

LAWRENCE 3-8 SCHOOL
School Site Council CONSTITUTION and BYLAWS

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PART I

Mission and Vision Statements and Goals

Lawrence 3-8 School Mission

Model and inspire success, set the example and encourage students. We will find the full potential in every student, and create life long learners.

Lawrence 3-8 School Vision

Create and develop the full potential in every student. This is a place where children are encouraged to embrace their culture and find success in academics, personal growth, and life skills, by being involved in team work and collaborating with others. Together, the students, families and staff will set high expectations to ensure that learning takes place for all.

Lawrence 3-8 School Collective Commitments

We at Lawrence 3-8 Commit to:

- Being respectful to all that enter Lawrence 3-8, including our students, families, community members and staff.
- Being held accountable.
- Consistent communication and open dialogue with families, staff, students, and community, this includes following through.
- Create a cohesive classroom environment that encourages and celebrates progress.
- Reinforce learning in the classroom through cooperation, communication, and consistency.
- Having pride in the academic process.

School Site Council Goals

1. To improve the effectiveness, productivity, and professional practices of employees.
2. To improve student learning by creating environments responsive to diverse student needs.
3. To enrich the educational climate.
4. To encourage commitment to and involvement by the extended community.

PART II

Membership of School Site Council

The School Site Council shall consist of the following representatives representing the ethnic diversity of the community:

1. A minimum of three parents of children enrolled in the school and not TUSD employees at Lawrence 3-8 School.
2. A minimum of three and no more than five certified staff members: at least one from each grade band and one from non-rostered certified staff (ELD, Exceptional Education, etc.). The number of parents and certified staff should be equal. If there are more certified staff than parent members, the School Site Council will advertise to attract more parent

members.

3. A minimum of three and no more than five classified staff members.
4. The Principal.
5. At least one community member but no more than two.
6. The School Site Council Facilitator.
7. Official alternates may be elected. In the event that there is an uneven number of parents and certified members, alternates will not vote.

PART III

Procedures for the Election of School Site Council Members

The School Site Council Facilitator will request interest in membership. In the event that elections are necessary:

1. Each constituency group shall be responsible for electing their representatives at a public meeting at the school site. The school's TEA Representative will conduct the elections for the classified and certified membership. Lawrence PTO will conduct elections for the parent membership. In the event that there is no functional PTO, the Principal will appoint a certified or classified member to conduct parent elections.
2. Any School Site Council vacancies will be communicated to all voting bodies before the next meeting via each meeting's attendance found in the Minutes.
3. The term of office shall be one calendar year beginning with the first meeting of the new school year.
4. No person shall represent more than one group at a time.
 5. The first meeting of the school year will be called to order by the Principal.

PART IV

Resignations, Vacancies, and Replacement of School Site Council Members

1. Any School Site Council member may resign at any time by giving written notice to the School Site Council. Unless otherwise specified in such written notice, the resignation shall take effect upon the receipt of the notice to the School Site Council.
2. Vacancies that occur during the term of office will be filled according to established election procedures.
3. If the vacancy occurs within the last nine weeks of the office, the constituency group can appoint a replacement to complete that term of office.

PART V

Conduct and Attendance at School Site Council Meetings

1. All meetings will be conducted in accordance with Arizona Open Meeting Law and all other applicable state laws, as well as R7-2-101 of the State Board Rules. Any question of procedure not otherwise covered by statute, state Board Rule, or the current edition of Roberts' Rule of Order shall be governed by Tucson Unified School District policies. Adopted rules of procedure of the School Site Council may not be suspended except by a two-thirds vote of the Council members present.
2. Member attendance: If a member of the School Site Council knows they will miss a

meeting, it is their responsibility to notify the School Site Council Facilitator. Two consecutive absences without prior notification will result in that position being declared vacant

3. If an elected School Site Council member misses 25% of the meetings, the constituency may replace or impeach their representative unless an official alternate has taken their place.

PART VI Duties of the School Site Council

1. The School Site Council is the legislative body, and the Principal is the chief executive officer. They shall be responsible for making decisions supporting the vision as established by ~~Article I~~ which addresses the issues, property, and interests of the school, and may exercise all powers that may be granted to any such School Site Council. All decisions shall comply with TUSD Board policy, state statutes, and federal laws.
2. The Principal will implement the decisions of the School Site Council.
3. The School Site Council Facilitator will maintain a complete record of meeting minutes.
4. The School Site Council shall have scheduled meetings throughout the year that would include a minimum of four meetings. Special meetings may be called by:
 - a. The Facilitator,
 - b. 25% of the sitting School Site Council members (not including official alternates),
 - c. 75% of any representative group.
5. School Site Council business should only be discussed if all members have received proper notification. The exception is the School Site Council Facilitator, Principal, and others as necessary to plan the agenda of the next meeting.
6. The School Site Council shall establish and maintain for each fiscal year a master calendar of School Site Council events. This will include School Site Council Sub-Committee events, should there be any.
7. Items submitted for the agenda shall be in writing and may be provided by any member of the School Site Council. Other members of the administration, staff, parents, and students shall submit their items for the agenda to any School Site Council member for inclusion one week before the next scheduled meeting. Any member receiving such an item will forward it to the School Site Facilitator within 24 hours.

PART VII Responsibility

The School Site Council will:

1. Promote decisions consistent with school goals, vision, and mission statement.
2. Fulfill the duties prescribed in Article XI of the Arizona constitution, Title 15 of the Arizona Revised Statutes, the rules of the State Board of Education, and the TUSD Governing Board.
3. Effectively communicate with and represent the constituency from which the School Site Council member was elected.

PART VIII

Scope

Shared decision-making within existing TUSD policy in these areas:

1. Staffing
2. Supply distribution
3. Discipline
4. Scheduling
5. Instruction
6. Finance
7. Curriculum
8. Attendance

This scope should expand as TUSD policies allow for expansion. Future areas should automatically be included in the decision-making policies of the School Site Council. Many of these areas are governed by TUSD Governing Board policies. Should the need arise for the creation of School Site Council Sub-Committees in these or other areas, the Principal will request such.

PART IX

Voting

At all meetings of the School Site Council, each member of the School Site Council present shall have one vote.

1. The Facilitator of the Council may vote on all actions paced before the Council. A tie vote will be tabled to the next meeting.
2. To pass a motion, a majority vote of those voting members present is required.
3. Official alternates may vote if there are no parent members present or if there are more parents present than certified members.

PART X

Procedures for Arriving at Decisions

Quorum or Majority

A quorum is defined as 50% minus one.

A simple majority of the School Site Council members entitled to vote and present shall be necessary and sufficient to constitute a quorum for the transaction of any business.

PART XI

Appeal Procedure by the Lawrence Community

A Council decision may be appealed according to the established procedures.

The procedures of appealing a council decision are:

1. All appeals must be submitted in writing.
2. Appeals must have 75% approval of the constituency.

3. The School Site Council will act on the appeal in a timely manner.
4. Successful appeal would require 75% vote of the School Site Council.

PART XII

Permanent School Site Council Record

The School Site Council will maintain all official records.

1. The School Site Council Facilitator shall compile and maintain the following records:
 - a. Annual calendar of events.
 - b. Monthly calendar if applicable.
 - c. Agenda of meetings.
2. Should there be School Site Council Sub-Committees, all committees with memberships and their responsibilities.
3. Such other records as required by subsequent action of the School Site Council.
4. Any other records required by TUSD or the State of Arizona.
5. The School Site Council Secretary, should there be one, shall record and maintain the following:
 - a. Minutes of official action on each agenda, to include the voting record of each School Site Council member.
 - b. Attendance at School Site Council meetings.
6. If there is no member who wishes to fulfill the role of School Site Council Secretary, the School Site Council Facilitator shall do so.

PART XIII

Amendments

The Constitution and/or the Bylaws of the School Site Council shall be subject to alteration by amendment. Amendments must be approved by two-thirds (2/3) vote of the staff and parents present. Notice of the meeting and the proposed changes will be sent to all school community members at least one week prior to discussion and voting on the Amendment. Any member of the school community may propose an amendment.

PART XIV

Establishing Standing Committees

In the event that the School Site Council approves standing committees, one member of each standing committee shall be a School Site Council member designated as a liaison between the School Site Council and the committee.

PART XV

Possible Standing Committees and Areas of Responsibility

1. The Finance and Facilities Committee:
 - a. All fund raising
 - b. School Budget
 - c. Grants
 - d. School aesthetics
 - e. School environments (patio, field)
 - f. Facility use areas (cafeteria, room assignments, conference rooms)

- g. Safety
- 2. The Curriculum and Procedures Committee
 - a. Content
 - b. Record keeping (grades, cumulative records, etc.)
 - c. Scheduling
 - d. Class assignments
 - e. Master scheduling development
 - f. School calendar
- 3. The Volunteers and Special Programs Committee
- 4. The Public Relations Committee
 - a. Communication between TUSD and the Community
 - b. Visitors
 - c. Student awards and recognition
 - d. Staff awards and recognition
- 5. The Training and Staff Development Committee
 - a. In-services
 - b. Training
- 6. The Discipline Committee
- 7. Special Committees
 - a. May be formed as the need arises.

PART XVI

Ratification of the Constitution

The ratification of this constitution of the School Site Council shall be effective upon 3/4 votes cast of the entire school community present at a general meeting.

The Lawrence 3-8 School Staff and Parents ratified this Constitution/Bylaws on _____.