

Centennial Elementary
2016-17
Title I Parent Involvement 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 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 Involvement

- School 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 Achievement
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- 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 <school> that encourage parent participation in the education of their children, include the following:

- ◆ *English Language Advisory Council*
- ◆ *School Site Council*
- ◆ *District Sponsored Kids First Festival*
- ◆ *Parent Training—PIQE, Parent University*
- ◆ *Back to School Night*
- ◆ *Open House*
- ◆ *Parent/Staff Coffee Hour*
- ◆ *Classroom Participation*
- ◆
- ◆



Examples only:
Refer to site SPSA for specific items

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.

CENTENNIAL SCHOOL SITE COUNCIL BYLAWS

Revised January 2016

ARTICLE I

Name of the Council

The name of this council shall be Centennial Elementary School Site Council.

ARTICLE II

Role of the Council

Section I-Role of School Site Council

The School Site Council (SSC) shall develop and recommend the school improvement plan including the budgets that support the plan, to meet student academic need. The School Site Council shall develop a plan to meet the student's academic needs and a budget that will support the needs of the school and the student body. Following approval of a school improvement plan 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 pupils 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.

Section II-Role of Board of Education

To the extent that these bylaws are silent on an issue, or to the extent these bylaws are ambiguous, the 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.

Section III-Code of Conduct

SSC members shall follow Fresno Unified School District's adopted community values as follows:

1. Stewardship – The SSC will lead and follow as stewards of our region, caring responsibly for our community assets. The SSC will work together to achieve the greatest, long-term benefit for the community as a whole;
2. Community Collaboration – The SSC is willing to cross political, social ethnic and economic boundaries and partner with others to achieve community outcomes. We will lead "beyond the walls" to create an inclusive, cohesive community through partnership and collaboration;
3. Commitment to Outcomes – The SSC is willing to take responsibility for tasks, and achieving specific outcomes and is committed to staying involved until the tasks are completed;
4. "Art of the Possible" Thinking - The SSC believe that anything is possible in our community. We will envision "success without limitations" and then map out a specific, attainable strategy for achieving that vision;

5. Fact-Based Decision Making - The SSC will base decisions and action plans on objective data, thereby avoiding distortion of issues by personal feelings or agendas; to the greatest extent possible.
6. Truth Telling - The SSC values the empowerment of everyone involved, along with all community stakeholders, to honestly and forthrightly share all knowledge, experience and insights relative to the working at hand. The SSC will take responsibility for ensuring our "truth" is current, not historical. The SSC will share the responsibility for maintaining the truth telling standard;
7. Power Parity - The SSC respects all persons and recognizes that there are diverse viewpoints. Viewpoints from diverse constituencies will be proactively sought to ensure the best possible outcomes for the community;
8. Commitment to Resolving Conflict - Conflict may be inevitable and mediation 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 specific issue and an unwavering commitment to working through the conflict in a positive manner.
9. Asset-Based Approach - The SSC is 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;
10. Conflict of Interest - The SSC agrees 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 and 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 their 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 with the parents 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 agenzized school site council meetings.

ARTICLE III

Members

Section I - 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, staff, regardless of 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 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 Procedure

Election Procedures for Parents/Community

Notices in the major languages represented at the school of the SSC election will be sent via mail or 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 as well as written announcements detailing the SSC nomination and election process, role of the SSC, meeting dates, and site plan development will be distributed using a variety of ways to notify the entire school community to the final election ballot distribution. The Principal, at a public meeting prior to the election, will 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 also be posted in prominent places around the campus to assure community access. Nomination forms will be compiled and distributed via mail and/or carried home by students at least two weeks in advance of the election. Nomination forms will also be available in the school office.

The Principal will select a representative committee of parents, staff, and one community member to create an election ballot from the nomination forms for all open Parent/Community member SSC representative positions. One election ballot per parent or legal guardian or certified caretaker will be sent home for parent/community representative elections with one student of the family. Each ballot will be certified with a sticker with the name of one child of the family attending the school. Ballots may be mailed or hand carried to parents as determined by the SSC and will only be considered valid if received no later than noon the day preceding the SSC meeting at which ballots will be counted. Parents may request assistance from school personnel to complete the mechanics of voting without undue influence on the vote cast. Parents, legal guardians or certified caretakers will have one vote for each open Parent/Community SSC representative position. Ballots shall be counted in the open public view at a scheduled SSC meeting. Members shall be elected based on having a majority vote. If there is a tie for an SSC representative position, a run off vote will be taken immediately or as soon as feasible using a similar election process. The results of SSC elections shall be recorded in the SSC minutes. Ballots shall be retained for the record in the event of a dispute.

The election process will be completed by the end of the first quarter.

Election Procedures for Teaching Staff

The SSC representatives for classroom teachers are to be elected by their peers before the end of the first quarter. Their representative elections are to be conducted and supervised by their respective group. Candidates can be self-nominated or nominated by their peers. A public notice informing staff of the election process and timeline will be distributed at least 1 week before nominations. Nominations will occur during a regularly scheduled staff meeting with the administration opening the meeting and then turning the meeting over to the FTA or SSC teacher representative(s). Nomination forms will be provided at the meeting and collected. Nominees will be asked for their acceptance of the nomination. Any nominees not present at the meeting will be solicited for their approval to have their names added to the ballot. Nominations will be closed at the completion of the nomination meeting. Following the conclusion of nominations, the staff meeting will continue. No other nominations will be accepted after this date.

Ballots will be created from the nomination list by the SSC and/or FTA teacher representatives. The ballot will be comprised of all nominees who agree to have their names included. The election will occur at the next regularly scheduled staff meeting. The administration will open the meeting and turn the election process over to the FTA and/or SSC teacher representative(s). Ballots will be distributed. Each classroom teacher will receive one secret ballot by which they will cast one vote for each open position. All ballots will be counted in the open during the staff meeting. Members shall be elected by the majority number of votes. Results will be announced by the end of the meeting.

Should there be a tie vote a run-off vote will immediately be taken before the end of the staff meeting. When only one SSC Representative Position is open and a tie persists, the candidates will be asked if either of them would volunteer to concede to the other. Should a teacher not be present for the vote, arrangements will be made by that teacher to have a proxy vote submitted no later than the beginning of the staff meeting where the votes will be cast. The absent teacher will be responsible to notify the FTA representative(s) and the principal of their intent to cast a proxy vote and who their proxy will be. Written documentation verifying communication from the absent teacher of the intent to proxy will be provided by the principal and FTA representative(s) at the SSC Teacher representative election and will be included with the official ballots. Voting is final when all ballots have been collected, counted publicly, and an announcement has been made by the SSC/FTA representative(s) declaring the end of the election.

Results of the Teacher SSC Representative election will be announced at the next meeting of the School Site Council.

Election Procedures for Other Staff

The SSC representative for "Other Staff" is to be elected by his/her peers by the end of the first quarter. The "Other Staff" representative election is to be conducted and supervised by his/her respective group. Candidates can be self-nominated or nominated by one's peers. A public notice informing other staff of the election process and timeline will be distributed and nomination forms will be provided to "Other Staff" and collected 2 weeks prior to the election by a process to be defined in the nomination form. Nominations will not be accepted after the appointed date.

Ballots will be created from the nomination list by the current "Other Staff" SSC member and the principal. Ballots will be comprised of all nominees who agree to have their names included. "Other Staff" members will each be given one secret ballot for their election by which they will cast one vote for the open "Other Staff" SSC representative position at least one week before the designated meeting where the ballots will be counted. As each ballot is completed, and until the votes are counted, "Other Staff" members will place their completed ballots in a secure container labeled for this purpose. An announcement will be made informing

“Other Staff” members when the voting process will be closed prior to the meeting in which said votes are to be counted.

"Other Staff" members will be invited to attend and count their SSC representative ballots at the designated meeting. The representative will be elected by a majority vote. The results will be announced at the meeting. However, if there is a tie, a run-off vote will be taken as soon as feasibly possible under a similar election procedure.

Results of the "Other Staff" SSC Representative Election will be announced at the next meeting of the School Site Council.

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 a member's term, at least one year shall elapse before such member may be selected to a new term.

Section IV - 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. Each member may cast proxy vote for one meeting per year. The member casting the proxy vote will inform the President, Principal and or Secretary of their vote. At least two of three of the members (President, Principal and or Secretary) must be notified prior to meeting.

Section V - Termination of Membership

Other than the principal, 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 3 consecutive meetings. A written warning shall be issued by the principal and chairperson to any member who misses 2 consecutive meetings. SSC with a simple majority may vote to suspend or expel a member for just cause. Other than the principal, membership may also terminate upon 2/3 vote of the SSC upon a finding that the member violated the SSC Code of Conduct.

Section VI - Transfer of Membership

Membership in the SSC is not transferable or assignable.

Section VII- 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. The Resignation should be submitted two weeks prior to resignation date.

Section VIII - Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by joint appointment of the chairperson and the principal. Every attempt possible will be made to select a replacement based on the ranked election results from the previous SSC member election. In the event this is impossible the chair and principal shall be provided a list of possible replacements that reflect the constituency of the departed member. If agreement on filling the vacancy is not reached, an election shall be held as soon as possible pursuant to the terms of this Article. 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 this Article.

ARTICLE IV Officers

Section 1 – 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 school 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. Replacement of members shall be selected first from the election rankings by appointment and vote of the majority of SSC members present 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 will normally develop 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 manages the meeting with the assistance of the Principal/Administrative Designee. The chairperson facilitates the meeting pursuant to the Code of Conduct adopted by the Board of Education and these bylaws. The Chairperson may independently add an item to an agenda if relevant to the role of the SSC.

Section V - Vice Chair Person

The duties of the vice chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his/her absence from the scheduled meeting.

Section VI - Secretary

The secretary shall, with the assistance of the principal/administrative designee, keep factual, true and accurate minutes of all SSC meetings and shall distribute the copies of the minutes to each of the SSC members at the subsequent meeting. Minutes shall be as brief as possible in a standard format to assist in prompt translation. 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 meetings attached to the meeting agenda and minutes and give them to the Principal/Administrative Designee for distribution, organization and storage.

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 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 posting of the agenda. The Principal may independently add an item to an agenda if relevant to the duties of the SSC and may independently call a meeting of the SSC. The Principal assures all 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 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 site single plan for student achievement at a regular SSC meeting to a 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 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 and principal shall appoint the members of the various subcommittees from 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 law, 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 - Vacancy

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

ARTICLE VI Meetings of the SSC

Section I - Meetings

The SSC shall meet regularly. The tentative schedule for the meetings will be sent to all parents and 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 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 will meet a minimum of one time 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 1 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 meetings shall be posted in the school office window for view by the public and other readily visible locations at least 72 hours in advance of the meetings. When practicable and feasible, efforts to notice the school community of SSC meetings may include but not be limited to: home calls, notice in community centers, the school newsletter, notes home. The Principal/Administrative Designee and Chairperson shall normally work together to adopt an agenda. However, agenda items may be added to an agenda by either the Chairperson or the Principal/Administrative Designee provided the item is relevant to the role of the SSC.

Section IV – Quorum/Meeting

A quorum to meet shall be 51% of the non-vacant SSC positions. No decision of the SSC shall be valid unless a quorum of the non-vacant duly elected SSC membership is present. Vacant positions should be filled pursuant to Article III above as soon as practicable notwithstanding these quorum requirements.

Section V- Decisions of SSC

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

1. Determine in each fall whether they themselves will write the site plan or delegate it to a Leadership team composed of teacher, other staff, parent and student representatives.
2. Determine in the fall, how each representative group (parents, teachers, students, and other staff) will assess the consensus of the people who elected them on matters of significant impact to the school community. The Principal/Administrative Designee shall assist representatives 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 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 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 a majority of its members in attendance, provided there is a quorum in attendance.
6. In the event of a split vote on the site plan, the SSC with the assistance of the Principal/Administrative Designee 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.
7. If District administration has submitted a model plan to a SSC, including a single plan for student achievement or any other site-based plan, and if a School Site Council has not finally approved a site plan at

or before the second to last Board meeting of each school year the SSC shall be deemed to have adopted and approved the plan submitted by District administration as its own.

Section VI - Meetings 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 3 minute time limit per speaker within the allocated time frame for public. 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 may ask the Principal to use Ed Code provisions to request those who are disruptive to leave the campus. Meetings will be closed to the public in the event of prolonged disruption from the public.

ARTICLE VII

Bylaws

Section I - Bylaws Revision

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 a 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 members of the public upon request. Bylaws may be requested through the school office.

FRESNO UNIFIED SCHOOL DISTRICT
Staff/Student/Parent Compact
Centennial Elementary
2016-17

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

Student

Date

Parent

Date

Staff/Teacher

Date