

Rata

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Principal's Name: Amy Balmanno

Principal's Signature: 

The Fresno Unified School District Board of Education approved this plan on: June 2, 2021

RATA HIGH SCHOOL/ATP SCHOOL SITE COUNCIL BYLAWS

Article I
Name of Council

The name of this council shall be Rata High School/ATP School Site Council.

Article II
Role of the Council

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.

Code of Conduct

SSC members shall follow Fresno Unified School District's adopted community values as follows:

1. Shall attend noticed meetings regularly.
2. Shall follow State and Federal law and guidance and FUSD Board Policy in the development of the site plan and otherwise.
3. Shall follow the site SSC bylaws.
4. Shall conduct all SSC business in a courteous, professional manner.

5. Shall perform their legal duty to develop, monitor and implement the single plan for student achievement site plan. SSC members shall work cooperatively, working speedily to resolve any conflict so as not to jeopardize completion of the site plan.

6. Shall work together to maximize student academic achievement of state content and performance standards.

7. Shall not use their role as SSC members to unduly influence personnel decisions or assert authority not granted to the SSC under law.

8. Shall not meet together or attempt to reach consensus on issues outside of duly agendized school site council meetings.

Article III Members

Section I - Size and Composition

Since Rata High School/ATP has a student population of less than 300 students, the required number of SSC members is 6: 1 Principal, 1 Classroom Teacher (elected by the classroom teachers), 1 Other School Personnel (elected by other school personnel), 2 Parents and/or Community Members (elected by such parents or community members residing or working in the school attendance area and selected by parents of children attending the school), and 1 student (elected by students and/or jointly appointed by Principal and SSC Chairperson).

The needs and resources of the school improvement program require that membership include broad representation of parents and staff.

Section II - Election Procedure

The election procedure must be widely known to the school community and fit the needs of the community.

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 nominations 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 in 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.

The 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 8 weeks after the beginning of the 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 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 and student 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. In the event there are no nominees receiving a majority vote, 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 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.

Section III - Term of Office

All members of the council 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 and one-half, or the nearest approximation thereof of the members representing teachers and other school personnel (except the principal) shall serve for a one-year term only during the first year of the council's existence. After the first year of the council's existence, all terms shall be two years in length.

Section IV - Voting Rights

Each elected representative of the SSC is entitled to one vote and may cast that vote on each formal motion submitted to a vote by the council. The elected alternate shall vote in the absence of the elected representative he /she replaces. Absentee ballots or proxy ballots shall not be permitted.

Section V - Termination of Membership

Other than the principal, Membership shall automatically terminate if a member no longer meets the membership requirements under which elected or is absent without good cause from any regular meetings for 3 consecutive meetings. A written warning shall be issued by the principal and chairperson to any member who misses 2 consecutive meetings. The SSC with a simple majority may vote to suspend or expel a member for just cause. Other than the principal, membership may also terminate upon 2/3 vote of the SSC upon a finding that the member violated the SSC Code of Conduct.

Section VI - Transfer of Membership

Membership in the SSC is not transferable or assignable

Section VII- Resignation

Any member may resign by filing a written resignation with the Principal. The written resignation shall become a part of the SSC records in the event of a dispute.

Section VIII - Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by joint appointment of the chairperson and the principal. Every attempt possible will be made to select a replacement based on the ranked election results from the previous SSC member election. Replacement alternates shall also be selected from this list. In the event this is impossible an election shall be held. If the unexpired term is for another school year thereafter, the term for that year shall be filled by the regular election process described in this Article.

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 - Election and Term of Office

The officers of the SSC shall be elected annually by the elected SSC members and shall serve for one year or until each successor has been elected.

Section III - Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the members of the SSC for the

unexpired portion of the term. The alternate for the vacant position to be replaced shall fill the vacancy. Replacement of alternates shall be selected first from the election rankings by appointment and vote of the majority of SSC members present for the remainder of the current school year.

Section IV - 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 V - 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/her absence.

Section VI - 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. The secretary shall also keep a current list of all SSC members with role, name, address, phone number and start and end dates of terms. The secretary shall keep all copies of information distributed at meetings attached to the meeting agenda and minutes and give them to the Principal for distribution, organization and storage.

Section VII – 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 assures 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.

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 a minimum of four times per year. The tentative schedule for the meetings will be sent to all parents and staff to encourage full participation in the SSC.

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 SSC location will be readily accessible to all members of the public, including handicapped persons.

Section III - Notice of Meetings

Written agendas of all meetings shall be posted in the school office for view by the public at least 72 hours in advance of the meetings. When practicable and feasible, efforts to notice the school community of SSC meetings may include but not be limited to home calls, notice in community centers, the school bulletin, and notes home. The Principal and Chairperson shall normally work together to adopt an agenda. However, 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 may 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. Determine in the fall whether they themselves will write the site plan or delegate it to the Leadership team composed of teachers, other staff, and parents.
2. No items may be voted on by the SSC in any meetings unless noticed in the written agenda 72 hours in advance of the meeting. In the event of an unavoidable emergency as defined by SB 355, the SSC may vote on an item that needs immediate attention.
3. The SSC members shall vote for the site plan in accordance with their constituency.
4. All decisions of the SSC shall be made only after an affirmative vote of a majority of its members in attendance, provided there is a quorum in attendance.
5. 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.

6. If District administration has submitted a model plan to the SSC, including a single plan for student achievement or any other site-based plan, and if the 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.

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. Proposed changes shall be posted and subject to public discussion at least one meeting prior to the SSC taking action. Bylaw revision shall be placed on a written agenda and requires a majority vote of the quorum. Bylaws shall not conflict with state or federal law, or Board Policy. Should SSC members be unable to agree on bylaw adoption, or otherwise fail to present compliant bylaws to the Board annually as part of the site plan approval process, the SSC hereby adopts the model bylaws proposed by the Board of Education in effect on June 30 of that year.

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.

Rata High School & Adult Transition Program

Title I Parent and Family Engagement 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 and Family Engagement 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 and Family Engagement Policy
 - School Parent Compact
 - School 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, childcare 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 Rata High School & Adult Transition Program 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*

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
School/Parent Compact
Rata High School/Adult Transition Program

Staff Section:

I understand the importance of the school experience to every student and my role as a teacher and model. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will teach functional skills and concepts to your student.
- I will strive to be aware of the individuals needs of your child.
- I will regularly communicate with you regarding your child's progress.
- I will provide a safe, positive, and healthy learning environment for your student.

Parent Section:

I realize that my child's years are very important, and I understand that my participation in my child's education will help their progress. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will review all school communications and respond as appropriate.
- I will attend IEP Conferences and other school events.
- I will support the school district's attendance policies.

Administrator Section:

I agree to carry out the following responsibilities to the best of my ability:

- I will encourage all students to work hard in developing life skills, meet high expectations, and be an active participant in their education.
- I will come to school each day with a positive attitude.
- I will communicate clearly and frequently so that all families understand our program and their child's progress. I will encourage families to contact teachers with questions and ideas.
- I will assist teachers, families, and students in understanding and discussing reports and IEP goals, as well as support other activities that encourage family involvement in student learning.
- I will encourage families to attend events, assemblies, and celebrations at school.
- I will help develop a comprehensive program of school, family, and community partnerships at this school.

Parent Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

Administrator Signature: _____

Date: _____