

## **SCHOOL IMPROVEMENT PROGRAM GUIDELINES**

### **I. General Purpose**

The Governing Board sets School-Based Coordinated Programs (SBCP) to encourage improvement of California elementary, and secondary schools so they can respond in a timely and effective manner to the educational, personal, and career needs of every student.

Therefore, it shall be the District's policy to develop management systems to support and monitor compliant school and District plans, as well as program development and implementation.

### **II. School-Based Coordinated Program (SBCP) Guidelines**

A. The District will maintain a long-range plan which identifies District strategies to assist schools implementing SBCPs and meeting the needs of all students including English language learners, gifted and talented, or with exceptional needs.

B. Each School Site Council (SSC) will carry out responsibilities of planning, implementing, and evaluating the program at the school site, and will act in an advisory capacity to the school principals.

C. The membership of the SSC is as follows:

A schoolsite council shall be established at each school which participates in school-based program coordination. The council shall be composed of the principal and representatives of teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, parents of pupils attending the school selected by such parents, and in secondary schools, pupils selected by pupils attending the school.

At the elementary level, the council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) parents or other community members selected by parents.

At the secondary level the council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) equal numbers of parents, students, or other community members selected by parents and pupils.

At both the elementary and secondary levels, classroom teachers shall comprise the majority of persons represented under category (a).

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An employee of a school who is also a parent or guardian of a pupil who attends a school other than the school of the parent's or guardian's employment, is not disqualified by virtue of this employment from serving as a parent representative on the schoolsite council established for the school that his or her child or ward attends.

- D. Each SBCP will include specified consolidated categorical programs at the site and will address state curriculum frameworks, appropriate strategic action plan steps identified in the CUSD Strategic Plan, as well as test and curriculum data.
- E. SBCP funds should generally be used to support significant, long-range data driven improvements in the instructional programs.
- F. Staff development will include teachers and other staff, including those participating in special programs, and must be related to the SBCP.
- G. The school site council shall annually establish a budget and revise its improvement plan as necessary to reflect new needs and priorities. Funds shall be used to supplement, not supplant District-funded programs.
- H. The budget shall include salaries and benefits for persons providing services for those programs.

III. Evaluation

- A. All SBCP schools will participate in a four-year program review of Western Association of Schools and Colleges (WASC) accreditation cycle which consists of writing and implementing one-third of the plan each year, culminating in a Program Quality Review the fourth year.
- B. The program review will be conducted by a team of reviewers who are not employees of the District.
- C. Each SBCP school will conduct a formal self-study prior to the Program Quality Review or WASC accreditation process.
- D. The SSC will review and report program improvement activities on an annual basis.
- E. SBCPs plans shall be approved annually by the Governing Board.