

Administrative Regulation

COMMUNITY RELATIONS

Proposition 98 Annual Report

Procedures for Implementing the Classroom

Instructional Improvement and Accountability Act

The Superintendent or designee shall establish a process that schools will use for completing an Annual Report by September 1 of each year. Schools will receive a model, and will complete their portion of the Annual Report within timelines established by the Superintendent or designee. The Annual Report will be forwarded to the Board for review prior to dissemination to the community.

The Annual Report will be distributed during the month of November, and will be developed with assistance from teachers, support staff, and school site councils. The Annual Report will assess all of the following school conditions as required by law.

SCHOOL DESCRIPTION

- ! Identify principal and include signature
- ! Principal's overall assessment of the school
- ! School mission, goals and direction: share current objectives as well as those for future years
- ! School profile - demographic information--gender, ethnicity, special characteristics, changes over time; size of attendance area--population, land area, other key aspects)
- ! Community Involvement: discuss the number of parents/guardians regularly involved in volunteer activities (SSCPTA/Home and School, classroom assistance, etc.); outline the means used to keep community informed about school activities (newsletters, report cards, meetings); outline services received from other public agencies (YMCA, Parks and Recreation, etc.); share information about partnerships with business/industry;

STUDENT ACHIEVEMENT

- ! CAP results (relation to statewide average, relative rank changes in performance over time, progress toward state targets, performance by ethnic groups)
- ! Other assessments
- ! General performance expectations; policies in place to ensure communication with parents

ATTENDANCE/DROPOUTS

- ! Number and percentage (daily attendance, "excused" absences, unexcused" absences, changes over time)
- ! Description of programs/policies in effect (or planned) at school to promote actual attendance and reduce dropouts; special efforts targeted toward "at risk" students

EXPENDITURES/SERVICES OFFERED

- ! Total expenditures made for the school, estimates of items purchased, separated into direct pupil services costs, school site costs, and district costs. Display must express amounts in both total and per-student terms.
- ! Categorical expenditures - Listing and description of significant services offered at the school

CLASS SIZES/TEACHING LOADS

- ! Distribution of class sizes, median class size at the school for past three years
- ! Plans or policies that have reduced class size, or which are intended to do so over time
- ! Categorical expenditures that reduce class size, or are intended to do so over time.

TEACHER ASSIGNMENT

- ! Report number of teachers assigned to classrooms outside their credential authorization. Provide explanations as necessary.

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

- ! Describe the school's textbooks and other instructional materials, supplies and equipment. State whether they are sufficient in supply and of acceptable quality and number to fully support the school's instructional program.
- ! Describe the nature and extent of educational technology being used.
- ! Describe additional resources available to support the instructional program of the school

COUNSELING AND STUDENT SUPPORT SERVICES

- ! List by job title, all qualified personnel assigned to provide counseling and other support services; estimate time spent in that capacity, and discuss caseloads.
- ! Describe policies related to counseling and student support services--how often students might be expected to receive counseling and what range of services are available
- ! Describe categorical expenditures that relate to this area, and explain how they supplement the school's regular program

SUBSTITUTE TEACHERS

- ! Report difficulties in securing qualified substitutes, and resulting impact on instructional program

SCHOOL FACILITIES and SAFETY/CLEANLINESS

- ! Assess cleanliness and adequacy of school facilities
- ! Assess safety at the school site (emergency plans, playground supervision, protocols regarding use of potentially dangerous equipment/chemicals; crime)
- ! Estimate of classroom square footage per student; size of non-classroom facilities; whether number of students is over, under, or appropriate for building capacity.

TEACHER EVALUATION and PROFESSIONAL GROWTH

- ! Description of the evaluation procedures and criteria on which they are based
- ! Opportunities for professional development

- ! Strategies for improving professional development

CLASSROOM DISCIPLINE and CLIMATE FOR LEARNING

- ! List programs/practices that promote a positive learning environment
- ! Describe general policies regarding homework
- ! Describe school's "in house" discipline plan, including policies related to tardiness and truancy
- ! Report suspensions and expulsions (including breakdowns by grade level, gender and ethnicity)

TRAINING AND CURRICULUM IMPROVEMENT

- ! Describe nature and extent of staff development activities for teachers, support personnel, administrators, classified employees
- ! Describe curriculum improvement activities
- ! Describe how mentor teachers are used
- ! Estimate funding dedicated to staff development in relation to the total budget
- ! Indicate number of instructional days used for staff development activities, as well as alternatives

QUALITY OF INSTRUCTION and LEADERSHIP

- ! Assess the quality of the school's instructional program, its alignment with district curriculum and state frameworks
- ! Describe school's "leadership team" and their role in quality instruction
- ! Summarize PQR issues
- ! Describe special awards, recognition received
- ! Describe efforts to address needs of special student populations "mainstreaming" students with special needs, and the instruction/reclassification of LEP students
- ! Indicate relative numbers of such students at your school

SALARIES

- ! Comparison of district salary averages and budget percentages to statewide data

MISC. ELEMENTS:

- ! How the document was developed (process and Prop 98/legal requirements)
- ! Rationale for mailing
- ! Superintendent's Message
- ! Strategic Plan Mission Statement and Goals
- ! District Logo
- ! Board Meeting Information; Listing of Board of Trustee members
- ! Equal Opportunity notice

Adopted: October 12, 1989

Revised: October 11, 1990
Revised: December 15, 1992