

Edison Computech 7-8
Title I Parent Involvement Policy
2014-2015 / 2015-2016

Edison Computech 7-8 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.

Edison Computech 7-8 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

- Edison Computech 7-8 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
- Edison Computech 7-8 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, Teleparent 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 Edison Computech 7-8 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

- Edison Computech 7-8 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.

ARTICLE I

EDISON COMPUTECH 7/8 SCHOOL COUNCIL

ARTICLE II

Role of Council

The School Site Council (SSC) shall develop and recommend the Single Plan for Student Achievement including the budgets that support the plan, to meet student academic need. 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 principal, teachers, other school personnel, and pupils using the district criteria in Board Policy 6191. The SSC shall approve 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.

Role of Board of Education

To the extent that these by laws 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 of Education the authority to perform those duties on behalf of the SSC.

Code of Conduct

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

1. Stewardship – We will lead and follow as stewards of our region, caring responsibly 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 community outcomes. We will lead “beyond the walls” to create an inclusive, cohesive community through partnership and collaboration.
3. Commitments to Outcomes- We are willing to take responsibility for tasks achieving specific outcomes. We are committed to staying involved until the tasks are completed.
4. “Art of the Possible” Thinking- We believe that anything is possible in the Fresno Region. We will envision “success without limitations” and then backward map a specific, attainable strategy for achieving that vision.

SCHOOL SITE COUNCIL BYLAWS

5. Fact Based Decision Making – To the greatest extent possible, we will base decision and action plans on objective data, thereby avoiding distortion of issues by personal feelings or agendas.
6. Truth Telling- We value 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. We take responsibility for ensuring our “truth” is current, not historical. We all share the responsibility for maintaining the truth telling standard.
7. Power Party- We respect all persons and recognize that 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.
8. 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 specific issue and an unwavering commitment to working through the conflict in apposite manner despite its severity.
9. Asset-Based Approach- We are focused on using 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- 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 those SSC members:

1. Shall attend noticed meeting 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 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 to maximize student academic achievement of state content and performance standards.

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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

Section I – Size and Composition

The SSC shall be composed of 12 members. Alternates shall be elected for the parent representatives, student representatives and staff representatives.

The needs and resources of the school improvement program require that membership include broad representation of parents, students, and stuff, 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 elected by parents of children attending the school and pupils attending the school. The council shall be balances with six members representing the school staff, teachers in the majority of school staff representative; and six parent student members in equal members. Parent representatives of the SSC may be district employees but shall not be employees at the site.

Section II – Election Procedure

Notices in the major languages represented at the school of the SSC election will be sent via mail or sent home with the student of the parents and staff of the site to solicit any nominations including self-nominations for available representative vacancies. Oral announcements as well as a written announcement 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 end of the first quarter in using a variety of ways to notify the entire school community to the final elections 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 also be posted in prominent places around the campus and the surrounding community to assure community process. 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.

A final election ballot based on nomination forms will be assembled by a representative committee of parents, students, staff and one community member selected by the Principal form a list of volunteers

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solicited at a variety of school meetings no later than 8 weeks after the beginning of the school year or, for year-round schools, within 8 weeks after the beginning of the first Track of the new school year.

One election ballot per parent or legal guardian or certified caretakers will be sent to each parent/community representative. Ballots will only be considered valid if received no later than noon the day preceding the SSC meetings at which ballots will be counted. Parents may request assistance from school personnel to complete the mechanics of voting without undue influences on the vote cast. In a similar manner, each staff member and students will receive one ballot to elect their representatives. Ballots shall be counted in the open public view at a scheduled SSC meeting. Members shall be elected based on a having a majority vote. In the event there no nominees receiving a majority vote, 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 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 recorded in the event of a dispute.

Section III – Terms of Office

All members of the council should serve 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, 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 member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

Section V- Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which he or she was selected; e.g., a parent becomes employed by the district. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months. The council, by affirmative vote of two-thirds of all the members, can suspend or expel a member.

SCHOOL SITE COUNCIL BYLAWS

Section VI- Transfer of Membership

Membership in the School Site Council is not transferrable or assignable.

Section VII- Resignation

Any member may resign by filing a written resignation with the local school district governing board.

Section VIII- Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the regular selection 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, secretary, parliament and such other officers, as the council may deem desirable.

Section II – Election and term of office

The officers of the School Site Council shall be elected annually and shall serve for one year or until each successor has been elected.

Section III – Removal

Any officer may be removed by a two-thirds vote.

Section IV- Vacancy

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

Section V- Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the School Site Council from time to time.

Section VI- Vice Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for 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 chairperson or by the School Site Council.

Section VII – Secretary

The secretary shall with the assistance of the Principal 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 distribution, organization and storage.

Article V

Section I – Standing and Special committees

The School Site Council 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 School Site Council in its decision to establish a committee, the Chairperson and principal shall appoint members to 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.

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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- 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 as provided in the case of the original appointment.

ARTICLE VI

Section I – Regular Meetings

The School Site Council shall meet no less than five times per academic school year.

Section II – Special Meetings

Special meetings may be called by the chairperson or by majority vote of the School Site Council.

Section III – Location of Meetings

The School Site Council shall hold its regular meetings and its special meetings in a facility provided by the school and readily accessible by all members of public, including handicapped persons.

Section IV – Notice of Meetings

Public notice shall be given of regular meetings at least 48 hours in advance of the meeting. 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 day, hour, and location forty-eight hours or more than two weeks prior to the date of such meeting.

Section V – Decisions of the School Site Council

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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 VI – Quorum

The presence of 51 percent of the total membership shall be required in order to continue a quorum necessary for the transaction of the business of the School Site Council. No decisions of the School Site Council shall be valid unless a majority of the members then holding office concur there in by their votes.

Section VII – Conduct of Meetings

All regular and special meetings of the School Site Council shall be conducted in accordance with an appropriate adaptation thereof.

Section VIII – Meetings Open to the Public

All meetings of the School Site Council and of its standing or special committees shall be open at all times to the public.

Section IX – Emergency Meeting

Emergency meetings of the School Site Council may be called by any officer or the principal. All the members of the Site council must agree that an emergency item exists. Then, so as all site council members approve of the emergency item, it shall constitute an approval of the council.

ARTICLE VII

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.

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.

FRESNO UNIFIED SCHOOL DISTRICT
Staff/Student/Parent Compact
Edison Computech 7-8

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
- ◆ 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