



Freedom High School

1050 Neroly Road • Oakley, CA 94561 • (925) 625-5900 • Fax: (925) 625-0396



School Site Council Bylaws

Article I Duties of the School Site Council

The School Site Council of Freedom High School, hereinafter referred to as the School Site Council (SSC), shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed *Single Plan for Student Achievement (SPSA)*.
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the governing board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
- Annually (and at each semester), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the School Site Council by the district governing board and by state law.

Article II Members

Section A: Composition

The School Site Council shall be composed of ten (10) members, selected by their peers, as follows:

- Principal (ex-officio member of the School Site Council)
- 3 Classroom teachers
- 1 Other school staff member
- 4 Parents or community members
- 1 Student

School Site Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

AN EQUAL OPPORTUNITY EMPLOYER

The local educational agency (i.e. - Liberty Union High School District) adopted (has) a policy that prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics. Additionally, the local agency must have the following in their policies (and practices) in place:

The policy shall include the following: a) statement that it applies to all acts related to school activity or school attendance within a school under the jurisdiction of the superintendent of the school district.

b) Requires that school personnel take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, intimidation or bullying.

Legal Citations: Education Code [EC] §§ 200, 220, 221.5, 234.1, 260; Government Code [GC] § 11135; Penal Code [PC] § 422.55; California Code of Regulations, Title 5 (5 CCR) §§ 4900, 4902, 4960.

Section B: Term of Office

School Site Council members shall be elected for 2-year terms. At the first regular meeting of the School Site Council, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

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

Section D: Termination of Membership

The School Site Council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the School Site Council Chairperson.

Section E: Transfer of Membership

Membership on the School Site Council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the School Site Council occurring during the term of a duly-elected member shall be filled by regular election.

Article III Officers

Section A: Officers

The officers of the School Site Council shall be a Chairperson, Vice-Chairperson, Secretary, and other officers the School Site Council may deem desirable.

The Chairperson shall:

- Preside at all meetings of the School Site Council.
- Sign all letters, reports and other communications of the School Site Council.
- Perform all duties incident to the office of the Chairperson.
- Have other such duties as are prescribed by the School Site Council.

The Vice-Chairperson shall:

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

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The Secretary shall:

- Keep minutes of all regular and special meetings of the School Site Council.
- Transmit true and correct copies of the minutes of such meetings to the Principal to send to SSC members.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the School Site Council.
- Keep a register of the names, addresses, email addresses and telephone numbers of each member of the School Site Council, the Chairpersons of school advisory committees, and others with whom the School Site Council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the Chairperson or the School Site Council.

Section B: Election and Terms of Office

The officers shall be elected annually at the August meeting of the School Site Council and shall serve for two years, or until each successor has been elected.

Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the School Site Council, for the remaining portion of the term of office.

Article IV Meetings of the School Site Council

Section A: Meetings

The School Site Council shall meet regularly each quarter. Special meetings of the School Site Council may be called by the Chairperson or by a majority vote of the School Site Council.

Section B: Place of Meetings

The School Site Council shall hold its regular meetings at a facility provided by the school.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: email and the school website.

All required notices shall be delivered to School Site Council and committee members in no less than 72 hours.

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Section D: Quorum

The act of a majority of the members present shall be the act of the School Site Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the School Site Council. A majority of the members of the School Site Council shall constitute a quorum.

Section E: Conduct of Meetings

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

Section F: Meetings Open to the Public

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

Article V Amendments

- Bylaws will be reviewed and updated at the 1st School Site Council meeting of the school year.
- An amendment of these bylaws may be made at any regular meeting of the School Site Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to School Site Council members at least 72 hours prior to the meeting at which the amendment is to be considered for adoption.

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