

Wishon Elementary
Title I Parent Involvement Policy
2016-2017

Wishon 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.

Wishon 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

- Wishon 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
- Wishon 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, School Messenger and flyers. Information will be provided in a language and format parents can understand.
- Examples of programs and activities at Wishon 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

- Wishon 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.
- Wishon Parent Policy will be distributed in the following manner: Back to School packet, monthly newsletter, adding policy to our parent handbook, posting policy on the Wishon web site, share policy during parent/teacher conferences, and making policy available in the office and the parent room.

WISHON ELEMENTARY SCHOOL BYLAWS

2016-2017

Article I

Name of Council

The name of this council shall be Wishon Elementary 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 ongoing responsibility to review with the Principal, teachers, and other school personnel 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 within 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. One alternate shall be elected for the parent's representatives and staff representatives.

The needs and resources of the school improvement program require that membership include broad presentation of parents and staff, including all socioeconomics and ethnic groups in the school attendance area. Representation on the SSC shall be: the principal representatives of teachers elected by the teachers, parents or guardians of pupils attending the school elected by such parents and other school personnel elected by other 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 should be balanced with five members representing the school staff, teachers in the majority of the school staff representatives, and five parent members in equal numbers. Parent representatives of the SSC may be district employees at the site.

Section II- Election Procedure

The School Site Council has approved the election process number 1 for all future elections. The process is itemized below:

1.) A public meeting will be held to explain the role and responsibilities of the SSC and to schedule dates for the process.
2.) A census list and labels sorted by 1 per family will be ordered.
3.) A nomination ballot will be delivered after determining vacant SSC positions.
4.) Nomination forms will be sent home with students two weeks prior to election.
5.) Nomination opportunities will be posted in the office and the Wishon Parent Center.
6.) An election ballot will be developed.
7.) Ballots will be certified with a certified school stamp.
8.) Ballots will be certified with by students into the office and dropped into ballot box.
9.) Ballots for staff positions will be distributed.
10.) Ballots will be counted at the next SSC meeting.
11.) All agendas will be translated and posted in the office and Wishon Parent Center.

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 existence, all terms should be two years in length. At the first regular meeting of the council, a change 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 lapse 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 chair person 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 elected 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 I- 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 (chairperson) 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 chair) person.

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 the 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 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 should 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 meeting 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 interest 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 committee 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 decision, a simple majority of members present constitute a quorum to conduct the meeting of the subcommittee.

Section VI- Voting Rights

Each elected representative of the SSC is entitled to one vote and may cast that vote or each format motion submitted to a vote by a 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 cannot 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 VII- 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 stated 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 VIII- 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 certified teacher etc. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three meetings. The constituency electing a member may petition with a simple majority of the constituency to suspend or expel a member for just cause, e.g. violations of the SSC member code of conduct.

Section IX- Transfer of Membership

Membership in the SSC is not transferable or assignable.

Section X-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.

ARTICLE VI

Meetings of the SSC

Section I- Meetings

The SSC shall meet at least once per month. The schedule for the meetings will be sent to all parents, students 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. The SSC will be readily accessible to all members of the public, including handicapped persons. The SSC will consult ELAC to assess the needs of EL students a minimum of 2 times per year.

Section III- Notice of Meetings

Written agendas of all regular meetings shall be posted in the school office 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 6 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 whether they themselves will write the site plan or delegated it to a Leadership Team. 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 a timely and comprehensive way for them to discharge their duty to develop the school site plan. Delegation to the Leadership Team in no ways relieves the SSC of making the final recommendation.
- 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 in 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 I students to gather their input for the school site plan.

- No items may be voted on by the SSC in any meetings without notice 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.
- 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 a 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.

FRESNO UNIFIED SCHOOL DISTRICT
Staff/Student/Parent Compact
Wishon Elementary 2016-2017

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

Signature

Date

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

Signature

Date

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.

Signature

Date