

Gibson Elementary School Parent Involvement Policy 2016-2017

Gibson 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.

Gibson, with input from their parents, has developed and distributed the 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

- Through parent meetings, conferences, and/or written communications, Gibson will review, revise and comment on the following items:
 - Site level Parent Involvement Policy
 - School Parent Compact
 - Single Plan for Student Achievement (SPSA)
 - 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 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. 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 information for 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
- Gibson will provide opportunities for parents to volunteer and participate in their child's classroom.
- School will offer a flexible number of meetings to encourage parent participation.
- 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 Gibson that encourage parent participation in the education of their children, include the following:
 - ◆ School Site Council
 - ◆ PTA
 - ◆ Back to School Night
 - ◆ Open House
 - ◆ Principal's Coffee
 - ◆ Classroom Participation
 - ◆ Student Recognition Assemblies
 - ◆ Grandparents Day
 - ◆ Parent Surveys
 - ◆ Fine Arts Fair
 - ◆ School Website
 - ◆ Parent University
 - ◆ ATLAS Parent Portal
 - ◆ EduText

Accessibility

- Gibson 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.

**BYLAWS
GIBSON ELEMENTARY SCHOOL
SCHOOL SITE COUNCIL**

**ARTICLE I
NAME**

- 1.01 Name of the School Site Council. The name of this School Site Council (SSC) shall be the Gibson School Site Council and referred to hereinafter in these Bylaws as the School Site Council.

**ARTICLE II
ROLE OF SCHOOL SITE COUNCIL**

- 2.01 Purpose. The purpose of the School Site Council is to provide and strengthen the education program of the students attending Gibson Elementary School (Gibson). The School Site Council shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement from all school advisory committees;
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations;
- Recommend the plan and expenditures to the governing board for approval;
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members;
- Make modifications to the plan whenever the need arises;
- Submit the modified plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures;
- Annually, evaluate the progress made toward school goals to raise the academic achievement of all students;
- Carry out all other duties assigned to the council by the district governing board and by state law.

**ARTICLE III
MEMBERS**

- 3.01 Members.

A. Size and Composition. The School Site Council shall consist of ten members.

B. The needs and resources of the School Site Council require that Members include a broad representation of Gibson parents and Gibson staff, including all socioeconomic and ethnic groups represented in the Gibson student body. Representation on the School Site Council shall be:

- three (3) Gibson teachers elected by the teachers at Gibson;
- one (1) Gibson support personnel elected by other Gibson support personnel;
- five (5) parents of students attending Gibson, or community members, elected by the parents;
- the Gibson school principal.

The School Site Council shall be constituted to ensure parity among the principal, Gibson teachers and other Gibson support personnel; and an equal number of parents of Gibson students or community members.

- C. Classroom teachers shall constitute the majority of those person representing Gibson teachers.
- D. Members representing parents or community members may be employees of the district, but may not serve as a parent member or community member at the site of employment.
- E. The school principal shall solicit nominations for the School Site Council from all classes of members represented. It shall also be noticed that individual may nominate themselves for election to the council. All individuals nominated who have consented to serve shall be placed on a ballot and duly voted upon.

3.02 Terms of Office. All members of the School Site Council shall serve for a two (2) year term. A “year” is defined in these Bylaws as the school year. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the council, each member’s current term of office shall be recorded in the minutes of the meeting.

3.03 Voting Rights. Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the School Site Council. Absentee or proxy ballots shall not be permitted.

3.04 Termination of Membership. A member shall no longer hold membership should he or she no longer meet the membership requirements under which he or she was elected pursuant to Paragraph 3.01, e.g. a Gibson parent becomes employed by the district or ceases to be the parent of a student at Gibson School. Membership shall automatically terminate for any member who is absent from all regular meeting for a period of three (3) consecutive meetings. The School Site Council, by affirmative vote of two-thirds (2/3) of all the members, may suspend or expel a member.

3.05 Transfer of Membership. Membership in the School Site Council is not transferable or assignable.

3.06 Resignation. Any member may resign by filing a written resignation with the principal or the chairperson.

3.07 Vacancy. Any vacancy on the School Site Council shall be filled as follows:

- A. If the unexpired the term is less than a full year, for the remainder of the year by a majority vote of the remaining members; or
- B. If the unexpired term is for a full year or more, by the regular election process.

ARTICLE IV
OFFICERS

- 4.01 Officers. The officers of the School Site Council shall be a chairperson, vice-chairperson, secretary, and such other officers as the School Site Council may deem desirable.

ELECTION PROCESS #1

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 nomination 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 in a four week period, and no later than the end of the first quarter, using a variety of ways to notify the entire school community to the final election ballot distribution. The principal shall schedule a public meeting prior to the election to explain the role and responsibilities of the SSC, the schedule for nominations and the SSC election process to encourage broad community involvement. Written notices of nomination including self nomination opportunities will also be posted in prominent places around the campus and the surrounding community 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.

A final election ballot based on nomination forms will be assembled by a representative committee of parents, staff, and one community member selected by the principal from a list of volunteers solicited at a variety of school meetings no later than eight (8) weeks after the beginning of the school year or, for year-round schools, with eight (8) weeks after the beginning of the first Track of the new school year.

One election ballot per parent or legal guardian or certified caretaker will be mailed for parent/community representative elections using the last known address of the family. Each ballot will be certified with a sticker with the name of the youngest child of the family attending the school. Ballots may be mailed or hand carried to the 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. In a similar manner, each staff member 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 having a majority vote; nominees will be elected in descending order according to the criteria of the 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 record in the event of a dispute.

- 4.02 Removal. Any officer may be removed by a two-thirds (2/3) vote of a quorum of the members sitting on the School Site Council whenever, in the judgment of the members, the best interests of the School Site Council would thereby be served.
- 4.03 Vacancy. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, of a member shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

- 4.04 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 when concurred therewith by a simple majority vote of the members. In addition, the chairperson shall perform all duties incident to the office of chairperson, such as conduct regular and special meetings and attend workshops, and such other duties as may be prescribed by the School Site Council from time to time.
- 4.05 Vice-Chairperson. The duties of the vice-chairperson shall be to represent the chairperson in assigned duties, to substitute for the chairperson during his or her absence, and to perform such other duties as, from time to time, may be assigned by the chairperson or by the School Site Council.
- 4.06 Secretary. The secretary shall keep the minutes of both regular and special meetings of the School Site Council, and shall promptly transmit to each member, to the district, and to such other persons as the School Site Council may deem advisable, true and correct copies of the minutes of such meetings. The secretary shall see that all notices are duly given in accordance with the provisions of the Bylaws; be custodian of the School Site Council records; keep a register of the address and telephone number of each member of the School Site Council, which address and phone number shall be furnished to the secretary by each member, and in general, perform all duties incident to the office of secretary and each other duties as from time to time may be assigned to the office by the chairperson or by the School Site Council.

ARTICLE V COMMITTEES

- 5.01 Standing and Special Committees. The School Site Council may from time to time establish and abolish such standing or special committees as it may desire. Standing or special committees are purely advisory. No standing or special committee may exercise the authority of the School Site Council.
- 5.02 Membership. Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint members to the various committees.
- 5.03 Term of Office. Each member of a committee shall continue as a member of such committee for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.
- 5.04 Rules. Each committee may adopt rules for its own government not inconsistent with these Bylaws or with rules adopted by the School Site Council or by policies of the district.
- 5.05 Quorum. Unless otherwise provided in the decision of the School Site Council designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.
- 5.06 Vacancy. A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VI
MEETINGS OF THE SCHOOL SITE COUNCIL

- 6.01 Regular Meetings. The School Site Council shall meet a sufficient number of times during the school year to fulfill its duties.
- 6.02 Special Meetings. Special meetings may be called by the chairperson, the principal, or by majority vote of the members.
- 6.03 Place of Meetings. The School Site Council shall hold its regular meetings and its special meetings at Gibson in a facility readily accessible by all members of the public including handicapped persons.
- 6.04 Notice of Meeting. Public notice shall be given of regular meetings at least seventy-two (72) hours in advance of the meeting. Any change in the established date, time, or location must be given special notice. All special council meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and location of the meeting and shall be delivered either personally or by mail to each member not less than seventy-two (72) hours or more than four (4) weeks prior to the date of such meeting. All meetings shall be publicized in the following venues: sent home to parents in the Monday packet, posted in the case located in the breeze way of the Gibson campus, and displayed in public banner form.
- 6.05 Decisions. All decisions of the School Site Council shall be made only after an affirmative vote of a majority of the members in attendance, provided a quorum is in attendance.
- 6.06 Quorum. The presence of fifty-one (51) percent of the members shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council. No decision of the School Site Council shall be valid unless a majority of the members concur therein by their votes.
- 6.07 Conduct of Meetings. All regular and special meeting of the School Site Council shall be conducted in accordance with the rules of order established by the Education Code Section 3147(c), and with *Robert's Rules of Order*, or an adaptation thereof approved by the council.
- 6.08 Meetings Open to the Public. All regular and special meetings of the School Site Council, and of its standing or special committees, shall be open at all times to the public.

ARTICLE VII
AMENDMENTS

- 7.01 Amendments. An amendment of these Bylaws may be made at any regular meeting of the council by a vote of two-thirds (2/3) of the members present. Written notice of the proposed amendment must be submitted to School Site Council members at least thirty (30) days prior to the meeting at which the amendment is to be considered for adoption.

ARTICLE VIII
BYLAWS

- 8.01 Availability of Bylaws. Bylaws are available to the community upon request.
- 8.02 Compliance with State Law. These Bylaws comply with SBCP law, CDE Guidance, Board Policy, and AR0420.

ARTICLE IX
RATIFICATION

- 9.01 Ratification. The ratification of these Bylaws shall become effective upon a two-thirds (2/3) vote of the School Site Council.

FRESNO UNIFIED SCHOOL DISTRICT
Staff/Student/Parent Compact
Gibson Elementary School

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

Teacher Signature

Date

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

Student Signature

Date

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

Parent Signature

Date