



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.

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Community Member

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.

SSO Assurance Checklist

School: _____

Academic Year: 2012-2013

Activity	Completed
1. All peer groups are informed of upcoming SSO elections in writing and face r	

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 known 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 than X if you are interested in running.

Election Schedule

- SSC Declaration To Run forms are due no later than X
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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
Parent Candidate B	Please mark with an "X" if voting for this person
Parent Candidate C	Please mark with an "X" if voting for this person
Parent Candidate D	Please mark with an "X" if voting for this person

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
Teacher Candidate B	Please mark with an "X" if voting for this person
Teacher Candidate C	Please mark with an "X" if voting for this person
Teacher Candidate D	Please mark with an "X" if voting for this person

Please return this ballot to ___ no later than ____.

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School Site Council Election Ballot- Students
X School

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
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