than seven times per school year. The tentative schedule for the meetings will be on the nomination form and sent to all parents and staff at the beginning of each year to encourage full participation in the SSC. The chairperson, Principal, may call a special meeting or his/her representative in the case of an emergency or by a majority vote of the SSC members.

Section II: Time and Location of Meetings

The SSC shall meet at a time and location that is most convenient for the entire school community to encourage open discussion by the public. The SSC meeting will not exceed 90 minutes and council business not completed will be carried forward to the next meeting. The SSC will 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. The SSC location will be readily accessible to all members of the public, including handicapped persons.

Section III: Notice of Meetings

Written, translated agendas of all regular meetings shall be 51% of the SSC. Elected alternates shall take the place of missing regular members within their representative groups to for a quorum. No decision of the SSC shall be valid unless a quorum of the duly elected SSC membership is presented.

Section V: Decision of SSC

The SSC members as elected representatives will use the following process in their decision-making:

1. Determine each year whether the SSC will write the site plan or delegate it to a Leadership team.
2. 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 principal shall assist representative to develop and implement their plan to assess their constituency. The plan shall become part of the public record in the school minutes and other community groups will be notified.
3. No items may be voted on by the SSC in any meeting unless noticed in the written agenda 72 hours in advance of the meeting. In the event of an unavoidable emergency as defined by SB355, the SSC may vote on an item that needs immediate attention.
4. The SSC members shall vote for the site plan in accordance with their constituency.
5. All decisions of the SSC shall be made only after an affirmative vote of the majority of its members in attendance, provided there is a quorum.
6. 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 the members of the SSC to recommend a site plan that the school community can live with.

Section VI: Conduct of Meeting

All regular and special meetings shall be conducted in accordance with Robert's Rules of Order or an agreed upon adaptation thereof.

Section VII: Meeting Open to the Public

All regular, special, or work sessions of the SSC and its standing or special committees are open and accessible 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 a five-minute time limit per speaker within the allocated time frame. All members of the public will have equal opportunity to raise issues related to the development of the single plan for student achievement. Members of the public may also submit related concerns in writing to the SSC. The SSC may, without taking action, briefly respond to members of the public about other concerns. In the event of public disruption to the meeting, the SSC chair may request a privileged motion to clear the room for a break. Should the disruption continue, the chair might ask the Principal to use Ed Code privilege to request those who are disruptive to leave campus.

Article VII Bylaws

Section I: Bylaws Revision

The approved bylaws shall be reviewed annually by the SSC. Proposed changes that have significant impact on the community shall be posted and subject for the public discussion at least one meeting prior to the SSC taking action. Bylaws revision shall be placed on a written agenda and requires a majority vote of the quorum present. Should SSC members be unable to agree on bylaws adoption in such a manner to significantly disrupt the legal duties of the SSC (that is to develop and implement the single plan for student achievement), the SSC shall by default adopt the most current district provided sample bylaws.

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 members of the public upon request.

Burroughs Elementary School

Title I Parent and Family Engagement Policy

School 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.

School, with input from their Title I parents, has developed and distributed the Title I Parent and Family Engagement 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 Involvement

- School will convene Title I Parent Meetings to review, revise and comment on the following items:
 - Site level Parent and Family Engagement Policy
 - School Parent Compact
 - School 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, childcare 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 Achievement

- 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

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
- School 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.
- School will offer a flexible number of meetings to encourage parent participation.
- Examples of programs and activities at Burroughs that encourage parent participation in the education of their children, include the following:

- ◆ *English Language Advisory Council*
- ◆ *School Site Council*
- ◆ *Back to School Night*
- ◆ *Open House*
- ◆ *Parent/Staff Coffee Hour*
- ◆ *Classroom Participation*
- ◆ *Parent University Classes*
- ◆ *Family Activities / Parent Nights*



Accessibility

- School will provide opportunities for full participation to parents with limited English proficiency, parents of migrant children and parents with disabilities. School information and required reports will be provided in a format and, to the extent practicable, in a language, such parents understand.

FRESNO UNIFIED SCHOOL DISTRICT
Staff/Student/Parent Compact
Burroughs Elementary

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
- 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
- ◆ 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

Burroughs Primaria

Personal de la Sección:

Yo entiendo la importancia de la experiencia escolar de cada estudiante y mi papel como educador. Por lo tanto, voluntariamente:

- Fomentar / animar a padres / maestros asociaciones
- Recibir entrenamiento en estrategias para comunicarse eficazmente con los padres
- Enseñe a los estándares de California adoptadas a nivel de grado, las habilidades y conceptos que proporcionan instrucción de alta calidad en el plan de estudios de un ambiente de aprendizaje propicio y eficaz
- Tratar de responder a las necesidades individuales de su hijo
- Comunicarse con usted en relación con el progreso de su hijo
- Proveer un ambiente seguro, positivo y saludable para el aprendizaje de su hijo
- Comunicar las tareas y expectativas de la clase
- Corregir y devolver un trabajo adecuado en el momento oportuno
- Apoyar la lengua materna de su hijo y la cultura
- Mostrar respeto hacia uno mismo y los demás en todo momento
- Brindar oportunidades para que los padres sean voluntarios, participar y observar en el aula del niño

Sección para el Estudiante:

Yo sé que mi educación es importante y que yo soy el responsable de mi propio éxito. Por lo tanto, me comprometo a llevar a cabo las siguientes responsabilidades lo mejor de mi capacidad:

- Asistir a la escuela todos los días a tiempo y listos para aprender
- Revisar mi trabajo en clase con mi padre (s) semana
- Vuelva a las tareas completadas en el tiempo
- Siga las reglas de la escuela y ser responsable de mi propio comportamiento en todo momento
- Pida ayuda cuando sea necesario
- Mostrar respeto hacia uno mismo y los demás en todo momento

Padres Sección:

Entiendo que mi participación en la educación de mi hijo va a ayudar a su / sus logros y actitud. Por lo tanto, voluntariamente:

- Fomentar / animar a padres / maestros asociaciones
- Asistir a eventos de regreso a la escuela, los padres / maestros conferencias, casa abierta, y otros eventos
- Animar a mi hijo a participar en actividades de lectura durante al menos 20 minutos todos los días
- Proporcione un lugar tranquilo / hora para que mi hijo completar sus tareas escolares
- Asegúrese de que mi hijo duerma lo suficiente y tiene una dieta saludable
- Cumplir con los deberes de la escuela, la disciplina código de vestimenta, y las políticas de asistencia
- Participar en las oportunidades de capacitación para la crianza del distrito
- Apoyar a todos los elementos de la Política de Participación de los Padres adoptada por el Consejo Escolar del FUSD.
- Mostrar respeto hacia uno mismo y los demás en todo momento