

Roosevelt High School
Title I Parent Involvement Policy 2016-17

Roosevelt High 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.

Roosevelt High 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

- Roosevelt High 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
 - 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 Night and Parent Conferences, teachers will inform parents about curriculum content, achievement standards, assessment results and monitoring of 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
- Roosevelt High 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, newsletters, surveys, email, School Messenger and flyers. Information will be provided in three languages, when possible
- Examples of programs and activities at RHS that encourage parent participation in the education of their children, include the following:

- ◆ *English Language Advisory Council*
- ◆ *School Site Council*
- ◆ *Parent Training—PIQE, Parent University*
- ◆ *Back to School Night*
- ◆ *Open House*
- ◆ *Administration & Counseling Meetings*
- ◆ *Classroom Participation*

Examples only:
Refer to site SPSA for
specific items

Accessibility

- Roosevelt High 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.

Roosevelt High School

School Site Council Bylaws

(Approved by the Roosevelt School Site Council 5/18/15)

ARTICLE I - Name of Council

The name of this school site council shall be the Roosevelt School Site Council

ARTICLE II - Duties of School Site Council

The school site council of Roosevelt High School hereinafter referred to as the School Site Council or **SSC**, shall carry out the following duties:

- Obtain recommendations for and provide a review of the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.
- Develop and approve the SPSA and related expenditures in accordance with all State and federal laws and regulations
- Recommend the “Single Plan for Academic Achievement” (Title I School Site Plan) and expenditures to the governing board (the FUSD Board of Education) for approval
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, staff members, and other appropriate stakeholders.
- Make modifications to the SPSA whenever the need arises
- Submit the modified SPSA to the governing board for approval whenever a material change (as defined in the district governing board policy) is made in planned activities and/or related expenditures.
- Evaluate the progress made toward school goals to raise the academic achievement of all students during the fall and spring semesters.
- Carry out all other duties assigned to the School Site Council by the district governing board and by state law.

ARTICLE III - Members

Section A: Composition

The Roosevelt High SSC will be composed of 12 members that include: the principal; four teacher representatives (elected by teachers); three parents and/or community members (elected by parents of students attending the school); and three students who are elected as representatives for the sophomore, junior, and senior class.

A quorum, which is necessary to conduct council business, shall be defined as six members who are in attendance at a regular or special council meeting, as documented by the council membership list.

The school principal shall be an ex officio member of the council.

In addition to elected SSC members, alternate representatives will be elected for the teachers, the parent/community members, the classified staff, and the students. In the case of the student representatives, the class vice president will act as the alternate in the absence of a class president.

Parent representatives for the SSC may be district employees, but they cannot be employees at the site. Community members may serve as representatives provided that they reside or work in the school attendance area; however, they must be selected by the parents of students attending the school through a formalized election process. SSC members chosen to represent parents may be employees of the school district so long as they are not employed at Roosevelt High School.

SSC members are responsible for conducting communication with constituencies. In that context, parent representatives report appropriate Title I or other parent meetings; teacher representatives make reports at appropriate faculty meetings; classified representatives make reports to classified staff; and student representatives make reports at appropriate student meetings (such as leadership classes)

Section B: Election Process

The following election process that is in alignment with district guidelines has been adopted for the election of Roosevelt SSC representatives:

- The School Community Liaison or a designee will provide for the election process of SSC representatives that include parents, teachers, and staff. Notices in the major languages represented at the school of the SSC election will be sent via the fall newsletter and/or sent home with the student to the parents in order to solicit any nominations for available representative vacancies.
- Members will be elected based on having majority vote. In the event there are no nominees receiving a majority vote, nominees will be elected in descending order

according criteria of the highest number of vote will be taken immediately or as soon as feasible using a similar election process. The results of SSC elections will be recorded in the SSC minutes. Ballots will be retained for the record in the event of a dispute. Teacher and staff nominations will be solicited at the school site through bulletin announcements and email: Nomination forms will be provided for all staff members through the school mail boxes site to solicit any nominations, including self-nominations, of available representative vacancies.

- Student nominations will be handled by the Roosevelt Activities Director during the election of class officers. The roles and responsibilities for being a SSC member as a class president and vice president (alternate member) will be included as an additional role and responsibility of the elected class officers. The Activities Director will verify ways to notify the entire school community to the final election ballot distribution.
- At the direction of the SSC, the principal or his/her designee will 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 the 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. A final election ballot based on nomination forms will be assembled 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 student of the family attending the school. Ballots may be mailed or hand carried to parents as determined by the SCC and will only be considered valid if received no later than noon the day preceding the SCC meeting at which ballots will be counted. Ballots will be counted and verified by two neutral persons, as agreed upon by the SCC.
- Parents may request assistance from school personnel to complete the mechanics of voting without undue influence on the votes cast.
- In a similar manner, each staff member will receive one ballot to elect their representatives. Ballots will be counted in the open public view at a scheduled SCC meeting.
- Members will 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 runoff vote will be taken immediately, or as soon as feasible, using a similar election process. The results of SSC elections will be recorded in the SSC minutes. Ballots will be retained for the record in the event of a dispute.

Section C: Term of Office

School Site Council members shall be elected for two-year terms, with the exception of students, who serve a one-year term. Half, or the nearest approximation thereof, of each representative group shall be selected during odd years, and the remaining number elected during even years.

At the first regular meeting of the council, each member's current term of office shall be recorded on the minutes of the meeting.

Section D: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to vote of the council. Absentee ballots shall not be permitted.

Section E: Termination of Membership

The council may suspend or expel a member by an affirmative vote of two-thirds of all its members.

Elected SSC members may be removed from the SSC by an affirmative vote of two-thirds of all its members, if the SSC member has two consecutive unexcused absences.

An unexcused absence is recorded when the member has failed to give prior notice that he/she will not be in attendance, and an excused absence is defined as the member has given notice prior to the meeting to any SSC member who will be in attendance at the meeting.

Any elected member may terminate his or her own membership by submitting a written letter of resignation to the council chairperson.

Section F: Transfer of Membership

Membership on the council may not be reassigned or transferred.

Section G: Vacancy

Any vacancy of the council occurring during the term of a duly elective member shall be filled by the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.

ARTICLE IV - Officers

Section A: Officers

The SCC officers shall be the chairperson, vice-chairperson, secretary, parliamentarian, and any other officers the council may deem desirable.

The Chairperson shall

- Preside at all meetings of the council
- Sign all letters, reports, and other communications of the council
- Perform asked duties incident to the office of the chairperson
- Have other such duties as are prescribed by the council

The Vice-Chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

The Secretary (or an appropriate staff member) shall:

- Keep the minutes of all regular and special meetings of the council
- Transmit copies of the meeting minutes to the members of the council and all appropriate stakeholders through one of the following: the Title I newsletter, email, and/ or public posting.
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the council
- Keep a register of the names, addresses, and telephone numbers of each member of the council, the chairpersons of appropriate school advisory committees, and others with whom the council has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the council

The Parliamentarian shall:

- Distribute copies of the most current and appropriate version of the Roberts Rules of Order
- Enforce Roberts Rules of Order that have relevance to conducting the council business
- Conduct the annual election of council officers
- Provide clarification of meeting procedures, when necessary

Section B: Election and Terms of Office

The council officers shall be elected annually by a majority vote of the council members in attendance at the first meeting of the council, and the officers serve one year or until each successor has been elected.

Article V - Committees

Section A: Sub-Committees

The council may establish, and abolish, sub-committees (or ad hoc committees) of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the sub- committee. No sub-committee may exercise the authority of the council.

Section B: Other Standing Special Committees

The council may establish, and abolish, standing or special committees with such composition and to perform such duties as shall be prescribed by the council. No such committee may exercise the authority of the council.

Section C: Membership on Committees

Unless otherwise determined by the council, the council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

The council shall determine the terms of the office for the members of the committee.

Section E: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council or polices of the district governing board.

Section F: Quorum

A majority of the members of the committees shall constitute a quorum, unless otherwise determine by the council. The act of the majority of the members present at the committee meeting shall be the act of the committee, provided that a quorum (51% of the committee membership) is in attendance.

Article VI - Meetings of the Council

Section A: Meetings

The council shall meet regularly on the first Tuesday of each month of the school year (September to May), with exemptions as deemed necessary and as voted on by the council. Special meetings of the council may be called by the Chairperson or by a majority vote of the council, provide that a quorum is present.

Section B: Place of Meetings

The council shall hold its regular meetings at a facility provided by the school, unless such a facility is unavailable or not accessible to the public (including handicapped persons). Alternate meeting places may be determined by the Chairperson, or by majority vote of the council.

Section C: Notice of Meetings

All SCC and Title I meetings are open to the public, and notification of SSC and Title I meetings will be included in the Title I newsletter (if appropriate and timely in terms of publication).

Written public notice of SSC meetings will be through the posting of the SSC Agenda at least 72 hours in advance of the meetings. All agendas shall be publicized in the following venues: School Main Office, Attendance Office, and Parent Center. Additionally, parents will be notified of the meetings through the School Messenger system.

Changes in the established date, time or location shall be given special notice (either by written or oral communication). All required notices should be delivered to council and committee members no less than 72 hours, and no more than five days in advance of the meeting, personally or by mail (including email).

Section D: Quorum

The act of a majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council shall constitute a quorum. A quorum in the case of 14 members is seven members.

Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established in Education Code Section 3147c, and with Robert's Rules of Order or an adaptation thereof approved by the council.

Section F: Meetings Open to the Public

All meetings of the council, and the committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Article VIII - Revision and Amendments

(District Approved Recommendations for Addition to site SSC Bylaws)

Section A: Bylaws Revision

These bylaws will 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 will be posted and subject to public discussion at least one meeting prior to the SSC taking action. Bylaw revision will be placed on a written agenda and requires majority vote of the quorum. Bylaws will not conflict with state or federal law, or Board policy.

Should SSC members be unable to agree on bylaws 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.

An amendment to these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of the proposed amendments must be submitted to council members at least 30 days prior to the meeting at which the amendment is to be considered for adoption.

Section B: Accessibility of Bylaws

Bylaws will be translated for accessibility to the major language groups represented in the school community. They will be available to every SSC meeting and to members of the public upon request.

ARTICLE IX - Role of Board of Education and SSC Code of Conduct

(District Approved Recommendations for Addition to Site SSC Bylaws)

Section A: Role of Board of Education

The role of the FUSD Board of Education is defined by BP 0420

Consequently, to the extent that these bylaws are silent on an issue, or to the extent that 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.

Section B: SSC Code of Conduct

In addition to defined roles and responsibilities by the school site, the SSC members will follow Fresno Unified School District's adopted community values as follows:

1. Stewardship – We will lead and follow as stewards of our region, caring responsibly for our community assets. We will work together to achieve the greatest, long-term benefit for the community as a whole;
2. Boundary Crossing and Collaboration – We are willing to cross political, social-ethnic and -economic boundaries and partner with others to achieve community outcomes. We will lead “beyond the walls ” to create an inclusive, cohesive community through partnership and collaboration;
3. Commitment to outcomes – We are committed to staying involved until the tasks are completed;
4. “Art of the Possible” Thinking – We believe that anything is possible in the Fresno Unified region. We will envision “success without limitations” and then backward map a specific, attainable strategy for achieving that vision;
5. Fact-Based Decision Making – To the greatest extent possible, we will base decisions and plans on objective data, thereby avoiding distortion of issue by personal feelings or agendas;
6. Truth Telling – We value the empowerment of everyone involved, along with all experiences and insights relative to the working at hand. We take responsibility for ensuring our “truth” is current, not historical. We all share the responsibility for maintaining the truth telling standard;
7. Power Parity – We respect all persons and recognize that there are diverse viewpoints. Positional power will not determine a strategy or preferred outcome, merit will. Viewpoints from diverse constituencies will be proactively sought to ensure the best possible outcomes for the community;

8. Commitment to Resolving Conflict – It is inevitable, and is sometimes required, in order to achieve the best outcomes possible. Healthy conflict involves valuing every individual regardless of his or her stance on a specific issue and an unwavering commitment to working through the conflict in a positive manner despite its severity;
9. Asset-Based Approach – We are focused on using a strengths-based, asset-oriented approach to people and issues. We believe that positive change occurs when we appreciate, value, and invest in what is best in our people and community;
10. Conflict of Interest – We agree to disclose any personal or professional conflict of interest that may affect our objective before engaging in work that will impact the community. We seek to avoid even the appearance of impropriety.

Among other things, we acknowledge the values require that elected SSC members:

1. Attend noticed meetings regularly.
2. Follow State and Federal law and guidance, and FUSD Board policy, in the development of the site plan otherwise.
3. Follow the site SSC bylaws.
4. Assess consensus of the people who elected them with a method that has been discussed and documented at an SSC meeting on the development of the site Single Plan for Student Achievement.
5. Conduct all SSC business in a courteous, professional manner.
6. Perform their legal duty to develop, monitor and implement the Single Plan for Student Achievement (Site Plan). SSC members will work cooperatively, working quickly to resolve any conflict so as not to jeopardize completion of the site plan.
7. Work together to maximize student academic achievement of content and performance standards.
8. Not use their role as SSC members to unduly influence personnel decisions or assert authority not granted to the SSC under law.
9. Not meet together or attempt to reach consensus on issue outside of a duly approved SSC agenda.

FRESNO UNIFIED SCHOOL DISTRICT
Staff/Student/Parent Compact
Roosevelt High School

Staff Section:

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

- ◆ Foster/encourage parent/teacher partnerships
- ◆ Receive training in strategies to effectively communicate with parents
- ◆ Teach California adopted grade level standards (CCSS), 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
- ◆ Provide regular feedback on student work/performance to promote learning
- ◆ 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 agree to carry out the following responsibilities to the best of my ability:

- ◆ 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