

Yokomi Elementary School
Title I Parent Involvement Policy
2015 - 2016

Yokomi 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.

Yokomi 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

- Yokomi 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 translation and child care
 - 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
- Yokomi 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, monthly letters, surveys, email, School Messenger and/or flyers. Information will be provided in a language and format parents can understand.
- Yokomi School will offer a flexible number of meetings to encourage parent participation.
- Examples of programs and activities at Yokomi School 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

- Yokomi 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**

Yokomi Elementary School

ARTICLE I

Name of Committee:

The name of this committee shall be the Yokomi School Site Council and referred to hereafter in these bylaws as the SSC.

ARTICLE II

The purpose of the SSC is to develop the school site plan (EC52853). The SSC shall work cooperatively with staff, parents, and community members of Yokomi Elementary School and plan for the educational needs of the students. It will work with the Yokomi School staff to assure the monitoring and implementation of the school site plan to include:

- A. Participation in an annual comprehensive needs assessment of student's academic needs based on the District Accountability Model, CST and GLAS results, and other academically relevant data collected by the school site.
- B. Discussion on how the annual school site plan review and revision will be conducted.
- C. Review and approve any budget or programmatic changes made to the site plan on a regular basis.
- D. Follow all laws and Board policies related to the purpose and responsibility of the SSC.
- E. Consult with Title I and EL parents.
- F. Participate in all required training.
- G. If assuming the role of the ELAC, conduct all specified function as determined by the District Master Plan.

ARTICLE III

Decisions of the SSC

- 1. The SSC shall determine each year whether they themselves will write the site plan or delegate it to a Leadership team composed of teachers, administrators, and other staff. Parents will be active participants in "selected option".
- 2. The SSC shall determine how each representative group will assess the consensus of the people they represent.
- 3. The SSC shall provide for open discussion for public comments as time is needed. The members of the public shall submit their name, address, and concern to the SSC for the written record and abide by a 3-5 minute time limit per speaker with the time allocated for 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.
- 4. 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.
- 5. The SSC shall develop with the guidance of the Principal, a method to communicate regularly and in a timely manner with parents of the ELAC and Title I students to gather their input for the school site plan.
- 6. 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.
- 7. 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 and unnecessary conflict.

ARTICLE IV

The SSC shall be composed of 10 parity members.

Section 1 Composition of School Site Council

The SSC shall be composed of parents of the children attending Yokomi School, community members, and representatives of Yokomi's staff that will include teachers, administrators, and other school personnel. Parents employed at the school site will be considered only for one of the six staff positions.

Section 2 Election of Members

- A. A total of five staff SSC members shall be elected to be composed of three classroom teachers and one other school personnel (classified/ VP/PM/etc.). Teachers shall be in the majority of the school portion of the SSC. The Principal is an automatic member of the SSC by law. All elected members will serve for two years.
- B. The Parent/Community member portion of the SSC will consist of five parents and/or community members. All elected members serve for two years.
- C. Elections will be by peer selection: classroom teachers elect classroom teachers, other school personnel elect other school personnel, and parents/community members elected by parents of students attending the school (EC 52012).
- D. Election of SSC parent and community members will be determined as follows:
 1. The election process will be completed by the end of October.
 2. One ballot for nomination of new members, along with an informative letter about the purpose and function of the SSC will be sent home.
 3. Upon return of the nomination ballots, the final election ballot will be developed and sent home. If the number of nominations equals the number of openings, no election will be deemed necessary. Should the number of nominations be less than the number of openings, the SSC chairperson may appoint individuals to fill the vacancies, and with majority vote of the council the new member is confirmed.
 4. Ballots and election communication must appear in the predominant language of the community.

Section 3 Code of Conduct

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

1. Attend noticed meetings regularly
2. Follow State law and guidance and FUSD Board Policy in the development of the site plan
3. Follow the site SSC bylaws
4. Assess consensus of the people who elected them.
5. Conduct all SSC business in a courteous, professional manner.

Section 4 Voting

Each member shall be entitled to one vote and may cast that vote on each matter submitted to vote of the SSC. Proxy voting and absentee ballots shall not be permitted. Only items which are on a written agenda posted in public a minimum of 72 hours in advance of the meeting may be voted on unless an item is deemed an emergency and immediate action must be taken as determined by a unanimous vote of the members present.

Section 5 Transfer of Membership

Membership in the SSC is not transferable or assignable.

Section 6 Termination of Membership

A member shall no longer hold membership should he/she cease to be a resident of the Yokomi Elementary School attendance area, revoke the magnet transfer, or otherwise terminate his/her relationship with the group he/she was selected to represent. Membership is automatically terminated if any member is absent from three consecutive SSC meetings except when the member notifies the SSC of valid reasons for the absences.

Section 7 Resignation

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

Section 8 Vacated Positions

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

Article V

Officers

Section 1 Officers

The officers of the SSC shall be a Chairperson, Vice Chairperson, and Secretary. The Chairperson and Vice Chairperson may be parents of students or school personnel. School representatives or employees of the school district are not eligible to be delegates to the District Advisory Committee.

Section 2 Chairperson

The Chairperson shall preside at all meetings of the SSC and may sign all letters, reports, and other communications of the SSC when concurred with by a simple majority vote of the council quorum. In addition, the chairperson shall perform all duties such as call and conduct meetings, set agendas with staff collaboration, and other duties as may be prescribed by the SSC. The Chairperson may appoint committees and members to serve on these committees.

Section 3 Vice Chairperson

The Vice Chairperson shall, in absence of the chairperson, perform the duties of the chairperson and such other duties as may be delegated to him/her by the Chairperson of the SSC.

Section 4 Secretary

The Secretary will keep minutes and report in written form at each meeting and perform all duties pertaining to the position..

Section 5 Election and Term of Office

The SSC officers shall be elected annually and may serve no more than two consecutive years.

Section 6 Vacancies

Upon vacancy of any officer's position, the SSC shall elect by majority vote an active member of the council at the next meeting to serve for the remaining unexpired time of the vacancy in question. In the event of a Chairperson vacancy, the Vice Chairperson shall become Chairperson and Vice Chairperson vacancy will be filled by special election. SSC members shall receive at least a two-week written notice of the special election.

ARTICLE VI

Meetings

School Site Council meetings shall be governed by these bylaws and adhere to Robert's Rules of Order. All meetings are open to the public.

Section 1 Regular Meetings

The SSC shall conduct at least one meeting per quarter or more frequently as needed. The place and time of the SSC meeting will be determined by a majority of the SSC. A translated schoolwide notice announcing the meeting will be sent home one week prior to the meeting excluding emergencies. Meeting agendas, in accordance with the law, will be publicly posted 72 hours in advance of the meetings. The meeting agendas will be posted on the parent bulletin board and on the front doors of the school.

Section 2 Special Meetings

Special meetings may be called by the Chairperson or by a majority of the active SSC membership. A 48-hour notification will be given to all members.

Section 3 Quorum

A simple majority of both school and parent representatives shall constitute a quorum (6).

ARTICLE VII

Amendments

These bylaws shall be considered for amendment upon the submission of a written petition expressing such purpose and totaling 2/3 of the total active membership. Upon submission of the 2/3s petition, a mandatory vote for the amendment must be taken at the next duly noticed meeting of the SSC. The amendment must be approved upon affirmative vote from 2/3s of the total active membership.

ARTICLE VIII

Bylaws

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

Principal, Bruce Thele

SSC Chairperson

FRESNO UNIFIED SCHOOL DISTRICT
Staff/Student/Parent Compact
Yokomi Elementary School

Staff Section:

I understand the importance of the school experience to every student and my role as an educator. Therefore, I will voluntarily:

- ◆ Foster/encourage parent/teacher partnerships
- ◆ Receive training in strategies to effectively communicate with parents
- ◆ Teach California adopted grade level standards, skills, and concepts that provide high quality curriculum instruction in a supportive and effective learning environment
- ◆ Strive to address the individual needs of your child
- ◆ Communicate with you regarding your child's progress
- ◆ Provide a safe, positive and healthy learning environment for your child
- ◆ Communicate homework and classroom expectations
- ◆ Correct and return appropriate work in a timely manner
- ◆ Support your child's primary language and culture
- ◆ Show respect to self and others at all times
- ◆ Provide opportunities for parents to volunteer, participate and observe in child's classroom

Student Section:

I know that my education is important and that I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Attend school every day on time and ready to learn
- Review my class work with my parent(s) weekly
- Return completed homework on time
- Follow school rules and be responsible for my own behavior at all times
- Ask for help when needed
- Show respect to self and others at all times

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

Student _____ Date _____

Parent _____ Date _____

Staff/Teacher _____ Date _____