

Manchester GATE School
Parent Involvement Policy
2015-2016

Manchester GATE 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.

Manchester GATE School, 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.

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| Policy Involvement |
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- Manchester GATE School will be flexible and convene Parent Meetings as needed, to 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 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

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| 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. 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
- Manchester GATE 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, Monday Parent Pak reminders, surveys, email, School Messenger and/or flyers. Information will be provided in a language and format parents can understand.
- Examples of programs and activities at Manchester GATE School that encourage parent participation in the education of their children, include the following:

*School Site Council

*Back To School Night

*Open House

*Classroom Participation

*Parent Teacher Association

*Tri-annual Music Concerts

*Expo Night

*Awards Assemblies Each Semester

*Athletic Program

*Manchester Web Site

*Monday Parent Pak

*Parent Teacher Conference

Accessibility

- Manchester GATE 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.

**Manchester GATE
School Site Council
By-Laws**

Preamble

The following district bylaws shall apply to all school site councils in the Fresno Unified District under provisions of policy 6127.1 of the district policies and regulations of the Board of Education.

Individual school site councils may adopt additional bylaws to govern the operation of the school site council. Additional bylaws shall be in conformity with adopted district bylaws.

Article I-Name

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

Article II - Purpose

The purpose of this council shall be to:

1. Develop and recommend the school improvement plan; The Council may delegate the responsibility of writing the School Site Plan to a leadership team who will be a) selected by the Principal, and b) report back to the Site Council regularly regarding the development of the specifics of this plan.

2. Annually review the school improvement plan and establish a new school improvement budget for funded schools, that is consistent with the Education Code, and if necessary make modifications in the plan to reflect changing improvement needs and priorities.

3. Take such other action as may be required by the Education Code and District policy or as may appear appropriate from time to time.

Article III - Membership

Section I. 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 insure parity between (a) the principal, the classroom teachers, and other school personnel and, (b) parents or other community members selected by parents.

Classroom teachers shall comprise the majority of those persons representing the school staff.

Council members representing parents, other community members or pupils shall not be employees of the school district at the site.

Section 2. Resignations will be accepted only upon written notice to the chairperson. Furthermore, a member missing three meetings in a school year without cause shall automatically be removed from his/her position and the vacancy shall be filled as provided in these bylaws.

Section 3. Each member will serve a two-year term of office. A member will be eligible for re-election at the end of each term and may serve such successive terms as elected.

Section 4. Representatives shall be elected as the following paragraphs describe:

a) Parent Representatives. Each year requests for open nominations shall be sent home at least **within the first six weeks of the school term. Self-nomination is acceptable.** Parent representatives shall be elected by their peers through a secret written ballot.

b) Others. Selection of the other members shall be by their peers through a secret written ballot.

On even-numbered years, elections will take place for four parent positions **and any other vacancies that may occur during the summer**. On odd-numbered years, elections will take place for three parent positions **and any other vacancies that may occur during the summer**. In case of resignation or vacancy **during the school year**, the person with the next highest number of votes will fill the vacant position until the end of that position's term.

Article IV--Officers

The officers of this Council shall be a chairperson, vice-chairperson and recording secretary.

Article V--Duties of Officers

Section 1. The Chairperson shall preside at all meetings of the Council and may sign all letters, reports and other communication which have been approved by the School Site Council. In addition, the chairperson shall perform such duties as may be prescribed by the School Site Council from time to time. Additionally, the chairperson in conjunction with the school principal will develop the agenda for the monthly council meetings.

Section 2. The duties of the vice-chairman 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 may be assigned by the Council.

Section 3. The recording secretary shall keep the minutes of both the regular and special meeting and shall promptly transmit the minutes to each of the members and see that an agenda or summary thereof, other reports and reviews are sent home prior to a general meeting. He or she shall be custodian of Council records; keep a register of the address and telephone number of each member of the Council which shall be furnished to the secretary by each member; and in general, perform all duties incident to the School Site Council.

Article VI - Meetings and Quorum

Section 1. Meetings shall be held each at a minimum of 4 times per year at a time designated by the Council. Meeting dates shall be announced in regular communications and agendas posted 72 hours prior to the meetings. They will also be communicated in advance to the appropriate assistant superintendent. These meetings will be open to the public and public announcement of them should contain date, time and location.

Section 2. A simple majority of the total membership (7) shall constitute a quorum.

Section 3. All decisions of the Council shall be by majority of the quorum.

Section 4. Special meetings may be convened at the discretion of the chairperson.

Section 5. The School Site Council may appoint sub-committees at its discretion to meet as and when members of the sub-committees determine.

Section 6. 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. The SSC shall provide for a scheduled period on the agenda for public comments. A sign in sheet will be used for roll call of representatives and identification of non-voting members of the public. For persons who wish to speak to the SSC during open communication time, the speakers will follow the order in which they signed in. Anyone neglecting to sign in may be recognized by raising his/her hand to be added to the list. Speakers shall abide by a five minute per speaker time limit.

Members of the public may request that a matter within the jurisdiction of the SSC be placed on the agenda of a future meeting. The request must be in writing and submitted to the chairperson and the principal with supporting documents and information, if any, ten days before the scheduled meeting date. Items received less than ten days prior to the meeting shall be postponed until the following meeting.

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 take appropriate action regarding any member (voting or non-voting, including members of the public) who engages in conduct so disruptive to the meeting that the meeting is not likely to continue unless such disruptive behavior is stopped. The principal can request those that are disruptive (as outlined above) to leave the school campus.

Article VII - Duties of Council Members

It shall be the duty of all council members to:

Section 1. Attend all meetings. No alternates will be provided.

Section 2. Represent their constituencies.

Section 3. Communicate the action taken at meetings to their respective constituencies.

Section 4. Members of the council may access their constituencies by calling special meetings, or communicating with them in writing through regular communication channels, or by any other methods deemed acceptable by the council.

Article VIII - Election of Officers

Section 1. All officers shall be elected each October by vote of the council.

Section 2. No member 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 by an election.

Article IX - Committees

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

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

Article X - 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.

Article XI - Parliamentary Procedure

School Site Council meetings shall be governed by these bylaws and, **especially where procedural disputes may arise**, shall proceed according to Robert's Rules of Order.

Article XII - Amendments

These bylaws may be amended by a majority vote at any meeting at which a quorum is present.

Article XIII - Code of Conduct and Conflict Resolution

The Council will utilize a Code of Conduct that recognizes the importance of each member and that always practices and reflects the need for cooperation and teamwork. When conflict arises between members that cannot be resolved through the use of Roberts Rules of

Orders the Principal and Site Council Chairperson will take any necessary action to resolve the conflict amiably.

Date of Approval

Signature, Chairperson

Bylaws adopted: October 13, 2015

FRESNO UNIFIED SCHOOL DISTRICT
Staff/Student/Parent Compact
Manchester GATE 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

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
- Work cooperatively with my classmates

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

Administrator Section:

I understand that school leadership plays a critical role in the overall achievement of our students. Therefore:

- ◆ I will communicate to students and parents the school's mission, goals and district standards of expected student achievement.
- ◆ I will ensure a safe and orderly environment
- ◆ I will reinforce the partnership between parent, student and staff
- ◆ I will act as instructional leader by supporting teachers
- ◆ I will provide professional development for teachers
- ◆ I will be accessible to students, teachers and parents