

McCardle Elementary School

Title I Parent Involvement Policy

2016-2017

McCardle Elementary 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.

McCardle Elementary, 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

- McCardle Elementary 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
- McCardle Elementary 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, SchoolMessenger and flyers. Information will be provided in a language and format parents can understand.
- McCardle will offer a flexible number of meetings to encourage parent participation.
- Examples of programs and activities at McCardle that encourage parent participation in the education of their children, include the following:
 - ◆ English Language Advisory Council
 - ◆ School Site Council
 - ◆ Monthly PTA Meetings
 - ◆ Monthly Parent Coffees
 - ◆ Monthly Newsletter, calendar, and menu
 - ◆ Parent Conferences
 - ◆ Back to School Night
 - ◆ Open House
 - ◆ Classroom Participation
 - ◆ Student Recognition Assemblies
 - ◆ Parent Surveys
 - ◆ Parent Training— Parent University Baseline and Stand Alone Classes

Accessibility

- McCardle Elementary 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.

McCardle Elementary School School Site Council By-laws

Article I Name of Council

The name of this council shall be McCardle Site Council and referred to hereafter in these by-laws as the School Site Council (SSC).

Article II Purpose

The purpose of the SSC will be to help provide and strengthen the educational program of children attending McCardle School. They will work with McCardle parents and staff to develop and recommend the school improvement plan, including the budgets that support the plan. The SSC, following the approval of the school site plan by the school district governing board, shall have the on going responsibility to review the school site plan with the Principal, teachers, and other school personnel to assess each year the effectiveness of the program. Modifications or improvement to the plan or budget shall be developed, recommended, and approved or disapproved in the same manner. The SSC shall carry out the duties and responsibilities assigned to it in the Education Code of the State of California and /or by the FUSD Board of Education.

Article III Members

Section 1—Size and Composition

The School Site Council (SSC) shall be composed of 10 members. Those ten members shall be composed of five (5) parents or residents of the McCardle Elementary School attendance area and representatives of McCardle School staff that includes three (3) teachers, one (1) other staff member and the principal. The SSC will be comprised of an equal number of parents/community members and school staff. Parents employed by the district at this site are considered staff. Classroom teachers shall constitute the majority of these persons representing the school staff. Representation shall be the principal, representatives of teachers selected by other teachers at the school, other school personnel selected by other school personnel, parents of pupils attending the school selected by such parents.

Section 2—Election Procedures

Notices in the major languages represented at the school of the SSC election will be sent via mail or sent home with the students to the parents and staff of the site to solicit any nominations including self-nominations for available representative vacancies. 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 not later than the end of the first quarter in using a variety of ways to notify the entire school community prior to the final election ballot distribution. Written notices of nominations including self- nomination opportunities will be posted in prominent places around the campus. Nomination forms will be compiled and distributed via mail or 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 community member will be made available only for parent/community representative election. Elections will occur over one week's time. Parents may request assistance from school personnel to complete the mechanics of voting without due influence on the vote cast. In a similar manner, each staff member will receive one ballot to elect his or her representatives. Ballots shall be placed in a locked, secure box until counted in public view at a duly noticed SSC meeting. Ballots shall be counted and verified by SSC members as agreed upon by the member of the SSC. Results shall be announced for all new SSC members at the same SSC meeting. 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 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 disputes.

Section 3—Selection of Members

- A. All members of the SSC shall be nominated and then elected by their peers according to a democratic process, with the exception of the Principal.
- B. The Principal will serve on the SSC. When the Principal is unavailable to attend the SSC meeting, the Teacher on Special Assignment will assume the role of the Principal.

Section 4—Voting Rights

- A. Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council.
- B. When necessary the Chairperson will submit to the committee the names of inactive members and the SSC may then nominate a parent to replace the inactive member.
- C. Proxy votes and absentee ballots shall not be permitted.

Section 5—Transfer of Membership

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

Section 6—Term of Office

Teacher and other staff members of the SSC shall serve for a two-year term. Parent members shall serve for a two-year term. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing parents or community members shall serve for a one-year term only. Following the implementation of the staggered membership, parents shall serve a two-year term.

Section 7—Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the school attendance area or whose child no longer attends McCardle School, or who no longer meets the requirements under which he/she was selected. Membership shall be considered for termination for any member who is absent from regular meetings for three consecutive months. The SSC by affirmative vote of two-thirds of all of the members can suspend or expel a member.

Section 8—Resignation

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

Section 9—Vacancy

Any vacancy on the SSC shall be filled for the remainder of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the regular selection process shall fill the term for that year.

Article IV Officers

Section 1—Officers

- A. All officers shall be active members of the SSC.
- B. The officers of the SSC shall be Chairperson, Vice-Chairperson and Secretary.

Section 2—Chairperson

The Chairperson shall preside at all meetings of the SSC and may sign all letters, reports and other communications of the SSC. In addition, the Chairperson shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the SSC from time to time. The Chairperson may appoint committees and members to the committees.

Section 3—Vice-Chairperson

The duties of the Vice-Chairperson shall be to represent the chairperson in assigned duties and to substitute for the Chairperson during his or her absence. The Vice-Chairperson shall perform such other duties as from time to time may be assigned by the Chairperson or the SSC.

Section 4—Secretary

The Secretary shall keep minutes of the meetings, both regular and special, of the SSC and shall promptly transmit to each of the members and to such other persons as the SSC deems necessary, true and correct copies of the minutes of such meetings. SSC records, a register of the address and telephone number of each member of the SSC, agendas, minutes and other information will be kept in a SSC binder provided by the Office of State and Federal Programs in the school office.

Section 5—Election and Term in Office

The officers of the SSC shall be elected annually and shall serve for a one year term or until each successor has been elected. They may serve no more than two (2) consecutive terms in the same position.

Section 6—Removal from Office

Any officer may be removed from office by a two-thirds vote of all members sitting on the SSC whenever, in the judgment of the council, the best interests of the SSC would be served thereby. A vacancy in any office because of death, resignation, removal, disqualification or otherwise shall by special election be filled by SSC for the unexpired portion of the term.

Article V Meetings

Section 1—Regular Meetings

The SSC shall conduct at least four (4) meetings per school year at the times, dates and places agreed upon by a majority of the active membership.

Section 2—Special Meetings

Special meetings may be called by the Chairperson, Principal or by a majority vote of the SSC.

Section 3—Notice of Meetings

Public notice shall be given of regular meetings at least 72 hours in advance of the meeting. Any change in the established date, time or location must be given special notice. All special 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 each voting member not less than forty-eight hours or more than two weeks prior to the date of such meeting.

Section 4—Decisions of School Site Council

All decisions of the SSC shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance. Parents, teachers and other staff members will assess their constituency with the aide of the principal as needed.

Section 5—Quorums

The presence of 50 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the SSC.

Section 6—Rules

All regular and special meetings of the SSC shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof. In the event of conflict that appears irresolvable through regular meeting management techniques, the SSC, with the guidance of the Principal, shall request assistance in obtaining a neutral facilitator from the appropriate Assistant Superintendent at the earliest possible time to prevent prolonged or unnecessary conflict.

Section 7—Meetings Open to the Public

All regular and special meetings of the SSC and its standing or special committees and organizations shall be open at all times to the public.

Article VI Amendments

These by-laws shall be considered for amendment upon submission of a written petition. Upon submission of the petition a mandatory vote for the amendment must be taken at the next regular meeting of the SSC. The amendment must be approved upon affirmative votes from a quorum of the membership. These by-laws will be translated as necessary and will be made available upon request.

Article VII Ratification

The ratification of these by-laws shall become effective upon a majority vote from the SSC.

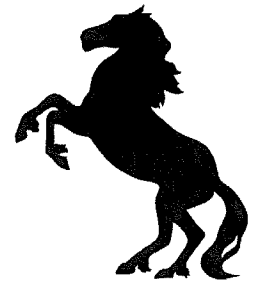
Article VIII Committees

The SSC may decide to establish standing or special committees. No special or standing committee may exercise the authority of the SSC. The SSC may also delegate its responsibility to develop the site plan to a representative Leadership Team. In this instance, the SSC shall annually discuss the composition of the team, how it will keep all the members of the SSC fully informed, how often they will report to the SSC and how they will take direction from the SSC to fully represent the diverse interests of the school community. The discussion shall be reflected in the minutes of the meeting as a matter of public record.

Adopted: September 20, 2012, September 9, 2013, September 30, 2014, September 23, 2015



FRESNO UNIFIED SCHOOL DISTRICT
Staff/Student/Parent Compact
McCardle 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

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
- Demonstrate Mustang Price:
 - Positive Attitude
 - Respect Self & Others
 - Inspire Kindness
 - Do Your Best and you will have
 - Endless Opportunities!

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