

**CONSTITUTION and BY-LAWS  
Roskruge Bilingual Magnet K-8  
School**

**Approved: May 25, 2016**

ARTICLE I - MISSION STATEMENT

We believe that Roskruge Bilingual Magnet K-8 School addresses the unique cognitive, linguistic and personal growth needs of students through a comprehensive dual language and multicultural education program. We recognize that our students' linguistic and cultural strengths will be utilized to a greater extent in a bilingual (English/Spanish) school that is representative of our community.

We are committed to the promotion of intellectual growth through an inquiring and exploratory program of studies. This program will prepare the students for the future as well as enable them to adapt to diverse cultural settings and situations. Further, we are committed to an educational program which fosters a positive self-concept and which nurtures the emotional and social development necessary for a successful transition from childhood to adolescence. We recognize that parents and community members are an integral part of our students' education. Together we can guide students to become self-directed, responsible and contributing members of society

ARTICLE II - PURPOSE

- 1) To fulfill the mission of Roskruge Bilingual Magnet K-8 School
- 2) To fulfill Tucson Unified School District's (TUSD) initiatives and goals!
- 3) To fulfill the goals of Shared Decision Making (SDM)

ARTICLE III – SCHOOL COUNCIL MEMBERSHIP

- 1) Composition: The School Council shall be composed of the following categories:
  - a. Six (6) Parents. The number of parents on the SDM School Council shall be the same as the number of teachers on the committee. Combined they will constitute the majority of the School Council.
    - i. Two (2) PTA officers
    - ii. Four (4) Parents-at-Large
    - iii. One Alternate Parent-at-Large
  - b. Six (6) Certified Personnel. Members shall be elected from following:
    - i. Three (3) from the Middle School Interdisciplinary Team Organization (ITO)
      1. Three (3) representatives from 6<sup>th</sup> – 8<sup>th</sup> grade (preferably one (1) 6<sup>th</sup> grade teacher, one (1) 7<sup>th</sup> grade teacher, and one (1) 8<sup>th</sup> grade teacher, but not necessary)
    - ii. Two (2) from the Elementary School ITO
      1. One (1) representative from K-2<sup>nd</sup> grade and one (1) from 3<sup>rd</sup>-5<sup>th</sup> grade
    - iii. One (1) at-large member from remaining certified staff
    - iv. One (1) alternate member from the middle school
    - v. One (1) alternate member from the Elementary school

- c. Two (2) administrators. Principal and Assistant Principal of Roskruge. The principal and/or assistant principal must be present at all School Council meetings.
  - d. Two (2) students, when possible. Selection procedures shall be the responsibility of the Student Council.
  - e. One (1) classified personnel at Roskruge. Said representative may be selected from all classified personnel, i.e. teacher assistants, monitors, custodians, office personnel etc. Selection procedures shall be the responsibility of classified personnel at Roskruge.
  - f. One (1) community member. Said person may not be a district employee or Roskruge parent. The community representative will be selected from the community organizations with invested interest at Roskruge.
- 2) Selection/Election - School Council membership shall be in place by the second School Council meeting of the school year. Each stakeholder group specified in Article III-Membership shall select its own representatives and alternates according to the following procedures:
- a. Nominations will be accepted by the appropriate stakeholder group. Parent-at-large groups and community groups will give nominations to the Principal who will, in turn, publicize the nominations and establish opportunities for stakeholders to vote.
  - b. Ballots will be prepared and distributed to the appropriate stakeholder groups. Principal will prepare parent at large and community representative ballots.
  - c. Election will be by written ballot.
  - d. School Council Chair and Principal will register the vote.

#### ARTICLE IV - SCHOOL COUNCIL

##### 1) Decision Making Authority

In accordance with Arizona State Law, Tucson Unified School Board Policy, and Consensus Agreement between TEA and TUSD, the School Council shall make decisions at the school that support the teaching and learning process.

##### 2) Role

The School Council will research issues and shall make decisions at the school that support the teaching and learning process and present proposals for voting.

##### 3) Duties

- a. Determine how the duties of the committee will be shared among the members of the School Council (i.e., taking minutes, Chair, Etc)
- b. Determine the method of membership of Standing and Ad Hoc Committees.
- c. Decide to refer issues to Standing and Ad Hoc Committees.
- d. Act on issues not referred to Standing or Ad Hoc Committees and act on recommendations of Standing or Ad Hoc Committees.
- e. Decide when a vote is appropriate on issues by the whole or any part of the Roskruge Community.
- f. Distribute minutes of each School Council meeting to School Council members and be made available in Spanish or English upon request.
- g. Representatives must maintain open communication between with their stakeholder group and the school council.
- h. Tape record the minutes for clarification, translation of minutes, etc. upon request.

- i. Ensure that all motions put forth are written and presented to the Chair.
  - j. Receive and act on initiatives presented by any site member.
  - k. Review budgetary expenditures. School administration shall provide financial report.
  - l. Communicate Central Administration, Governing Board, and educational interest groups, programmatic and school needs.
  - m. Deliver an annual written report to the TUSD/TEA Joint Committee about how School Council policies have improved student performance.
- 4) Period of Service and Officers  
The period of service for members and offices, except as otherwise provided by appropriate laws, and these vary by law, the term of the members of the School Council shall be from September 1 to August 31 of the following calendar year. The categories for the selection of the School Council members shall be those designated in Article III. The officers of the School Council shall consist of a Chair, an Assistant Chair, and a Secretary. The School Council may also provide for additional officers as the Committee may deem advisable. Officers shall be voted by and within the School Council.
- 5) Elections of School Council Officers  
The elections of new officers shall be held during the September School Council meeting.
- 6) Manner of voting  
Except as otherwise provided by the by-laws, at all meetings of the School Council, each member of the Committee, present in person or in absentia (when absent member is available by electronic media), shall have one vote.
- a. The goal is to reach consensus but if not attainable after 2 attempts, a simple majority vote will determine outcome.
  - b. Voting will take place by School Council members or a designated alternate who is present.
- 7) Vacancies  
Vacancies shall be filled by the stakeholders and in the process designated in Article III - Membership. If School Council member misses 2 consecutive meetings, the School Council Chair may write a letter to said member to determine her/his intent to serve. By the next School Council Meeting the School Council will then determine whether to send notice of vacancy to Stake Holder group so that they may select another representative.
- 8) Resignation  
Any School Council member may resign at any time by giving written notice to the Council. Unless otherwise specified in such written notice, the resignation shall take effect upon receipt of the notice by the committee. The acceptance of the resignation shall not be necessary to make it effective.
- 9) Recall  
Each group with representatives in the School Council as stated in Article III has the power to recall their selected representative. Results of recall shall be presented to the School Council. The recall of any School Council member shall be approved by the majority of the votes cast by the entire number of the constituent voters noted in Article III, present in person, that are entitled to vote, provided that the notice of the Recall Petition is set forth in full.

The School Council shall be advised of the initiation of a recall no less than one (1) week prior to recall election and the duration of said recall shall not exceed one (1) month.

#### 10) Committees

The School Council will designate from among its members representatives to sit on the following Standing Committees, which shall meet as needed. Standing Committees may include volunteers from School Council members and non-members, which include students, parents, community, staff and faculty. School Council may create temporary (Ad Hoc) committees, each consisting of at least one (1) School Council member.

- a. Standing Committees - The purpose of the committees shall be to propose, review and enact daily educational decisions.
  - i. Finance/Special Programs
    1. Fund raising (not PTA connected)
    2. Special funds such as Grants
    3. PTA funded programs
    4. Performances
    5. Residencies
    6. Donations/Endowments
    7. 301
  - ii. Leadership/Home and Community Partnership
    1. Between school and district
    2. Between school and community/businesses within the site school based Community
    3. School Calendar
    4. Mediation
    5. Visitors
    6. In-services, Staff Development
    7. Staff, Parent, and Student Training
  - iii. Curriculum and Instruction
    1. Content
    2. Record keeping (grades, folder, Portfolios, reading records, etc.)
    3. Academic Programs
    4. Extended Day (hours, procedures, curriculum)
    5. Summer Programs
    6. Athletic Programs
    7. School-sponsored Clubs
    8. Assessment and Evaluation
  - iv. Environment/ Diversity Appreciation
    1. School esthetics
    2. School environment
    3. Facility use areas (basements, cafeteria, ramada, room assignments, health and safety, etc)
    4. Maintenance

- v. Organizational Development
  - 1. Scheduling (school day, teaching assistants, hours, specialists)
  - 2. Child study
  - 3. Shared Decision Making Elections
  - 4. Discipline
  - 5. District Job descriptions and guidelines for certificated and classified personnel
  - 6. Staff hires and staff position changes
  - 7. Interviewing prospective employees
  - 8. Class assignments and Student Schedules (placement of new children, mainstreaming)
  - 9. Recruitment
  - 10. Registration
  
- b. Committees established by the School Council shall be required to take minutes and submit them to the School Council within 5 days.

## ARTICLE V - AUTHORITY TO ACT

### 1) Conduct

Meetings shall be conducted according to the State's Open Meeting Law and in an orderly fashion using as a guideline Robert's Rules of Order. Adopted rules of procedure of the School Council may not be suspended except by two-thirds vote of the entire School Council members present.

### 2) Schedule

The School Council Board shall decide the meeting time and date. The School Council meetings shall be held at least once a month.

### 3) Chairperson

At all meetings of the School Council, the Chairperson or the Assistant Chairperson of the School Council shall preside. The Chairperson and the Assistant Chairperson shall be elected by a majority of the entire Committee to serve from September 1<sup>st</sup> to August 31<sup>st</sup> of each school year. If there is no Chairperson or Assistant Chairperson, or he or she is absent or declines to serve during the consideration of any agenda item, then a facilitator chosen by the School Council from among those members shall preside as a temporary Chairperson.

### 4) Quorum

A quorum of 50% plus one (1) must be present in person or by electronic media to discuss business or vote on items.

### 5) Voting – See Article IV Section 6

### 6) Agenda

The development of the agenda for the School Council shall be the responsibility the Principal and the Chair. Agenda items may be sent for consideration to the Principal and Chair no later than a week prior to School Council Meeting.

- a. A Call to the Audience will be held following the approval of the minutes which occurs at the outset of a given meeting. Additional Calls to the Audience may be added to the agenda when deemed appropriate/necessary.

7) Master Calendar

The School Council shall establish and maintain for each year a master calendar of School Council meetings and events for each of the committees conducting business as part of the site based management record of activities. Monthly updated copies reflect specific time lines, those events that occur annually, other committee activities, and responsibilities as they arise.

8) Permanent Committee Records Maintained

The School Council endorses full and ready access to the records of Committee action. Toward that end, the Committee directs the compilation and maintenance of the following records.

- a. Annual calendar of events
- b. Monthly calendar of events (all committees)
- c. Minutes of all official action on each agenda. The minutes shall include the names of those members present (P) and not present (NP). Minutes shall be distributed 5 days after they are approved.
- d. Motion Log
- e. All current Standing, Advisory, and Ad Hoc Committees, with memberships and resolution, which mandates scope of service.
- f. The School Council records will be kept in the main office and will be available upon request.

9) Approval of Materials and Programs

The endorsement, approval, and or adoption of tests, projects, programs, curricula, reports, methods, procedures, and other materials is limited to those recommended to the Committees or advisory committees. Accordingly, materials and recommendations received from sources other than the aforementioned committees shall be referred to the committee for review and recommendations.

10) Enforcement of School Council decision

School Council decisions will be supported and carried out by the principal and the School Council. Both parties shall oversee implementation.

11) Relationship with School Administration

The on-site administration shall meet with and report on the implementation of School Council recommendations and provide requisite information and resources to the School Council so that it may fulfill its purpose and mission.

ARTICLE VI – RATIFICATION and AMENDMENTS

- 1) Ratification – The ratification of these very by-laws of Roskruge Bilingual Magnet K-8 School shall be effective upon a two-thirds (2/3) vote of ballots cast by the Roskruge School Community.
- 2) Amendments – The Constitution/Bylaws of Roskruge Bilingual Magnet K-8 School shall be subject to amendment. Amendments must be approved by two-thirds (2/3) vote cast by the

school community. Notice of the intent to vote on amending this constitution along with the proposed amendments must be posted two weeks before voting.