

Holland Elementary

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Principal's Name: Adele Stewart

Principal's Signature: 

The Fresno Unified School District Board of Education approved this plan on: May 3, 2017

HOLLAND ELEMENTARY SCHOOL SITE COUNCIL BY-LAWS

ARTICLE I NAME

The name of this committee shall be the Holland School Site Council.

ARTICLE II PURPOSE

The purpose of this council shall be to:

1. Develop and recommend the Single Plan for Student Achievement (SPSA).
2. Have ongoing responsibility to review with the principal, teachers, other school personnel and pupils the implementation of the SPSA and to assess periodically the effectiveness of the program.
3. Annually review the SPSA and establish a new school improvement budget consistent with the Education Code, and if necessary make modifications in the plan to reflect changing needs, improvements, and priorities.
4. Take other actions as required by the Education Code.

ARTICLE III MEMBERSHIP

Section 1. 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.

At the elementary level, the council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents or other community members selected by parents.

At the elementary level, classroom teachers shall comprise the majority. Council members representing parents, other community members or pupils shall not be employed by the school district.

The membership term is September to August.

- Section 2. The membership of this committee shall be composed of ten (10) members.
- Section 3. Resignations will be accepted only upon written notice to the chairperson. Furthermore, a member missing 3 meetings in a school year shall automatically be removed from his/her position and the vacancy shall be filled as provided in these by-laws.
- Section 4. Members shall serve for two years. New members will be elected each year as needed to fill vacancies. Members may self-nominate. An individual may serve for as many years as the individual is elected.
- Section 5. Any vacancy on the council shall be filled for the remainder of the school year by appointment of the Chairperson with approval from the School Site Council.

ARTICLE IV OFFICERS

The officers of this council shall be a Chairperson, a Vice-Chairperson, and a Recording Secretary. As the needs of the group change, other officers may be added by amending the by-laws.

ARTICLE V MEETING AND QUORUM

- Section 1. The School Site Council shall meet on a regular basis.
- Section 2. A simple majority of the membership shall constitute a quorum. Six members must be present to have a quorum.

ARTICLE VI AMENDMENT

These by-laws may be amended at any regular meeting by a simple majority of the members present.

ARTICLE VII DUTIES OF OFFICERS

- Section 1. It shall be the duty of the Chairperson to preside at all meetings and coordinate and be responsible for all group activities.

- Section 2. In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson and will assist the chairperson as needed.
- Section 3. Should both the Chairperson and Vice-Chairperson be unavailable, one of the members present will be designated to preside, based upon the consensus of the group.
- Section 4. The Recording Secretary shall keep the minutes of all meetings.
- Section 5. The Recording Secretary shall send notices of meetings and/or agendas, attend to correspondence and send out publicity as directed in conjunction with the School Secretary.

ARTICLE VIII DUTIES OF COUNCIL MEMBERS

- Section 1. Attend all meetings. No alternates shall be provided.
- Section 2. Represent their constituencies.
- Section 3. Communicate the action taken at meetings to their respective constituencies.

ARTICLE IX ELECTION OF OFFICERS

- Section 1.
 - o Notices in the major languages represented at the school will be sent home with the student to the parents and staff to solicit any nominations, including self-nominations for available representative vacancies.
 - o Oral announcements and 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 first quarter.
 - o A variety of ways shall be used to notify the entire school community prior to the final election ballot distribution.
 - o 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 SSC election process, to encourage broad community involvement.

- Written notices of nomination, including self-nomination, opportunities will be posted in prominent places around the campus and the surrounding community to assure community access.
- Nomination forms will be compiled and carried home by students at least two weeks in advance of the election, as agreed upon by the SSC in a formal meeting.
- Nomination forms will also be available in the school office.
- One election ballot per parent, legal guardian, or certified Caretaker, will be made available on site only for parent/community representative elections.
- Election polling times will be set at times convenient for parents and announcements will be oral, mailed, and posted.
- Polling times will occur over one week's time.
- Voters will be considered registered and eligible to vote when they are matched to a class roster of students.
- 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 and verified by 2 neutral persons as agreed upon by the members of the SSC.
- 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 a SSC representative position, a run-off vote will be taken as soon as feasible, using the same election 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 2. New officers shall assume their duties at the close of the election meeting.
- Section 3. No member shall hold the same office more than two years in succession.
- Section 4. 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 can be filled.
- Section 5. The Vice-Chairperson shall assume the duties of the Chairperson, if the Chairperson resigns.
- Section 6. Officers shall be replaced by the regular process.

ARTICLE X COMMITTEES

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

On 4/23/15, SSC and ELAC were combined to represent one committee.

- The SSC must be trained annually on roles and responsibilities of ELAC
- Advise in the budget and program development of the single plan for students achievement as it pertains to services for English learners according to Education Code 52858.5 and 54000
- Participate in the school's needs assessment as it relates to development of the single plan for students achievement and EL programs
- Review the school's English Learner Census and Services Report (formerly R-30) and additional EL data (CELDT, AMAOs, AYP, Re-designation rates and other FUSD Board required assessment results) in developing the single plan for students achievement as it pertains to services to English learners
- Provide information to advise make parents of the importance of regular school attendance
- **Send the two DELAC representatives, previously elected by EL parents, to the District English Learner Advisory Committee meetings.**

Holland Elementary 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 Holland 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*
 - ◆ *PTA*
 - ◆ *Book Fair*

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.

FRESNO UNIFIED SCHOOL DISTRICT
Staff/Student/Parent Compact
Holland 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

Student

Date

Parent

Date

Staff/Teacher

Date