


**Gaston Sr. Middle**

10621660129338

Principal's Name: Felicia Quarles-Treadwell

Principal's Signature: 

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

# School Site Council Bylaws

## **Rutherford B. Gaston Middle School**

1100 E. Church Ave  
Fresno, California 93706  
559-457-3400



### **ARTICLE I**

#### **NAME OF THE COUNCIL**

The name of this council shall be the Gaston School Site Council.

### **Article II**

#### **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. 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.

#### **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.

### **Article III**

#### **Members**

##### **Section I - Size and Composition**

The SSC shall be composed of 10 members. Alternates shall be elected for the parents 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 5 members representing the school staff, teachers in the majority of school staff representatives; and 5 parents. 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 home with the student to the parents, and staff of the School Messenger and written announcements detailing the SSC nomination and election process, role of the SSC, meeting dates, and site plan development will be distributed no later than end of the first quarter in using a variety of ways to notify the entire school community prior to the final election ballot distribution. A public meeting prior to the election will be had during the Title 1 and Back to School Night, to explain the role and responsibilities of the SSC, the schedule for nominations and the SSC election process to encourage broad community involvement. Notices of nomination including self nomination opportunities will be posted on the office window during this period. Nomination forms will be compiled and carried home by students and also be available in the school office. One election ballot per parent or legal guardian or certified caretaker will be made available. Ballots will be accepted by hand in the office. 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 and student will receive one ballot to elect their representatives. Ballots shall be placed in a secure box until counted in public view at duly noticed SSC meeting. Ballots shall be counted and verified by the Principal, Vice Principal and Office Manager/Staff. 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 the same selection process. The results of all SSC elections shall be recorded in the SSC minutes. Ballots shall be retained for the record in the event of a dispute.

### Section III - Term of Office

All members of the council shall serve for a two year term. New terms commence after the elections, at the beginning of the school year. At the conclusion of a member's term, such member will need to go through the selection process again to remain on the council.

### Section IV- Resignation

Any member may resign by submitting a written resignation to the Principal/Vice Principal. The written resignation shall become a part of the SSC records at the next scheduled meeting.

## Section V – Member Vacancy / Absences

Any vacancy on the council shall be filled for the remainder of the school year by joint appointment of the chairperson and the principal. The chair person shall ask the parents present at the SSC meeting if anyone would like to be voted in. The names of the willing will be listed publically and a hand vote will taken. If agreement on filling the vacancy is not reached, the term for that year shall remain vacant and be filled by the regular election process described in this Article. Two absences will be allowed to keep your position on SSC. On the 3<sup>rd</sup> consecutive absence, your position will be considered a vacancy and filled with the motion of the chair person.

## **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 - 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. 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 III - Vice Chair Person

The duties of the vice chair person shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his her absence.

#### Section IV - 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.

#### Section V – 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 assure 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.

### Section VI – 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
- 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.

## **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 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 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**

#### Meetings of the SSC

##### Section 1 - Meetings

The SSC shall meet as deemed necessary by the chairperson and the Principal. 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 time and day may change annually due to the conceivable make up of members and their schedules.) 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 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. Agenda items may be added to an agenda by either the Chairperson or the Principal, provided the item is relevant to the role of the SSC.

##### Section IV - Quorum

A quorum to meet shall be 51% of the non-vacant SSC positions. Elected alternates shall take the place of missing regular members within their representative groups. 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. 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.
2. 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 5 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.

## **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. Bylaw revision shall be placed on a written agenda and requires a majority vote of the quorum.

#### 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.



# Rutherford B. Gaston Middle School

## 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**

- 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 Rutherford B. Gaston Middle School that encourage parent participation in the education of their children, include the following:
  - ◆ English Language Advisory Council
  - ◆ School Site Council
  - ◆ Tournament of Technology
  - ◆ Parent Training—PIQE, Parent University
  - ◆ Back to School Night
  - ◆ Open House
  - ◆ Monthly Parent/Staff Coffee Hour
  - ◆ Classroom Participation
  - ◆ Band and Choral Performances
  - ◆ Athletic Events
  - ◆ School Wide Rally and Assemblies

### **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.



Rutherford B. Gaston Middle School  
**Student / Parent / Teacher Compact**

Part of the success of Gaston Middle School lies heavily on the teamwork between students, parents and/or teachers **like you!** Gaston Middle School believes that the commitment we make to each other for the success of students can only produce even more success. We are committed to working together with each of us doing our best. Please join us in making the commitment.

**As a Gaston Bengal student, I pledge to:**

- ❖ Come to school each day ready to learn and do my best.
- ❖ Participate in class activities.
- ❖ Have respect for myself, for those around me and for my school
- ❖ Do my homework every day and ask for help when I need it.
- ❖ Read at least 20 minutes every day outside of school time.
- ❖ Give my parents (or the adult who is responsible for me) all papers and information sent home with me from school.

**Student Signature** \_\_\_\_\_

**As a Gaston Bengal Parent/Guardian, we agree to support our child (ren)'s learning in the following ways:**

- ❖ Send my child to school each day, on time and ready to learn.
- ❖ Contact the school if my child is absent.
- ❖ Provide a quiet study time after school, encourage good study habits and ensure homework is completed daily.
- ❖ Volunteer for and/or support my child's classroom and school activities.
- ❖ Read all notices from the school and respond as appropriate.
- ❖ Know how my child is progressing by attending conferences, reviewing school work and sharing decisions related to my child's education.
- ❖ Support the Winchell School rules.
- ❖ Make sure my child gets enough sleep each school night.

**Parent/Guardian Signature** \_\_\_\_\_

**As your Gaston Bengal Teacher and Principal, we agree to support you in the following ways:**

- ❖ Provide and maintain an organized and well disciplined class to learn each day
- ❖ Be a good role model by displaying a positive and professional attitude.
- ❖ Provide academic experiences that meet state and district guidelines.
- ❖ Communicate with parents and guardians

**Principal's Signature:** Mrs. F. D. Quarles Treadwell





## Rutherford B. Gaston Middle School

### Compacto de el Estudiante, Padre y Maestro

¡La parte del éxito de Gaston esta con el trabajo en equipo entre estudiantes, los padres y/o los maestros! La Escuela de Gaston cree que el compromiso que hacemos uno al otro para el éxito de estudiantes sólo puede producir aún más éxito. Somos cometidos a trabajar juntos con cada uno de nosotros haciendo cuanto pudiendo. Unanos por favor a hacer el compromiso.

#### Como un alumno de primaria de Gaston, yo prometo a:

- ❖ Venga a educar cada día se prepara para aprender y hacer cuanto en poder.
- ❖ Tome parte en actividades de clase.
- ❖ Que respeto para yo mismo, para éstos alrededor de mí y para mi escuela
- ❖ Haga mi tarea cada día y pida ayuda cuando lo necesito.
- ❖ Lea por lo menos 20 minutos cada día fuera de tiempo de escuela.
- ❖ Dé a mis padres (o el adulto que es responsable de mí) todos los papeles y la información enviaron en casa conmigo de la escuela.

La Firma del estudiante \_\_\_\_\_

#### Como un Padre/Guardián de Gaston, nosotros concordamos en apoyar nuestro niño(s) que aprende en las maneras siguientes:

- ❖ Envíe a mi niño a educar cada día, a la hora y prepararse para aprender.
- ❖ Contacte la escuela si mi niño está ausente.
- ❖ Proporcione un tiempo callado de estudio después de la escuela, favorezca hábitos buenos de estudio y asegure que los deberes sean completados diariamente.
- ❖ Ofrézcase para y/o apoye el aula de mi niño y eduque actividades.
- ❖ Lea todas las notas de la escuela y responda como apropia.
- ❖ Sepa cómo mi niño progresa asistiendo conferencias, revisando el trabajo de la escuela y compartir que las decisiones relacionaron a la educación de mi niño.
- ❖ Apoye las reglas de la Escuela de Gaston.
- ❖ Asegúrese de que mi niño consigue suficiente sueño cada noche de la escuela.

La Firma del los padres /guardián \_\_\_\_\_

#### Como su Maestro de Gaston y la Directora, nosotros concordamos en apoyar a usted en las maneras siguientes:

- ❖ Proporcione y mantenga que una clase organizada y bien disciplinada para aprender que cada dia
- ❖ Es un modelo a imitar bueno demostrando un positivo y actitud profesional.
- ❖ Proporcione experiencias académicas que encuentran pautas de estado y distrito.
- ❖ Comunique con padres y guardians.

La Firma de la Directora Mrs. F. D. Quartes Treadwell

