

Administrative Regulation

District Master Plan to Implement Part 28, Chapter Six, California Education Code

I. Establishment and Conduct of School Site Councils (Elementary and Intermediate Schools)

The Board of Education has adopted a policy that the processes of school site planning, monitoring, evaluating, and modifying shall include involvement and input from staff, parents and/or community members, and teachers through a School Site Council (SSC).

In order to participate, the principal will be notified that the school has been selected from the district's phase-in schedule. The principal will subsequently establish an SSC in accordance with the district guidelines. Once the SSC is officially established, the principal shall conduct a meeting to allow for membership vote as to whether or not the Council recommends the school's participation in the school improvement program.

The Board of Education will consider the SSC action for approval or disapproval of the school's entrance into the school improvement program.

Upon Board approval of the request by the Council, activities will commence for a one-year planning phase. The primary function of the SSC during the planning year will be to develop the School Improvement Plan (SIP) within the framework of the district Master Plan. The SSC will consider input from all groups represented and will also be provided available pupil data to assist them in determination of improvement programs and priorities and activities.

When the School Improvement Plan (SIP) is completed, the principal will submit the plan to the appropriate department of instruction for review and transmittal to the Board for approval and funding. The SIP is to be completed within the designated planning year of the selected school.

The principal shall provide the supervision and administration of the school and shall be responsible to the Board of Education for the promotion of full and effective compliance of the School Improvement Plan. The SSC will participate in the monitor and review of programs to determine whether stated objectives, activities of implementation, and pupil programs have been achieved.

An annual report shall be provided as specified in the district Master Plan that will include recommendations for modifications to the plan. The annual report will be submitted to the appropriate department of instruction for review and transmittal to the Board.

II. School Improvement Plan (SIP)

Consistent with all areas specified in the District Master Plan (DMP), each School Improvement Plan (SIP) shall develop a comprehensive description of its objectives, activities, and intended outcomes for a four-year period.

The School Improvement Plan (SIP) shall identify priorities drawn from a needs assessment of the school program utilizing all available data on student expectancy, performance, and district adopted performance standards in the basic skills and other aspects of the curriculum which develop self-esteem, personal and social responsibility, critical thinking, and independent judgment.

Areas to be included in the SIP, which shall be annually reviewed, are:

- A. Activities to refine the (a) curricula, (b) instructional strategies, and (c) materials to increase responsiveness to the individual educational needs of learning styles of each pupil. The particular areas of emphasis in any given year are to be in accordance with the district Master Plan
- B. Instructional and auxiliary services to meet the special needs of English Language Learners, educationally disadvantaged pupils, and pupils with other exceptional abilities or needs
- C. Each school improvement program shall include a school staff development program
- D. Proposed expenditures of allowances provided by this legislation and other state or local funds available to support the School Improvement Plan
- E. Procedures of the School Site Council for continuous involvement in the evaluation and recommended modifications of the School Improvement Plan
- F. A schedule and procedures to involve parents actively in classroom activities as well as other aspects of the School Improvement Plan

The terms of office and method of selection and replacement of site council membership shall be provided for through adopted SSC bylaws

III. The District Master Plan for School Improvement Planning

It shall be the responsibility of the appropriate department of instruction to provide the necessary information, regulations, and appropriate guidelines to meet the requirements of the district Master Plan for school improvement in the elementary, intermediate, and high school levels. The Master Plan will be the framework on which school improvement will be planned, implemented, evaluated, and modified. The Master Plan will include the following:

- A. District policies, regulations, and appropriate guidelines for budget expenditures and control, personnel selection and assignment, and staff development programs
- B. Plans to articulate curriculum among elementary, intermediate, and high school levels
- C. The phase-in of schools which will include applicable guidelines to integrate all services at the school site (e.g., the master plan for special education, compensatory education, vocational education, services to English Language Learners and other categorical programs)
- D. The process for Board review and approval and/or disapproval of school planning applications and improvement plans
- E. The processes by which students will demonstrate performance levels in the required curriculum and elected courses of study
- F. Identify the available student alternative learning opportunities (e.g., community-based learning, independent study, work experience), including the necessary utilization procedures
- G. Procedures to be used in evaluating school improvement program objectives
- H. Procedures for termination of School Improvement Plan
- I. Copies of all approved School Improvement Plans

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