Heaton Elementary

10621666006274

Principal's Name: Laura Gemetti

Principal's Signature: Laura Gemetti

The Fresno Unified School District Board of Education approved this plan on: June 14, 2023

Heaton Elementary School
School Site Council
BY-LAWS

Preamble

The following District by-laws shall apply to all school site councils in the Fresno Unified School District under provisions of policy 6127.1 of the District Policies and Regulations of the Board of Education.

Article I – Name of Council

The name of this committee shall be Heaton School Site Council.

Article II – Role of Council

- The School Site Council (SSC) shall develop and recommend the school improvement plan including the budgets that support the plan, to meet student academic needs.

- Following approval of the 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 site dress code and make modifications to the school improvement plan or budget when necessary.

Code of Conduct

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

1. Shall attend monthly meetings regularly.
2. Shall follow State Law and guidance and FUSD Board Policy in the development of the site plan and otherwise.
3. Shall follow the site SSC bylaws.
4. Shall 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 plan.
5. Shall conduct all SSC business in a courteous, professional, manner.
6. Shall perform their legal duty to develop, monitor, and implement the single site plan for student achievement site plan. SSC members shall work

cooperatively, working speedily to resolve any conflict so as not to jeopardize completion of the site plan.

7. Shall work together to maximize student academic achievement of state content and performance standards.
8. Shall not use their role as SSC members to unduly influence personnel decisions or assert authority not granted to the SSC under law.
9. Shall not meet together or attempt to reach consensus on issues outside of duty of the assigned school site council meetings.

Article III – Membership

Section 1. Size and Composition

The SSC shall be composed of 10 members. Alternates shall be elected for the parent representatives, and staff representatives.

The council shall be composed of the principal and representatives of teachers elected by teachers at the school; other school personnel elected by other school personnel at the school; parents of pupils attending the school elected by such parents or community members residing or working in the school attendance area and selected parents of children attending Heaton Elementary. The council shall be balanced with five members representing the school staff, teachers in the majority of staff representatives; and five parent student members in equal numbers.

Section 2. Election Procedure

Election Process #1

Notices in the major languages represented at the school of the SSC election will be sent via mail or sent home with the students of the parents. Oral announcements as well as written announcements detailing the SSC nomination and election process, role of the SSC, meeting dates, and site plan development will be distributed in a four week period, no later than the end of the first quarter. A variety of ways will be used to notify the entire school community of the final election ballot distribution. The principal shall 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 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 Heaton School Office.

A final election ballot based on nomination forms will be assembled by a representative committee of parents, staff, and one community member selected by the principal from a list of volunteers solicited at a variety of school meetings 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 child of the family attending the school Ballots may be mailed or hand carried to parents as determined by the SSC and will only be considered valid if received no later than noon the day preceding the SSC meeting at which time ballots will be counted. 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 shall be counted in the open public view 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 using a similar election process. The results of the SSC election shall be recorded in the SSC minutes. Ballots shall be retained for the record in the event of a dispute.

Section 3. Term of Office

Each member will serve a two-year term of office. A member will be eligible for re-election at the end of each term and may serve such successive terms as elected. At the conclusion of a member's term, at least one year shall elapse before such member may be elected to a new term.

Section 4. Member Vacancies & Transfer of Membership Termination of Membership & Resignation

Any vacancy on the council shall be filled for the remainder of the school year by joint appointment of the chairperson and the principal. Every attempt possible will be made to select a replacement based on the ranked election results from the previous SSC member election. That appointed member would fill the vacant position until the end of that position's term. If there is no one remaining on the ballot, the process will start over until the position is filled. The regular election process will occur immediately as openings occur.

Membership in the SSC is not transferable or assignable.

Other than the principal, membership shall automatically terminate if a member no longer meets the membership requirements under which elected or is absent without good cause from any regular meeting for 3 consecutive meetings. A

written warning shall be issued by the principal and chairperson to any member who missed 2 consecutive SSC meetings with a simple majority vote to suspend or expel a member for just cause. Other than the principal, membership may also terminate upon 2/3 vote of the SSC upon a finding that the member violated the SSC code of conduct.

Any member may resign by filing a written resignation to the principal. The written resignation shall become part of the SSC records in the event of a dispute.

Section 5. 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 he/she replaces. Absentee ballots or proxy ballots shall not be permitted.

Article IV - Officers

Section 1. Officers

The officers of this council shall be a chairperson, vice-chairperson, recording secretary and parliamentarian who will be a non-member.

Section 2. Election and Term of Office

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

Section 3. Chairperson

The chairperson shall preside at all meetings of the council and may sign all letters, reports and other communications, which have been approved by the School Site Council. In addition, the chairperson shall perform such duties as may be prescribed by the School Site Council from time to time. The chairperson facilitates the meeting pursuant to the Code of Conduct adopted by the Board of Education and SSC bylaws. The chairperson may independently add an item to an agenda if relevant to the role of the SSC.

Section 4. 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/her absence.

Section 5. Secretary

The recording secretary shall keep the minutes of both the regular and special meetings and shall promptly transmit the minutes to each of the members. An agenda or summary thereof, other reports and review, will be available upon request. He/she shall be the custodian of council records, keep register of current

SSC members, addresses, telephone numbers and term expiration as supplied by the school principal. 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.

Section 6. Principal

The principal is a voting member of the council. 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 meetings 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 may independently add an item to an agenda if relevant to the duties of the SSC and may independently call a meeting of the SSC. The principal assures all SSC documentation is available to the public upon request. The principal shall assure that all SSC members are appropriately trained to fulfill their roles and responsibilities.

Article V – Committees

Section 1. Standing and Special Committees

The Heaton 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 Heaton 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. This discussion shall be reflected in the minutes and of the meeting as a matter of public record.

Section 2. Membership & Term of Office

Unless otherwise specified by the SSC in its decision to establish committees, the chairperson shall appoint the members of the various subcommittees from a list of volunteers. The SSC shall specify in the minutes the term of office for each committee appointment.

Section 3. Rules & Quorum & Vacancy

Each committee may adopt rules for its conduct consistent with the bylaws, 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.

Unless otherwise specified by the SSC decision, a simple majority of members present constitutes a quorum to conduct the meeting of the subcommittee.

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

Article VI – Meetings of the SSC

Section 1. Meetings

Meetings shall be held each month at a time designated by the council. The schedule for the meeting dates 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. The SSC shall develop with guidance of the principal, early in the fall, a method to communicate regularly and in a timely manner with 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 meeting unless notice is given 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.

Section 2. Time and Location of Meetings & Open to the Public

Because the SSC reflects our diverse community, the SSC shall meet at a time and location that is convenient for the entire school community to encourage open discussion by the public. At Heaton Elementary School the SSC will meet a minimum of two times per year during an overlapping time with the ELAC to assure the requirement to consult on the needs of EL students and one time per year with the Title 1 parents for the same purpose. The Heaton SSC meets in the Parent Room, which is accessible to all members of the public, including handicapped persons.

All regular, special or work sessions of the SSC and its standing or special committees are open and accessible to the public.

Section 3. 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 4. Quorum

A quorum to meet shall be 51% of the members of the SSC. Elected alternates may take the place of absent 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 regular scheduled meeting may only be for discussion and information exchange. Minutes of this session will be labeled as "information only" meeting. All decisions of the council shall be by majority of the quorum.

Section 5. Decisions of SSC

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

1. Determine in each Fall whether SSC themselves will write the site plan or delegate it to a leadership team composed of teachers, other staff, and parents.
2. 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.
3. No items may be voted on by the SSC in any meetings unless noted in the agenda 72 hours in advance of the meeting. In the event of an unavoidable emergency as defined by SB 355, the SSC may vote on an item that needs immediate attention.
4. The SSC members shall vote for the site plan in accordance with their constituency.
5. All decisions of the SSC shall be made only after an affirmative vote of a majority of its members in attendance, provided there is a quorum in attendance.
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. If District administration has submitted a model plan to a SSC, including a Single Plan for Student Achievement or any other site-based plan, and if School Site Council has not finally approved a site plan at or before the second of last Board meeting of each school year the SSC shall be deemed to have adopted and approve the plan submitted by District administration as its own.

Article VII – Bylaws Revision

Section 1. Bylaws Revision

These bylaws shall 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 shall be posted and subject to public discussion at least one

meeting prior to the SSC taking action. Bylaw revision shall be placed on a written agenda and requires a majority vote of the quorum. Bylaws shall not conflict with state or federal law, or Board policy. Should SSC members be unable to agree on bylaw 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.

Section 2. Accessibility of Bylaws

Bylaws shall be translated for accessibility to the major language groups represented in Heaton School Community. They shall be available at every SSC meeting to members of the public upon request.

Heaton

Title I Parent and Family Engagement Policy

Heaton Elementary 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.

Heaton Elementary School, with input from their Title I parents, has developed and distributed the Title I Parent and Family Engagement 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

- Heaton Elementary School will convene Title I Parent Meetings to review, revise and comment on the following items:
    - Site level Parent and Family Engagement Policy
    - School Parent Compact
    - School 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, childcare 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 Heaton Elementary 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*
  - *Harvest Festival*
  -

Examples only:
Refer to site SPSA for specific items

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.

FRESNO UNIFIED SCHOOL DISTRICT
Staff/Student/Parent Compact
Heaton Elementary

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 _____