

Downey Unified School District

INSTRUCTION

SCHOOL-BASED COORDINATION PROGRAM

AR 3161

To establish a School-Based Coordination Program (SBCP) the following procedures shall be adhered to:

1. Information concerning school-based coordination shall be provided to each school eligible for participation. The principal shall share this information with teachers, other school personnel, parents, and in secondary schools, students.
2. The school site shall establish a School Site Council (SSC) in accordance with BP and AR 3160.
3. The SSC shall consider by formal vote participation in the SBCP. If the decision is affirmative, the SSC shall decide which State-funded categorical monies will be included in the SBCP. The SSC may also decide the grade levels to be included in the SBCP.
4. The SSC shall develop a school plan which includes
 - a. Procedures to facilitate the coordination of the SBCP.
 - b. Curricula, instructional strategies, and materials responsive to the individual needs and learning styles of each student.
 - c. Instructional and auxiliary services of sufficient size and scope to meet the special needs of all
 - (1) Non-English speaking or limited-English speaking students including instruction in a language these students understand.
 - (2) Educationally disadvantaged students.
 - (3) Gifted and talented students.
 - (4) Students with exceptional needs.
 - d. A staff development program for teachers, other school personnel, paraprofessionals, and volunteers.
 - e. Ongoing monitoring and evaluation of the educational program of the school.

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4. continued
 - f. Other activities and objectives as established by the School Site Council.
 - g. The proposed expenditures of funds available to the school through the selected programs.
5. The SSC may request as part of its school plan to use a maximum of eight school days during the regular school year to advise students or conduct staff development programs. Staff development activities must be described in the school plan and may be carried out only after the plan has been approved by the Board of Education. Dates and times will be established after being mutually agreed upon in the bargaining process.

Staff development activities may include upgrading of staff knowledge and skills as well as the improvement of the organization and climate of the school. Staff development days may not be used for teacher planning, preparation, nor an activity not described in the school plan.

All staff members shall have an opportunity to give input into the design of the staff development program and to participate in the activities.

6. Each SSC shall submit its school plan to the Board of Education at least tri-annually for review and approval or disapproval. If the Board disapproves a plan, the Board shall communicate the specific reason(s) to the SSC.

A copy of approved plans will be kept on file at the District office and at the school site.

Upon request the District may, on behalf of an SSC, file a waiver petition with the State Board of Education for any provision of the SBCP.

Approved: 6/12/90