

**Figarden Elementary**

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Principal's Name: Stephen Zoller

Principal's Signature:



The Fresno Unified School District Board of Education approved this plan on: May 29, 2019

**FIGARDEN ELEMENTARY SCHOOL  
SCHOOL SITE COUNCIL  
BY LAWS**

**ARTICLE I                      NAME**

The name of the committee shall be the Figarden Elementary School Site Council.

**ARTICLE II                      PURPOSE**

The purpose of this council shall be to:

1.     Participate in the development and recommendation of the school program plan.
2.     Review with the principal, teachers, and other school personnel the implementation of the school improvement program and to assess periodically the effectiveness of the program.
3.     Annually review the school improvement plan and, if necessary, recommend modifications in the plan to reflect changing improvement needs and priorities.
4.     Take actions as required by the Education Code and District policy.

**ARTICLE III                      MEMBERSHIP & ELECTION PROCEDURE**

Section 1.     Size and Composition

The council shall be composed of the principal and representatives of teachers elected by teachers at the school; other school personnel elected by other school personnel at the school; parents of pupils attending the school elected by such parents. The membership of this council shall consist of a minimum of 10 members.

Section 2.     Election Procedure

Notices in the major languages represented at the school of the SSC election to the parents and staff of the site to solicit any nominations for available representative vacancies will be no later than the end of the first quarter. Notices of nomination opportunities will also be posted in a prominent place on campus. A representative committee selected by the principal will compile ballots. One election ballot per family will be distributed. Parents may request assistance from school personnel to complete the mechanics of voting without undue influence on the vote cast. The teachers and classified staff shall be responsible for election of their own members. The representative committee shall count ballots. Members shall be elected based on having a majority vote. In the event there are 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 a SSC representative position, a run off vote will be taken immediately or as soon as feasible. Ballots shall be retained for the record in the event of a dispute.

Section 3. Member Resignation  
Resignations will be accepted only upon written notice to the chairperson.

Section 4. Member Vacancy  
Any vacancy on the council shall be filled for the remainder of the elected term by the process prescribed in Article III, Section 2 (California Education Code 54724, paragraph 1).<sup>1</sup> A parent will always fill a parent vacancy and a teacher will always fill a teacher vacancy, maintaining the composition described in Article III, Section 1.

#### ARTICLE IV MEETING AND QUORUM

Section 1. Meeting dates shall be posted 72 hours prior to the meeting. Meetings will be held once a month or as needed. These meetings will be open to the public and announcement of them should contain date, time and location.

Section 2. A simple majority of the membership shall constitute a quorum.

#### ARTICLE V AMENDING BYLAWS

Any regularly scheduled meeting may amend these bylaws by a simple majority of the members present; however, District bylaws shall be in operation in the governance of all school site councils in the District.

#### ARTICLE VI OFFICERS

The officers of this council shall be a chairperson, an assistant chairperson, and a recording secretary. As council deems necessary, the number of officers may be changed by amending the bylaws. The school principal shall not be the chairperson of the council.

<sup>1</sup> California Education Code, Section 54724. School site councils; establishment; composition  
A schoolsite council shall be established at each school that participates in motivation and maintenance programs. The council shall be composed of the principal and representatives of: teachers selected by teachers at the school; parents of pupils attending the school selected by the parents; and, in secondary schools, pupils selected by pupils attending the school. Also, each school is encouraged to include representatives of the business community as members of the schoolsite council.

## **ARTICLES VII**

### **DUTIES OF OFFICERS**

- Section 1. It shall be the duty of the chairperson to preside at all meetings, and to coordinate and be responsible for all group activities.
- Section 2. In the absence or disability of the chairperson, the assistant chairperson shall assume the duties of the chairperson, and will assist the chairperson as needed.
- Section 3. Should the chairperson and assistant chairperson be unavailable, one of the members present will be designated to preside, based upon consensus of the group.
- Section 4. The recording secretary shall keep the minutes of all meetings.

## **ARTICLE VIII**

### **DUTIES OF COUNCIL MEMBERS**

It shall be the duty of all council members to attend all meetings. Should a member be unable to attend a meeting, the chairperson or building principal should be contacted. No alternates shall be provided.

## **ARTICLE IX**

### **COUNCIL MEMBER TERM**

The term of a council member shall be two years. One half of the council membership will be up for election each year.

## **ARTICLE X**

### **ELECTION OF OFFICERS**

- Section 1. All officers shall be elected by ballot. Written notices of the election shall be provided. Nominations are made by members of the council.
- Section 2. No members shall hold the same office more than two years in succession.
- Section 3. Should an officer resign before new elections are held, the chairperson shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy could be filled.

## **ARTICLE XI**

### **COMMITTEES**

- Section 1. The chairperson shall appoint such committees as he/she considers necessary at any time or as directed by majority of the members present.

Section 2. The chairperson shall maintain a list of all ad hoc and standing committees, along with a description of their duties and funding.

## **ARTICLE XII VOTING RIGHTS AND PRIVILEGES**

Voting on all issues before the School Site Council shall be on the basis of one vote per member. No absentee ballots shall be included in all cases, voting shall be by the Council as a whole, except on the decision to request that the Board of Education postpones their school's participation in the school improvement plan. Representative groups may vote as a block on the postponement decision only.

## **ARTICLE XIII ELECTED MEMBERS CODE OF CONDUCT**

Each elected member of the SSC shall adhere to the code of conduct in these bylaws:

- Attend noticed meetings regularly
- Follow State law and guidance and FUSD Board Policy in the development of the site plan
- Follow the site SSC bylaws
- Assess consensus of the people who elected them with a method that has been discussed at an SSC meeting on the development of the site plan
- Conduct all SSC business in a courteous, professional manner

The SSC shall be governed by these bylaws and Robert's Rules of Order will settle any dispute.

## Figarden Elementary **Title I Parent Involvement Policy**

Figarden 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.

Figarden, 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**

- Figarden 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**

- 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
- Figarden 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, School Messenger and flyers. Information will be provided in a language and format parents can understand.
- Examples of programs and activities at Figarden 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**

- Figarden 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  
**Figarden 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