

[MS-0234.008.010.001]

SAN DIEGO CITY SCHOOLS
School Operations Division

SUMMARY OF SITE ACTION REQUIREMENTS
FALL, 1983

ITEM	ACTION NEEDED	DUE DATE	DATE COMPLETE
MANAGEMENT			
Teacher Assignment in Formula	Monitor enrollment. Compute staffing. Reorganize to accommodate.	Oct. 14	_____
Minimum Days (Secondary Only)	Determine dates needed. Submit to assistant superintendent.	Sept. 30	_____
Conference Days (Elementary Only)	Determine dates. Submit to assistant superintendent.	Sept. 9 (YRS) or Sept. 30 (Trad.)	_____
Budget Monitoring System	Design system and assign personnel. Submit memo to assistant superintendent naming site budget coordinator.	Sept. 9	_____
Integration Activities Log	Set up log and assign personnel.	Sept. 9	_____
School Schedule	If changes, get approval. Communicate to parents.	Sept. 16	_____
School Profile Sheet	Complete form. Return one copy to assistant superintendent.	Sept. 30	_____
Performance Evaluation Objectives for Administrator	Confer with assistant superintendent/operations manager. Prepare objectives.	Oct. 15	_____
Staff Performance Objectives	Staff meeting. Relate to school plan.	Oct. 14	_____
Student Registration	Plan procedure. Inform parents of new students of integration programs.	Elem. Sept. 7 1-4 p.m. Sec. Aug. 29- Sept. 9	_____ _____ _____

JMC:jg
8/11/83
8/22/83 (Revised)

SAN DIEGO CITY SCHOOLS
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SUMMARY OF SITE ACTION REQUIREMENTS
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ITEM	ACTION NEEDED	DUE DATE	DATE COMPLETED
MANAGEMENT			
Continued			
Student Enrollment Reports	Submit reports.	Sept. 12 Sept. 16 Sept. 23 Oct. 7 Nov. 4	
Teaching Assignments Beyond Credential (Secondary)	Obtain prior approval from personnel.	Sept. 9	
*Site Discretionary Fund	Plan use of fund in accordance with guidelines. Submit budget to budget office.	Sept. 30	
Pupil Growth Report (Elementary)	Send to assistant superinten- dent a copy of report card (if other than standard district card).	Sept. 30	
Other:			
Added Requirement, 1983-84			

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ITEM	ACTION NEEDED	DUE DATE	DATE COMPLETED
MEETINGS - WORKSHOPS			
K-12 Principals	Attendance - Principal/ Vice Principal	Aug. 30	
	Attendance - Principal	Nov. 8	
Administrative Staff Conference	Attendance - Principal/ Vice Principal	Sept. 2	
Area Meetings	Attendance - Principal/ Vice Principal	Aug. 30	
	Attendance - Principal	Oct. 20	
Race/Human Relations Planning Workshop	Attendance - Principal	Sept. 8 or 9 or Sept. 15 make up	
Special Education Inservice Workshop	Attendance - Principal	Sept. 20	
Achievement Goals Program	Attendance - Returning Principals of Schools Using AGP	Aug. 31	
	Attendance - Newly Assigned Principals of Schools Using AGP	Sept. 1	
	Attendance - AGP Principals	Oct. 18	
Performance Evaluation Workshop	Attendance - All Administrators (Attend One Session)	Sept. 26, 27, 28, or 29	
Workshop for Principals "Program for LEP Students"	Attendance - Principals	Sept. 7	
Language Arts Workshop	Attendance - Elem. and Jr. High Principals and/or Vice Principals	Aug. 31 or Sept. 1	
Pupil Progress Reports	Attendance (Voluntary) - Elem. Principals & Vice Principals	Oct. 5 or 6	
Compensatory Education	Attendance - Secondary Comp. Ed. Principals	Oct. 11, Nov. 8	
School Improvement Program (SIP)	Attendance - K-12 SIP Principals	Oct. 12, Nov. 16	

JMC:jg
8/11/83
8/22/83

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MEETINGS - WORKSHOPS			
Continued			
Compensatory Education/School Improvement Program (SIP)	Attendance - Elem. Comp. Ed./ SIP Principals	Oct. 13, Nov. 10	_____
School Utilization Cluster Meetings	Attendance - Principals	As Scheduled	_____
Disaster Preparedness Workshop	Attendance - Principals	Oct. 5 or 19	_____
K-12 Vice Principals	Attendance - Vice Principals	Nov. 15	_____
Site Educational Plan Workshop	Attendance - Principals	TBD	_____
Other:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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ITEM	ACTION NEEDED	DUE DATE	DATE COMPLETED
INSTRUCTIONAL SUPERVISION			
Classroom/Visitation/ Observation Plan	Prepare visit plan. Maintain record of visits.	Oct. 14	_____
Standardized Test Results Spring 1983	Analyze results for school. Plan ways to strengthen weak areas.	TBD	_____
Teacher Program Schedules (Elementary)	Have teachers submit. Check on allocated times. Submit copy to assistant superintendent.	Oct. 14	_____
Pupil Growth Reports (Elementary)	Review pupil growth reports prior to distribution.	November	_____
Competency Assessment	Implement requirements. Order materials.	TBD	_____
Master Schedule (Secondary)	Submit to assistant superintendent.	Sept. 30	_____
Other:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SAN DIEGO CITY SCHOOLS
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**SUMMARY OF SITE ACTION REQUIREMENTS
FALL, 1983**

ITEM	ACTION NEEDED	DUE DATE	DATE COMPLETED
SITE EDUCATIONAL PLAN			
COMPONENTS: (Continued)			
*Homework *(Including Required Reading Program)	Prepare. Communicate to parents.	Sept. 30	_____
GATE	Revise as needed.	Oct. 14	_____
Special Education Staff Development School Site	Prepare.	Oct. 14	_____
Site Utilities Management	Revise as needed.	Oct. 14	_____
*Program for LEP Students	Prepare.	Sept. 23	_____
Voluntary Ethnic Enrollment Program (VEEP)	Submit to Community Relations and Integrations Services Division.	Oct. 14	_____
Other:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Added Requirement, 1983-84			

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SITE COMMITTEES - ASSIGNMENTS			
VEEP Committee (VEEP receiving schools)	Form committee based on guide-lines. Prepare VEEP grant application.	Sept. 30	_____
Bilingual Committee (Schools having 20 LEP students)	Form committee based on guide-lines. Prepare plan for LEP students.	Sept. 23	_____
Race/Human Relations Committee (All schools and children's centers)	Designate committee. Plan race/human relations activities.	Oct. 7	_____
Principals Advisory Committee (All schools)	Provide for representative election. Schedule meeting dates.	Sept. 23	_____
te Transportation Liaison (All schools having bus service)	Designate. Memo to transportation.	Sept. 9	_____
Head Teacher (Elementary)	Designate. Memo to assistant superintendent.	Sept. 9	_____
School Advisory Committee(s) (All schools)	Provide for representative election. Schedule meeting dates.	Sept. 30	_____
Energy Utilization Committee	Select membership. Review and monitor site energy utilization.	Sept. 23	_____
Other:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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SITE EDUCATIONAL PLAN			
COMPONENTS:			
Basic Skills	Update.	Oct. 14	
Chapter 2	Prepare; submit to External Funding Office.	July 29 (YRS) or Sept. 23 (Trad.)	
*Supplemental Support for Low-Achieving Students	Prepare; submit to External Funding Office.	Sept. 23	
Consolidated Application (Chapter 1, SIP, Preschool, Miller Unruh, Follow Through)	Review. Revise as needed. Implement, monitor.	Ongoing	
Race/Human Relations	Implement action plan.	Oct. 14	
*Integration Monitoring Action	Implement following receipt of report from monitoring.	Ongoing	
Student Discipline	Revise as needed. Communicate to parents.	Oct. 14	
*Site Guidance	Prepare.	TBD	
Attendance Improvement	Revise as needed. Assign guidance aide.	Sept. 30	
*Site Emergency Organization	Prepare (see Administrative Circular No. 3 dated July 19, 1983). Communicate to staff and parents.	Sept. 30	
Site Supervision	Prepare. Communicate to staff.	Sept. 9	
Site Security	Prepare. Communicate to staff at first staff meeting.	Sept. 9	
Added Requirement, 1983-84			