

Rata High School 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 Rata High School that encourage parent participation in the education of their children, include the following:

- ◆ *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.

**School Site Council Bylaws
Rata High School**

**Article I
Name of Council**

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

**Article II
Role of the Council**

The school improvement plan, including the budgets which support the plan, shall be developed and recommended by the School Site Council or SSC. The SSC following approval of a school improvement plan by the school district governing board, shall have the on going responsibility to review with the Principal, teachers, other school personnel, and pupils the implementation of the school improvement program and to assess periodically (a minimum of one time per year) the effectiveness of such a program. Modifications or any improvement to the plan or budget shall be developed, recommended, and approved or disapproved in the same manner. The SSC shall carry out the FUSD board policies review the FUSD minimum dress code annually and add specifics with in existing law and policy that meet the community needs. The SSC shall carry out any other 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 I - Size and Composition

The SSC shall be composed of 10 members. Rata is a secondary level site but due to the inability for students to serve as representatives and the size of the school community, the SSC shall be composed of 10 members.

The needs and resources of the school improvement program require that membership include broad representation of parents and staff, including all socioeconomic and ethnic groups in the school attendance area. Representation on the SSC shall be: the principal, representatives of teachers elected by the teachers, parents of pupils attending the school attending the school elected by such parents, other school personnel elected by other school personnel of the school. Community members of the school community may be elected by parents of pupils attending the school to represent parents. The council shall be balanced with five members representing the school staff, teachers in the majority of the school staff representatives; and five parent student members in equal numbers. Parent representatives of the SSC may be district employees but shall not be employees at the site.

Section II - Election Procedure

(Note: the election procedure must be widely known to the school community and fit the needs of the community. The following is not an exemplar but is intended only to show sufficient detail as a sample)

Notices in the major languages represented at the school of the SSC election to the parents, students and staff of the site and to solicit any nominations including staff nomination for available representative vacancies. Oral announcements as well as written announcements detailing the SSC election process, meeting dates, site plan development will be distributed in a timely manner in a variety of ways to include the entire school community prior to the final election ballot. The Principal shall schedule an opportunity for all interested persons to attend a meeting prior to the election to explain the role of the SSC, the schedule for nominations and the SSC election process to encourage broad community involvement. Notices of nomination opportunities will also be posted in prominent places around the campus. Nomination ballots will be compiled by a representative committee of parents, staff and one community member selected by the Principal from a list of volunteers solicited at the various committees in the school. A final ballot will be assembled by this committee, no later than the third quarter, containing all the nominations solicited in the nomination ballots for the available SSC vacancies. One election ballot per family will be mailed for parent representative elections with an opportunity for parents to come to school to receive assistance in completing their ballot. 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 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. 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. At the first regular meeting of the council, a chance method shall be used to determine which members shall serve one-year terms. At the conclusion of a member's term, at least one year shall elapse before such member may be selected to a new term.

Section IV - Member Vacancies

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson. The chairperson shall, make every attempt possible with the help of the Principal; 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 the chair shall be provided a list of possible replacements that reflect the constituency of the departed member. 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 Section II above.

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. Absentee ballots or proxy ballots shall not be permitted. In the case of a member who is ill and can not attend the meeting, a conference call vote may be acceptable with a unanimous vote of the SSC members present, if an emergency under SB 355 is determined to exist.

Section V- Elected Members Code of Conduct

Each elected member of the SSC shall adhere to the code of conduct in these bylaws:

- * Attend noticed meetings regularly
- * Follow State law and guidance and FUSD Board Policy in the development of the site plan
- * Follow the site SSC bylaws
- * Assess consensus of the people who elected them with a method that has been discussed at an SSC meeting on the development of the site plan
- * Conduct all SSC business in a courteous, professional manner

Section VII - Termination Of Membership

A member shall no longer hold membership should he or she cease to be resident of the area or no longer meets the membership requirements under which he/she was selected: e.g., a parent becomes an employee of the school site, a classified staff member becomes a certificated teacher etc. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months. The constituency electing a member may petition with a simple majority of the constituency to suspend or expel or expel a member for just cause, e.g., violations of the SSC member code of conduct.

Section VIII - Transfer of Membership

Membership in the SSC is not transferable or assignable

Section IX - 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 X - Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson. The chairperson shall, make every attempt possible with the help of the Principal; 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 the chair shall be provided a list of possible replacements that reflect the constituency of the departed member. 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 Section II above.

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.

Section IV - Chairperson

The chairperson shall preside at all meetings and signs the assurances in the site plan and other communications from the SSC. The chair person develops the meeting agenda in coordination with the School Principal, assigns SSC members to subcommittee work, advances the work of the posted agenda, assures all voices are heard in the SSC and develops skills in meeting management with the assistance of the Principal. The Chairperson facilitates the meeting using Robert's Rules of Order to encourage discussion of the SSC members. The SSC chair voices his/her opinion only when he/she turns the meeting over to the vice-chairperson.

Section V - Vice Chair Person

The duties of the vice chair person shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his her absence, and the vice chairperson shall perform such other duties as assigned by the chairperson or the SSC.

Section VI - Secretary

The secretary shall keep factual, true and accurate minutes of all SSC meetings and shall transmit the copies of the minutes to each of the SSC members. The Secretary shall work with the school principal and other SSC members to assure that clear copies of the minutes are kept for the public record, translated as required by California Ed Code and posted in the school office and other public places as deemed appropriate by the SSC. The secretary shall also keep a list of all SSC members with current role, name, address, term expiration, phone numbers as supplied by the school Principal and work with the chairperson and SSC members to keep the list current. The secretary shall keep track of vacancies and report to SSC to assure there is parity at all times. The secretary shall keep all copies of information distributed at meetings attached to the meeting agenda and minutes. Upon expiration of term or resignation, the secretary shall turn all records in his/her possession, over to the school principal to assure the maintenance of the public record.

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 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.

Section II - Membership

Unless otherwise specified by the SSC in its decision to establish committees the chairperson shall appoint the members of the various subcommittees.

Section III - Term of Office

The SSC shall specify in the minutes the term of office for each committee appointment. Standing committees shall be reviewed annually for purpose, membership, and be considered for extension, modification or abolition.

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 how, when and how often the committee shall report to the SSC.

Section V - Quorum

Unless otherwise specified by the SSC decision 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 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 two times a year. The schedule for the meetings will be sent to all parents and staff at the beginning of each semester 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

Because the SSC reflects our diverse community, 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. At Rata School the SSC will meet one time a year with the Title I parents to assure the requirement to consult on the needs of Title I students. The SSC location will be readily accessible to all members of the public, including handicapped persons.

Section III - Notice of Meetings

Written, translated agendas of all regular shall be posted in the school office window for view by the public at least 72 hours in advance of the meetings.

Section IV - Quorum

A quorum to meet shall be 51% or 7 members of the SSC. 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 duly elected SSC membership is present. If no quorum is in attendance, the regularly scheduled meeting may only be for discussion and information exchange. Minutes of this session shall be kept and labeled as "information only" meeting.

Section V- Decisions of SSC

The SSC members as elected representatives will use the following process in their decision-making:

- * Determine in each fall whether they themselves will write the site plan or delegate it to a Leadership team composed of teacher, other staff and parent. If they decide to use a leadership team they will develop with the guidance of the Principal ways to assure they are fully informed in timely and comprehensive ways for them to discharge their duty to develop the school site plan. Delegation to the Leadership team in no way relieves the SSC of making the final recommendation
- * Develop and determine in the fall, how each representative group (parents, teachers, students, other staff) will assess the consensus of the people who elected them on matters of significant impact to the school community. The Principal shall assist representatives to develop and implement their plan to assess their constituency. The plan shall become part of the public record in the school minutes and other community groups will be notified.
- * The SSC shall provide for an open discussion time for public comments regularly. The members of the public shall submit their name, address and concern to the SSC for the written record and abide by a 3 minute time limit per speaker within the time allocated for public input. All members of the public will have equal opportunity to raise issues related to the development of the site plan and conduct themselves in a respectful manner conducive to the work of the SSC. Members of the public may also submit concerns related to the development of the site plan writing to the SSC.

- * The SSC shall develop with the guidance of the Principal, a method early in the fall to communicate regularly and in a timely manner with the parents of the ELAC and Title 1 students to gather their input for the school site plan.
- * 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 emergency arising after the posting of the SSC agenda, the SSC may, after determining an emergency exists, with unanimous vote of the quorum present vote on an item that needs immediate attention and does not constitute a violation of existing law or policy.E 0420 (h)
- * After timely consideration of the assessed needs of all the students at the school and communicating the results of that needs assessment to the public, the SSC members shall vote for the site plan in accordance with their constituency.
- * 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.
- * 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.
- * 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 VI -Conduct of Meetings

All regular and special meetings shall be conducted in accordance with Robert's Rules of Order or an agreed upon adaptation thereof. The Principal shall make training on Robert's Rules of Order available to new members.

Section VII - 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 or a special or standing committee for consistency with current state law, policy and guidance and local policy and administrative regulations. Proposed changes that have significant impact on the community shall be posted and subject for public discussion at least one meeting prior to the SSC taking action. Bylaws revision shall be placed on a written agenda and requires a majority vote of the quorum present.

Section II - Accessibility of Bylaws

Bylaws shall be translated for accessibility to the major language groups represented in Rata School Community. They shall be available at every SSC meeting to members of the public and distributed to Title 1 parents once per year. They shall be reviewed for new members and consulted in matters where state law, policy and guidance and local board policy are silent.

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**Rata High School
School Site Council Members
2014 – 2015**

NAME	PHONE	ADDRESS	EMAIL
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Gloria Zuniga			

RATA SCHOOL PLEDGE

Student's Name _____

THE TEACHER PLEDGE:

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 individual 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.

Teacher's Signature: _____ Date: _____

THE PARENT PLEDGE:

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.

Parent's Signature _____ Date _____

THE ADMINISTRATOR PLEDGE:

_____ 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 discuss reports and IEP goals and 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 his school.

Administrator Signature _____ Date _____