

**Tenaya Middle**

10621666006068

Principal's Name: Ryan Duff

Principal's Signature: 

The Fresno Unified School District Board of Education approved this plan on: June 12, 2024

## **Tenaya Middle School Site Council Bylaws**

### **ARTICLE I**

The name of this council shall be the Tenaya Middle School Site Council.

### **ARTICLE II**

The School Site Council (SSC) shall develop and recommend the school improvement plan including the budgets that support the plan, to meet the student academic needs. 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 dress code and make modifications to the school's Site Plan for Student Achievement (SPSA) or budgets 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 the 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.

## **ARTICLE III**

### **Members**

#### Section I – Size and Composition

The School Site Council (SSC) shall be composed of a minimum of 10 members. The SSC composition can be above the minimum but must maintain parity between Staff and Community members.

The needs and resources of the school improvement program require that membership include broad representation of school personnel and community (parents, students, and staff, including all socio-economic and ethnic groups represented in the school attendance area).

Representation on the council shall be:

- The principal or principal designee
- School personnel selected by the other school personnel at the school, (minimum of three classroom teachers and one classified staff)
- Parents of students attending the school elected by such parents, or community members residing or working full time in the school attendance area and selected by parents of children attending the school, and pupils elected by pupils attending the school (minimum of 5 community members *such as* 3 parents and 2 students)
- The council shall be constituted to ensure parity between the principal or principal designee (1), other school personnel (4), (3) of which are classroom teachers; and elected community members of parents/guardians and pupils combined 5.

Classroom teacher shall constitute the majority of those persons representing school staff. Parent representatives of the SSC may be district employees but shall not be employees at the site.

#### Section 2 – Term of Office

All members of the council shall serve for a two-year term. At the conclusion of a member's term, an outgoing member may request to have his/her name placed on next year's ballot.

### Section 3 – Voting Rights

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

### Section 4 – Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area, or no longer meets the membership requirements under which he or she was selected. If a member is absent without good cause for 3 consecutive meetings, this constitutes grounds for termination. The principal and chairperson shall issue a written warning 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.

### Section 5 – Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

### Section 6 – 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 7 – Vacancy

Any vacancy on the council for the remainder of the school year shall be filled by appointment of the chairperson. The chairperson shall make every attempt to select a replacement using the names on a candidates' list of those who were unsuccessful in being elected during the initial election process. If the unexpired term is for another school year, the term for that year will be filled by the regular election process.

## **ARTICLE IV**

### Section 1 – Officers

The officers of SSC shall be a chairperson, vice-chairperson, secretary and other such officers, as the council may deem desirable.

### Section 2 – Election and Term of Office

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

### Section 3 – Removal

Any officer may be removed by a two-thirds vote of all members sitting on the SSC.

### Section 4 – 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 5 – Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign the assurances in the site plan and other communications for the SSC. The chairperson develops 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 using Robert's Rules of Order.

### Section 6 – 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 or her absence.

### Section 7 – Secretary

The secretary shall, with the assistance of the Principal, keep factual, true and accurate minutes of the meetings and distribute the copies of the minutes to each SSC member at the subsequent meeting. 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.

### Section 8 – The Principal

The Principal is a voting member of the SSC. 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 shall assure that all SSC members are appropriately trained to fulfill their roles and responsibilities.

## **ARTICLE V**

### Section 1 – Standing and Special Committees

The SSC may, from time to time, establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the SSC. The SSC may delegate its responsibility to develop the single plan for student achievement at a regular SSC meeting to a leadership team composed of teachers, other staff, parents, and students. The leadership team shall report their plans, concerns and next steps for the draft of the single plan for student achievement at a regular SSC meeting to a leadership team composed of teachers, other staff, parents, and students. 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 2 – Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint the members to the various committees.

### Section 3 – Term of Office

The SSC shall specify in the minutes the term of office for each committee appointment.

### Section 4 – 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 5 – Quorum

A simple majority of the subcommittee constitutes a quorum of the subcommittee.

### Section 6 – Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

## **ARTICLE VI**

### Section 1 - Meetings

The School Site Council shall meet a minimum of four times per school year. The tentative schedule will be sent to all parents, students and staff at the beginning of each school year. Special meetings may be called by the Chairperson, Principal, or his/her representative in the case of an emergency, or by a majority vote by the SSC members.

### Section 2 – Time and Place of Meetings

The SSC shall hold its regular monthly meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

### Section 3 – Notice of Meetings

Written agendas of all meetings shall be posted in the school office window and/or other readily visible locations at least 72 hours in advance of the meetings.

### Section 4 – Quorum

A quorum to meet shall be 51% of the SSC. No decision of the SSC shall be valid unless a quorum of the duly elected SSC membership is present.

### Section 5 – Decisions of the School Site Council

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

- Determine each fall whether they will write the single plan for student achievement or delegate it to a leadership team composed of teacher, other staff, parent and student representatives.
- 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 plan shall become part of the public record.
- 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 SB355, the SSC may vote on an item that needs immediate attention.
- 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, provide there is a quorum.
- In the event of a split vote on the single plan for student achievement, 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 plan that the community can support.

### Section 6 – Conduct of Meetings

All regular and special meetings of the School Site Council shall be conducted in accordance with Robert’s Rules of Order or an agreed upon adaptation.



### Section 7 – Meetings Open to the Public

All regular and special meetings of the School Site Council and of its standing or special committees shall be open at all times to the public. The SSC shall provide for a scheduled period on the agenda for public comments. The public shall submit their name, and concern to the SSC for the written record and abide by a 5-minute time limit per speaker within the allocated time frame for public input. All members of the public will have equal opportunity to raise issues related to the development of the single plan for student achievement. Members of the public may also submit related concerns in writing to the SSC. The SSC may, without taking action, briefly respond to members of the public about other concerns. In the event of public disruption to the meeting, the SSC chair may request a privileged motion to clear the room for a break. Should the disruption continue, the chair may ask the Principal to use the Ed. Code privileges to request those who are disruptive to leave the campus.

## **ARTICLE VII**

### Section 1 – Elections

Notices, in the major languages represented at the school of the SSC election, will be sent via students to the parents. Notices will also be posted on the school website. Nominations must be sent to the administration at Tenaya Middle School at least one week before the election.

The election for parents to the School Site Council will be held at the Back-To-School Night, which is traditionally held in September. Parents are advised by mail, the Tenaya Middle School Webpage and by telephone messenger. One election ballot per parent or legal guardian or certified caretaker will be made available on site at the Back-To-School Night. 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 will be counted by staff and verified by administration. 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 as soon as feasible using the same elective process. The results of all SSC elections shall be recorded in the SSC minutes. Ballots shall be retained for the record in the event of disputes.

### Section 2 – Election of Teachers

An election will be held during the second week of school to fill available positions. Notice of the election will be made at the first faculty meeting during the opening week of school.

### Section 3 – Election of Students

Eighth Grade General elections will be held in the Spring for three (3) Associated Student Body positions: President, Vice-President, and Secretary. These three positions are only to be held by 8<sup>th</sup> graders. Two (2) more ASB position elections will be held the following Fall for the positions of Treasurer and Historian. These two positions can be held by 7<sup>th</sup> or 8<sup>th</sup> graders. Students who serve as elected officials will serve a one-year term. Ambassador positions will be available to students interested in ASB work, who ran for an ASB position but were not elected. Ambassadors will serve in an observational role on behalf of Tenaya students. Students who serve as ambassadors will serve a one-year term.

If special circumstance dictates, elections for all five (5) ASB positions will be held within the first 4 weeks of the new school year in the fall. In the event of an open ASB elected position, ASB officials will select an ambassador to fill the open position(s) from the current ambassador pool.

### 4 – Principal

The principal will appoint other school personnel to serve on the School Site Council, in order to ensure parity.

## **ARTICLE VIII**

### Section 1 – Bylaws Revision

The approved bylaws shall be reviewed annually by the SSC. 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. Should SSC members be unable to agree on bylaws adoption in such a manner to significantly disrupt the legal duties of the SSC (that is to develop and implement the single plan for student achievement), the SSC shall by default, adopt the most current District provided sample bylaws to avoid having the school categorical budgets frozen until there is a resolution.

### Section 2 – 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.

**Amended & Approved by School Site Council April 30, 2024**

# TENAYA MIDDLE SCHOOL

## Parent and Family Engagement Policy

Tenaya Middle School recognizes that parents are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment.

Tenaya Middle School has developed a Parent Involvement Policy to be distributed each year. The policy includes four components:

- Policy involvement
- Shared responsibilities for High Academic Achievement
- Building capacity for involvement
- Accessibility

This policy will be reviewed and updated annually by the School Site Council to meet the changing needs of parents and the school.

### Policy Involvement

- Tenaya Middle School will seek input each year to review, revise and comment on the following items:
  - Site level Parent Involvement Policy
  - Staff/Student/Parent Compact
  - School Plan for Student Achievement (SPSA)
  - State adopted ELA/Math curriculum, academic assessment tools and proficiency levels of student achievement at the site
  - Parent/family survey results related to the academic programs and learning environment at the site
  - Parent involvement opportunities for helping children succeed
  - 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 compact will identify staff-parent strategies that best support student academic achievement. This compact will be widely distributed to all students, staff and parents. 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 Brave teachers will inform parents about curriculum content, achievement standards, assessment results and monitoring student progress
- Parents will be provided with requested information helping to improve their children's achievement
- Teachers and other staff members will be trained on building partnerships with parents
- Teachers will inform parents and students about class goals based on local and state assessment results
- Parents will be encouraged to participate in school activities through frequent automated telephone messages, website information, marquee displays, surveys, and fliers.
- Tenaya Middle School will offer a flexible number of meetings to encourage parent participation
- Examples of programs and activities at Tenaya Middle School that encourage parent participation in the education of their children include the following:
  - ◆ *English Language Advisory Council*
  - ◆ *School Site Council*
  - ◆ *Back to School Night*
  - ◆ *Open House*
  - ◆ *Parent/Teacher Meetings*
  - ◆ *Grade Level Parent Nights*
  - ◆ *Tenaya Boosters*
  - ◆ *Parent Teacher Student Association (PTSA)*
  - ◆ *Other Booster/Support Organizations (i.e Band, AASU Parents, etc.)*
  - ◆ *Accessing ATLAS*
  - ◆ *Enrolling in EduText, PeachJar*

## Accessibility

- Tenaya Middle School will provide opportunities for full participation to all parents, including parents of students with limited English proficiency, parents of migrant children, parents of students with disabilities, 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  
Staff/Student/Parent Compact  
**TENAYA MIDDLE 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, 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 and enter into ATLAS in a timely manner.
- ◆ Support your child's primary language and culture.
- ◆ Show respect to self and others at all times.
- ◆ Allow opportunities for parents to volunteer, participate and observe in child's classroom.
- ◆ Be prepared for class.

**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.
- ◆ Be prepared for class.
- ◆ Access ATLAS
- ◆ Students will only take credit for original work and refrain from academic dishonesty (plagiarism, cheating, copying other's work)

**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 meetings, 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.
- ◆ Access ATLAS
- ◆ Refrain from electronically contacting my child directly other than at designated times.