

SANTA ANA UNIFIED SCHOOL DISTRICT  
Santa Ana, California

SCHOOL IMPROVEMENT AND/OR SCHOOL-BASED COORDINATED  
PROGRAMS/SCHOOL SITE COUNCIL

The following regulations will apply regarding the establishment, development, organization and operation of local School Site Councils created as a result of California's School Improvement or School-Based Coordinator programs.

- 1.0 Prior to the establishment of a School Site Council at any site, information pertaining to the goals, objectives, requirements and activities contained in the School Improvement and/or School-Based Coordinated program will be disseminated to the staff, parents, community and secondary level students.
- 2.0 The purpose of the School Site Council is twofold: (a) to decide whether or not the school desires to participate in the School Improvement and/or School-Based Coordinated program; and (b) if the school does participate, be responsible for the development of the school's Educational Master Plan and for presenting it to the Superintendent and Board of Education.
  - 2.1 Final determination as to whether a local school will participate in the School Improvement and/or School-Based Coordinated programs shall rest with the Board of Education.
  - 2.2 In the event any plan is not approved by the Board of Education, specific reasons for such action shall be communicated to the School Site Council.
  - 2.3 In the case of a vote by the School Site Council to exclude participation in the School Improvement and/or School-Based Coordinated programs, both a majority of the employees and a majority of the community members which comprise the School Site Council must vote against such participation.
  - 2.4 If the Board of Education accepts such a request, the phase-in schedule shall be revised to provide for reconsideration of this action at the school no later than three years from the date of the decision not to participate.
- 3.0 The composition of the School Site Council will be such that a parity is always maintained between staff employed by the Santa Ana Unified School District and parents and other community members (students in secondary schools) representing the local school attendance area. The following criteria will be followed:

- 3.1 The staff portion of the School Site Council shall be composed of the principal, representatives of teachers selected by teachers at the school (teachers must be a majority of the staff portion of the Council), and other classified or certificated staff selected by those other groups at the school; and the community portion shall be composed of parents of students attending the school or other community members selected by parents (in secondary schools, pupils selected by students attending the school should comprise 50% of the portion of the School site council).
  - 3.1.1 At the elementary level, the Council shall be constituted to ensure parity between (a) the principal, classroom teachers and other school personnel; and (b) parents.
  - 3.1.2 At the secondary level, the Council shall be constituted to ensure parity between (a) the principal, classroom teachers and other school personnel; and (b) equal numbers of parents and students.
  - 3.1.3 At both the elementary and secondary levels, classroom teachers shall comprise the majority of persons represented under subdivision (a) of section 3.1.
- 3.2 The term and method of selection and replacement of Council members shall be specified in the School Improvement Plan developed. The plan shall also specify the term of office as either one or two years.
- 4.0 Membership of School Site Council. The initial selection of members of School Site Councils shall be made in the following manner:
  - 4.1 Parents. The Superintendent or his designee shall select the date, time, and location for an open meeting to be held at each school site for the purpose of selecting parent representatives.
  - 4.2 Classroom teachers. The Exclusive Representative shall select a classroom teacher at each school to convene a meeting of all classroom teachers at each site. Classroom teacher membership on the School Site Council shall be determined as provided for in this Regulation.
  - 4.3 Other Staff. The principal of each school shall select an employee defined as "other staff" to convene a meeting of employees defined as other staff at each site. Other staff membership on the School Site Council can include both classified and certificated employees.
  - 4.4 Students. The principal of each secondary school shall be responsible to assemble the elected members of the student government for the purpose of determining the method of selection and the selection of pupil representatives to the School Site Council.
  - 4.5 Principal. The principal by law is a member of the School Site Council.

- 5.0 The selection process for parents serving on the School Site Council shall consist of the following:
  - 5.1 Information disseminated to parents pursuant to item 1.0 shall include a request for parents or other community members to volunteer to serve on the School Site Council, together with a form for such volunteers to complete and return. This form shall include name, occupation, names and grade levels of children in this school (if any), and other information which the school might request.
  - 5.2 All volunteer forms returned shall be duplicated by school staff and distributed to parents, together with a ballot and a written request that parents vote for representatives to the School Site Council.
  - 5.3 A parent or other community member is elected as representative if he/she received a sufficient plurality of the votes cast with respect to the total number of parent positions on the School Site Council (i.e., if there are five positions, then the five highest vote totals would be elected to the Council).
  - 5.4 Parents shall be entitled to vote once for each child enrolled at the school.
- 6.0 The selection process for teachers, other school personnel, and students (at the secondary level only) shall parallel the process for parents detailed in 5.0 above, including a "Self Nomination Form" and an election by the appropriate group.
  - 6.1 The elected student body executive group will elect student representatives.
- 7.0 Within 20 days following the selection of members to the Council, the principal shall call the first meeting of the membership.
- 8.0 School Site Councils and their (sub) committees shall establish -laws or other similar operational guidelines.
- 9.0 For purposes of this regulation, the membership is defined as follows:
  - 9.1 Parent means the mother, father or legal guardian or one acting in loco parent is of a student attending the particular school but who is not in the employment of the school district.
  - 9.2 A community member means a resident of the school attendance area who is not a parent or employed by the school district.
  - 9.3 Secondary school student means a student who is enrolled in grades 6 through 12.
  - 9.4 Classroom teacher means an employee of a school district, employed in a position requiring certification qualifications and whose duties require him to provide direct instruction to pupils in the schools of that district for the full time for which he is employed.

- 9.5 "Other school personnel" means persons who work directly and on a regular basis with pupils, including administrative employees, as defined in the California Education Code subdivision (d) of Section 33150, pupil services employees, as defined in subdivision (c) of Section 33150, and classified employees.
- 9.6 Principal means the administrator designated by the Board of Education as the person responsible for the supervision and management of the school.

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