



**West Contra Costa
Unified School District**

**Community Engagement
Department**

The West Contra Costa Unified School District has developed School Site Council election regulations that ensure a democratic and transparent election process which complies with California Department of Ed Law, *EC* Section 64001(a-g), *EC* Section 52852 and *EC* Section 62002.5.

School Site Council (SSC) Election Regulations

The council shall be composed of: the principal, 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, community members elected by such parents, and representatives of students elected by students attending that school.

Definitions of peer groups

Parent

A parent is a person who is the mother, father or legal guardian of a student attending the particular school, but who is not employed at the school attended by such student.

Teacher

A teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to the pupils for the full time and is a teacher of record (EC 33150).

Student

Students are members of the SSC in middle and high school. To qualify the student must be enrolled at the school site.

Other

Other personnel are defined as staff who do not provide direct instruction to pupils for the full time for which he/she is employed. This category may include classified staff and non-classroom teachers and administrative staff other than the principal.

Community Member

A community member is defined as an adult who resides within the attendance area of the school and who is not a regular day-school student, parent, member of the staff, administration, or classified staff of the school with which the Council is affiliated. To verify if a community member is eligible to join a school's SSC, proof of address must be reviewed through one of the documents used to verify a student's address. ***Verification should be done before the ballot is published and distributed.***

Nomination and Election Procedures for SSCs

All peer groups must be allowed the opportunity to nominate and vote, by individual ballot, for their representatives to the SSC. The Principal is to inform all peer groups in writing of any open slots in the SSC and must make at least one presentation to each of the peer groups. The school must distribute School Site Council Declaration to Run Forms (DTRs) to all members of each peer group and make copies available in the front office. All persons interested in running for the SSC must complete and return the respective DTR. The DTR forms must be distributed to everyone returned to the principal.

Five school days after the principal has distributed the respective DTR to all peer groups, the school will publish and distribute election ballots, with the names of all candidates who submitted DTRs, to each respective peer group. Schools may enhance the ballot by including candidate statements, pictures, and other information (not necessary just a suggestion).

You must allow peer members five school days of voting time. Ballots are to be counted by the principal with at least two witnesses representing more than one peer group.

Election results are to be published to the school community no later than **three school days** after voting time is completed. **The first runner-up shall become the non-voting alternate member who is able fill a future vacancy in their peer group.**

If no ballots or Declaration to Run Forms are returned:

If no DTRs or ballots are returned for a particular peer group, the principal shall convene a meeting with at least **12 members** of the respective peer group and conduct the election at this meeting. The group may vote from the names submitted via the DTR, and/or any peer member present may submit his/her name for consideration at this time. Voting shall be done by ballot. The first runner-up shall become the non-voting alternate member who may fill a future vacancy in the peer group. A signing sheet with the names of all peer members present shall be kept in the SSC record binder as proof of election. Election results are to be published no later than **three school days** after the ballots are counted.

No elected SSC or ELAC member may delegate his/her responsibility to another person.

Length of Term

The length of term shall be determined by the SSC bylaws. In the absence of bylaws, the term of an SSC member will be two academic years.

SSC Assurance Checklist

School: _____

Academic Year: 2012-2013

Activity	Completed																				
<p>1. All peer groups are informed of upcoming SSC elections in writing and face-to-face meetings using the Declaration to Run Forms.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td colspan="2" style="text-align: center;">Principal presented to:</td> <td colspan="2" style="text-align: center;">Principal distributed DTR to:</td> </tr> <tr> <td style="text-align: center;">○ Teachers</td> <td style="text-align: center;">Date:</td> <td style="text-align: center;">○ Teachers</td> <td style="text-align: center;">Date:</td> </tr> <tr> <td style="text-align: center;">○ Parents</td> <td style="text-align: center;">Date:</td> <td style="text-align: center;">○ Parents</td> <td style="text-align: center;">Date:</td> </tr> <tr> <td style="text-align: center;">○ Others</td> <td style="text-align: center;">Date:</td> <td style="text-align: center;">○ Others</td> <td style="text-align: center;">Date:</td> </tr> <tr> <td style="text-align: center;">○ Students</td> <td style="text-align: center;">Date:</td> <td style="text-align: center;">○ Students</td> <td style="text-align: center;">Date:</td> </tr> </table> <p>Please provide a brief explanation of your outreach method:</p>	Principal presented to:		Principal distributed DTR to:		○ Teachers	Date:	○ Teachers	Date:	○ Parents	Date:	○ Parents	Date:	○ Others	Date:	○ Others	Date:	○ Students	Date:	○ Students	Date:	<input type="checkbox"/>
Principal presented to:		Principal distributed DTR to:																			
○ Teachers	Date:	○ Teachers	Date:																		
○ Parents	Date:	○ Parents	Date:																		
○ Others	Date:	○ Others	Date:																		
○ Students	Date:	○ Students	Date:																		
<p>2. Using the names submitted in the DTRs, publish and distribute ballots to all members of the respective peer groups. Peer groups will have five school days to return their ballots (you may not shorten the election period).</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td colspan="2" style="text-align: center;">Ballots were distributed on:</td> <td colspan="2" style="text-align: center;">Ballots were returned on:</td> </tr> <tr> <td style="text-align: center;">○ Teachers</td> <td style="text-align: center;">Date:</td> <td style="text-align: center;">○ Teachers</td> <td style="text-align: center;">Date:</td> </tr> <tr> <td style="text-align: center;">○ Parents</td> <td style="text-align: center;">Date:</td> <td style="text-align: center;">○ Parents</td> <td style="text-align: center;">Date:</td> </tr> <tr> <td style="text-align: center;">○ Others</td> <td style="text-align: center;">Date:</td> <td style="text-align: center;">○ Others</td> <td style="text-align: center;">Date:</td> </tr> <tr> <td style="text-align: center;">○ Students</td> <td style="text-align: center;">Date:</td> <td style="text-align: center;">○ Students</td> <td style="text-align: center;">Date:</td> </tr> </table>	Ballots were distributed on:		Ballots were returned on:		○ Teachers	Date:	○ Teachers	Date:	○ Parents	Date:	○ Parents	Date:	○ Others	Date:	○ Others	Date:	○ Students	Date:	○ Students	Date:	<input type="checkbox"/>
Ballots were distributed on:		Ballots were returned on:																			
○ Teachers	Date:	○ Teachers	Date:																		
○ Parents	Date:	○ Parents	Date:																		
○ Others	Date:	○ Others	Date:																		
○ Students	Date:	○ Students	Date:																		
<p>3. Ballots are counted in the presence of two witnesses.</p> <p style="margin-left: 40px;">Witness #1: _____ (signature)</p> <p style="margin-left: 40px;">Witness #2: _____ (signature)</p>	<input type="checkbox"/>																				
<p>4. Election results are made available to all peer groups no later than 3 school days after elections results have been determined, in writing and by official announcement at the next SSC meeting. The new members are informed of their starting date.</p>	<input type="checkbox"/>																				
<p>5. Update SSC Roster and send copy to State and Federal Office & Community Engagement Department.</p>	<input type="checkbox"/>																				
<p>6. Attach samples of the DTRs and Ballots used for this election.</p>	<input type="checkbox"/>																				
SSC Election Dates Check List	Date																				
A. Declaration To Run forms distributed																					
B. Date ballots distributed (add 5 school days to date on A)																					
C. Date ballots are to be counted: (add 5 school days to date on B)																					
D. Date election results are to be announced: (add 3 school day to date on C)																					

Please put this assurances list in the SSC's Record Binder for public view and send a copy to the Community Engagement Department – records@wccusd.net

SSC Declaration To Run Form

To all parents, staff (and students, if middle or high school),

What is the SSC?

The School Site Council (SSC) is composed of the school principal and a group of people, selected by their peers, representing all segments of the school community for the common goal of supporting student success. The SSC does this by developing and monitoring the implementation of the school's plan know as the Single Plan for Student Achievement

The SSC members are the principal; teacher representatives; other staff representatives; parents/other community representatives, and student representatives at the secondary level with each group selected by their peers.

There are currently several openings in our SSC:

- For parents/community members there are X openings
- For teachers there are X openings
- For students there are X openings
- For classified and other staff there are X openings

Please complete an SSC Declaration To Run form and return to the school no later then X if you are interested in running.

Election Schedule

- SSC Declaration To Run forms are due no later than X
- Election ballots will be published on X and elections will last until X
- Election results will be published on X

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SSC Declaration To Run Form	
Name	The Peer Group that I belong to is: <input type="checkbox"/> Student (Middle and High School only) <input type="checkbox"/> Teacher <input type="checkbox"/> Parent/Community Member <input type="checkbox"/> Other (Classified staff and certificated staff not assigned to a classroom teaching position)
I nominate myself for X's School Site Council.	
Signature:	

Please return this form to (school name/location)

Forma para denominar candidatos como representantes del Concilio SSC

Para todos los padres, personal (y alumnos, si fuese apropiado, de las escuelas intermedias y secundarias),

¿Qué es el SSC?

El Concilio Escolar Local (SSC) está compuesto por el director y un grupo de personas elegidas entre los miembros de sus mismos grupos, quienes representan todos los segmentos de la comunidad escolar y tienen como meta común brindar apoyo para lograr el éxito estudiantil. El Concilio SSC realiza esto mediante el desarrollo y monitoreo de la implementación del plan escolar conocido como Plan Único para el Éxito Estudiantil.

Los miembros del Concilio SSC son el director; representantes de los maestros; representantes de otro personal escolar; representantes de los padres y la comunidad; y al nivel de la enseñanza secundaria representantes de los alumnos cada representante es seleccionado por los miembros de su propio grupo.

Existen actualmente varias posiciones abiertas en nuestro Concilio SSC:

- Para representantes de los padres y la comunidad hay X posiciones
- Para representantes de los maestros hay X posiciones
- Para representantes de los alumnos hay X posiciones
- Para representante de otro personal o personal clasificado hay X posiciones

Si estuviese interesado en nominarse como candidato, haga el favor de completar una forma para nominar a un candidato a representante en el Concilio SSC y devuélvala a la escuela para la fecha X a más tardar.

Calendario del proceso de elección

- Las formas para nominarse como candidato a representante del Concilio SSC deben ser entregadas para la fecha X a más tardar
- Lo votos para la elección serán publicados para la fecha X y la elección se extenderá hasta la fecha X
- Los resultados de la elección serán publicados para la fecha X

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Forma para nominar a un candidato a representante del Concilio SSC	
Nombre	El grupo al que pertenezco es:
	<input type="checkbox"/> Alumno (Escuelas intermedias y secundarias solamente) <input type="checkbox"/> Maestro <input type="checkbox"/> Padre/Miembro de la comunidad <input type="checkbox"/> Otro (Personal clasificado o certificado no asignado a una posición de instructor en un aula)
Yo me nomino a mi mismo como candidato para X posición en el Concilio Escolar Local.	
Firma:	

Favor de entregar esta forma (nombre de la escuela/dirección)

School Site Council Election Ballot- Parents and Community Members
X School

There are currently X openings for parents/community representatives on the 2012-2013 School Site Council. Please vote only once for each person you wish to support. You may vote for a maximum of __ people.

Parent Candidate A	Please mark with an "X" if voting for this person <input type="checkbox"/>
Parent Candidate B	Please mark with an "X" if voting for this person <input type="checkbox"/>
Parent Candidate C	Please mark with an "X" if voting for this person <input type="checkbox"/>
Parent Candidate D	Please mark with an "X" if voting for this person <input type="checkbox"/>
Parent Candidate E	Please mark with an "X" if voting for this person <input type="checkbox"/>

Please return this ballot to ___ no later than ____.

School Site Council Election Ballot- Teachers
X School

There are currently X openings for teacher representatives on the 2012-2013 School Site Council. Please vote only once for each person you wish to support. You may vote for a maximum of __ people.

Teacher Candidate A	Please mark with an "X" if voting for this person <input type="checkbox"/>
Teacher Candidate B	Please mark with an "X" if voting for this person <input type="checkbox"/>
Teacher Candidate C	Please mark with an "X" if voting for this person <input type="checkbox"/>
Teacher Candidate D	Please mark with an "X" if voting for this person <input type="checkbox"/>

Please return this ballot to ___ no later than ____.

School Site Council Election Ballot- Other
(Non-Classroom Certificated Staff, Classified Staff)
X School

There are currently X openings for classified or non-classroom certificated representatives on the 2012-2013 School Site Council. Please vote only once for each person you wish to support. You may vote for a maximum of ___ people.

Classified or Non-Classroom Certificated Candidate A	Please mark with an "X" if voting for this person <input type="checkbox"/>
Classified or Non-Classroom Certificated Candidate B	Please mark with an "X" if voting for this person <input type="checkbox"/>
Classified or Non-Classroom Certificated Candidate C	Please mark with an "X" if voting for this person <input type="checkbox"/>

Please return this ballot to ___ no later than ____.

School Site Council Election Ballot- Students
X School

There are currently X openings for student representatives on the 2012-2013 School Site Council. Please vote only once for each person you wish to support. You may vote for a maximum of __ people.

Student Representative A	Please mark with an "X" if voting for this person <input type="checkbox"/>
Student Representative B	Please mark with an "X" if voting for this person <input type="checkbox"/>
Student Representative C	Please mark with an "X" if voting for this person <input type="checkbox"/>

Please return this ballot to ___ no later than ____.

Special Election Signature Page

(To be used when no candidates have turned in SSC Declaration to Run forms and/or ballots)

Peer Group: _____

Date: _____

All slots below must be filled at the time of election by members of the peer group being elected.

Printed Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Please list the names of candidates at this meeting and final ballot results.

Names of candidates	# of Votes

Please put this check list in the SSC's Record Binder for public view and send a copy to the Community Engagement Office.