

West Portal Elementary School

5 Lenox Way, San Francisco, CA 94127, Phone (415) 731-0340

Ms. Jeanne Villafuerte, Principal

1990-1991 School Accountability Report Card

San Francisco Unified School District

Fall, 1990

District Mission

The mission of the San Francisco Unified School District is to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence and physical and mental health so that each student can achieve to his or her maximum ability.

Goals In order to achieve this mission, the Board of Education has adopted the following goals: 1. To improve teaching and learning to enhance student achievement. 2. To improve staff, parent and community participation in the educational process. 3. To maintain school environments that are safe, secure and attractive. 4. To achieve a school district that is fully integrated in all its programs and activities and provides equal opportunity for all students.

Objectives and Site Plans For each goal there are a number of measurable objectives. In order to achieve each goal, schools will develop, implement, and evaluate plans:

- to insure that every counselor will meet with his or her counselees at least once every school year. (Secondary schools only)
- to insure that its 1990-91 CAP scores will be higher than its 1989-90 CAP scores in the three areas tested.
- to reduce the percentage of its students which score two years below the Grade Equivalency on the Total Battery Score compared to the percentage of students in the same category on the 1990-91 CTBS.
- to insure that the 1990-91 average growth in grade equivalency for each ethnic group will be the same or higher than the 1989-90 average growth.
- to increase 1990-91 in-class attendance over the 1989-90 level. (Secondary schools only)
- to reduce its 1990-91 dropout rate from its 1989-90 level.
- together with parent leaders from established site committees and organizations to increase parent participation during the 1990-91 school year.
- which provide interventions which result in the reduction of the number of suspensions and expulsions.
- to improve the appearance of the school site.
- to insure that when filling staff vacancies, each school and department shall give attention to the goal of making the ethnic diversity of staff reflective of the ethnic makeup of the student population.

Philosophical Tenets In order to achieve these objectives, the Board has adopted a set of philosophical tenets. For a copy of the philosophical school tenets see the 1989-90 School Accountability Report Card or the Student Handbook.

School Description

West Portal School offers a comprehensive curriculum in basic skills. Art, music, performing arts, perceptual motor/P.E., and computer instruction enrich our program. Schoolwide events feature a spring musical, literature assemblies, and inventions/science fairs. A Chinese Immersion Program within the school enables students to become bilingual/biliterate in English and Cantonese.

Our school community received recognition during its State Quality Review for its commitment to a learning environment that encourages academic excellence. Staff, parent, and student contributions promote the fulfillment of school goals through shared leadership, mutual support and open communication.

Grade Span:	K-5	Student Enrollment:	566	LEP/NEP*:	20.3%
Building (sq. ft.):	35,200	Average Daily Attendance:	99.2%	Special Education:	4.8%
Yr of Construction:	1927	Optional Enrollment Requests:	40.8%	EDY**:	24.2%

876-11/1/90 by ICC

*LEP/NEP: Limited English Proficient or Non English Proficient
**EDY: Educationally Disadvantaged Youth

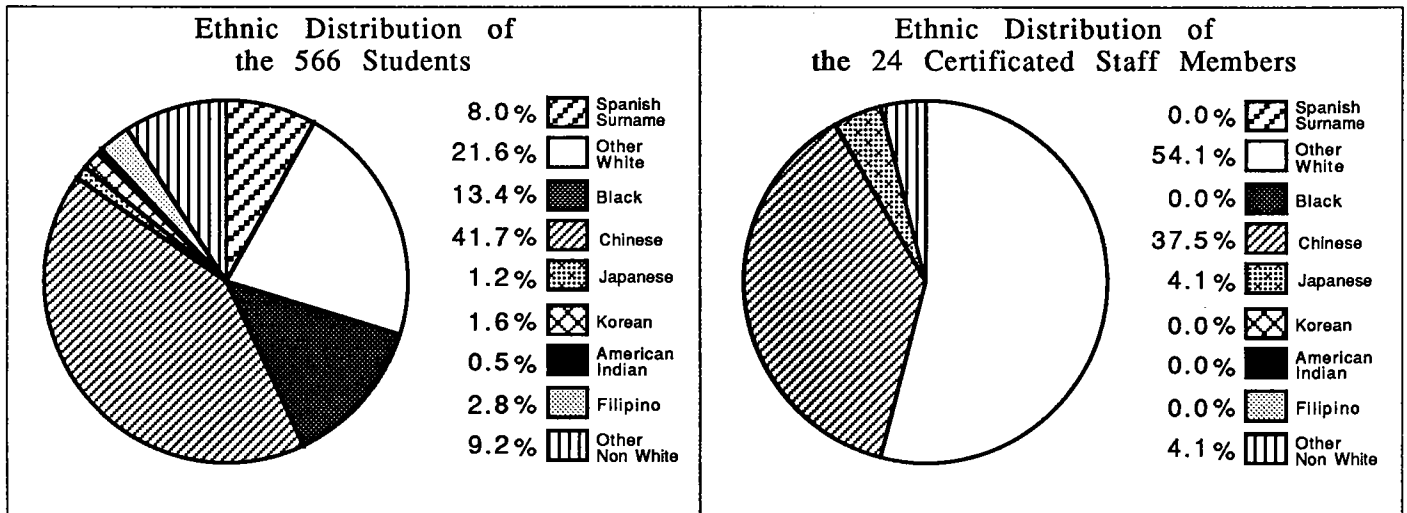
Counseling and Student Support Services

District general funds are not available for counseling services at the elementary school level. However, some schools have added support staff funded through special programs, projects, or grant awards. We have a resource specialist, two resource teachers, a speech therapist, and several paraprofessionals. Paras provide native language support in Spanish and Chinese. Limited English speaking children receive help from an ESL teacher one day a week and two ESL paras. Our library, art, music, computer, and P.E. paras support student programs. The Elementary Advisor tutors at-risk youngsters and encourages leadership through student government.

Student Attendance and Dropout Rate

The District's K-5 average attendance for 1989-90 was 98.9% and the dropout rate was 1.6%. At West Portal, attendance for the year was 99.2%, excused absences were 3.0%, unexcused absences were 0.8% and the dropout rate was 0.0%. An important District objective is to further reduce dropout rates. Dropouts are defined as students who are absent without reason for 45 days or more. The staff maintains high attendance by stressing with both parents and students the importance of regular attendance for student achievement. Absenteeism is monitored by our secretary, principal, and elementary advisor.

School Data



Teacher Assignment

Out of 3,739 teachers in the District, only 13 are teaching out of their credentialed areas. At West Portal, all teachers are teaching in the areas in which they are credentialed. One teacher, with a waiver, will complete course work next year. Specialty areas include Early Childhood Ed, Bilingual Emphasis, Visually Handicapped, Learning Handicapped, Resource Specialist and Administrative.

Class Size

Grade Level	Contract Ratios	Contract Goals	District Averages	School Averages
K	31.4	28	26.7	31.3
1	26.0	24	26.4	27.8
2	26.0	24	26.0	27.3
3	30.0	25	27.3	27.0
4	32.4	30	28.8	32.5
5	32.4	30	28.5	33.0

Teacher, Staff Training, and Curriculum Improvement Programs

As part of the District's Development Plan, the Department of Instructional Improvement and Staff Development provides professional development opportunities to enable new and experienced teachers to implement the District's core curriculum for all students, to update subject area expertise, and to acquire new instructional strategies. Site workshops include math, language arts, ESL, special ed, and science.

Teachers attend a variety of conferences and inservices responsive to individual needs. Staff shares information through and across grade levels. Time at staff meetings is allocated for staff development. Staff members conduct inservices for the school and for the District. Two mentor teachers and two applicants for the Urban Leadership program share their expertise. The Immersion staff meets bi-monthly for program planning.

Teacher Evaluation

Administrators, probationary teachers, and all classified personnel are evaluated every year. Tenured teachers are evaluated every other year.

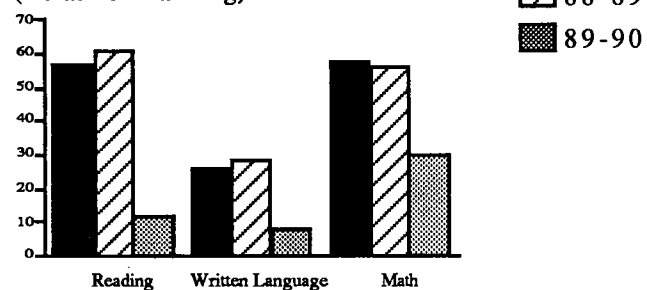
The evaluation processes are consistent with contractual agreements with the United Administrators of San Francisco, the United Educators of San Francisco, and the Civil Service Commission of the City and County of San Francisco.

Student Behavior

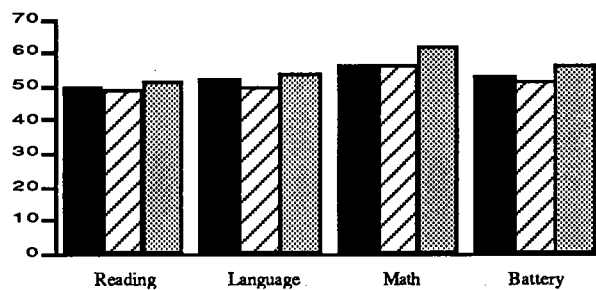
In order to provide a healthy climate, we have regulations consistent with the Student Behavior Handbook. Last year, at West Portal, no students were suspended for violations of those regulations. The following program(s) have been included in the School Site Plan to achieve the District's objective to reduce the number of suspensions: the Elementary Advisor program, cross-age and peer tutoring, Student Government, Service Club, noon time game program, parent contacts, and School Study Team meetings.

Student Achievement

CAP Scores - 3rd Grade
(Relative Ranking)



CTBS (Combined [K-5] Normal Curve Equivalents)



LEP/NEP = 20.3% Special Education = 4.8% EDY = 24.2% GATE & High Potential = 12.2%

The California Assessment Program (CAP) is a state mandated annual test which measures how well students as a group are mastering the State Curriculum at different grade levels. The Comprehensive Tests of Basic Skills (CTBS) is used by this District to measure individual student progress and proficiency standards. In addition to these standardized tests, West Portal staff uses a variety of evaluation tools. Assessment is on-going. The K-1 classes use the Brigance Test to screen student development and progress. All LEP students are given the Language Assessment Scale to determine placement. A variety of instruments is used to monitor progress in English. Immersion classrooms administer a site-developed test to measure Chinese language proficiency. In addition to teacher-developed tests, student portfolios, and teacher observations, the staff also uses the unit tests in the reading and math resource files to evaluate student progress. Parent and student surveys provide additional assessment information. Physical fitness tests are given to fifth grade students.

Quality of School Instruction and Leadership

The school community is dedicated to a learning environment that encourages academic excellence and personal growth for all students. High standards for student achievement are widely known. Encouragement, guidance, recognition, and positive reinforcement foster enthusiasm for learning. There is a consistent homework and discipline policy. Shared leadership sustains an atmosphere of high morale and professional growth. Parents are active in the Site Council, planning committees, and parent groups. Staff and parents are caring and committed to the educational program.

Expenditures and Services Offered

In 1990-91, the District has allocated \$1,141,614 at West Portal from the general fund. Additionally, the District is supervising the expenditure of \$277,943 in special grant funds for a total of \$1,419,557 to operate the school for a year. This works out to \$2,508 per student per year.

In the District, the starting salary for teachers is \$31,767, the mid-range is \$50,821 and the highest is \$57,320. At the elementary school level, the average salary for principals is \$72,162. The superintendent's salary is \$132,130 (all salaries include benefits). Districtwide, 61.6% of the general fund goes to teachers' salaries/benefits and 6.2% goes to administrative salaries/benefits.

Substitute Teachers

During the Spring of the 1989-90 school year, the West Portal teacher attendance rate was 94.6%. Substitute teachers covered 100.0% of the absences.

Textbooks and Instructional Materials

Each subject area of the core curriculum is revised on a seven year cycle with the development of a district curriculum guide and the adoption of a textbook program. The curriculum cycle also includes staff training, program implementation, and program monitoring activities.

School Site Textbook/Material Allocations

For the past school year (1989-90), the amount of State and District funds allocated for each student was \$11 for Elementary Schools, \$8 for Middle Schools, and \$21 for High Schools. The allocated amount is determined in November of each year. At West Portal, we select materials to meet the unique needs of our students and programs. Parent groups have purchased multiple copies, Chinese books, P.E. equipment, computer software, science materials, art supplies, musical recordings, maps, globes, library books, admission fees for museums and plays, assembly programs, and classroom instructional aids. The San Francisco Ed. Fund Library Project added \$8,000 to our library collection.

School Facilities and Safety

Recent Improvements:

Our upper yard was resurfaced and painted. The flag pole was repaired. The building exterior was painted. The hill was landscaped. Ceiling tile was replaced in the stairwell. Cracks in the retaining walls were repaired. A new telephone system was installed. Asbestos was removed from the boiler room.

Planned Improvements:

A new boiler system is in the process of being installed. Reroofing will take place this summer. The electrical system will be upgraded. Window sashes throughout the building will be repaired/replaced. A new childcare bungalow will be installed.

Needed Improvements:

The heating/ventilating system needs replacing in bungalows 5 & 6. The building interior needs painting. The cafeteria/daycare tile needs replacing. There are exterior site lighting needs. Damaged plastic windows need replacing.

Parent Involvement

Through the West Portal and the Chinese Immersion Parent Clubs, parents raise funds to provide for enrichment activities and instructional materials. Parents volunteer in the classroom, accompany classes on field trips, plan class festivities, work in the library, support school programs, share in decision making, and serve as curriculum resources. Members of the Site Council make decisions affecting state funding. Monthly informational Parent Club meetings include educational topics. Parents are always welcome to visit the school and are our most valued natural resource!

Si Ud. necesita información en español acerca de este documento, llame a la escuela para obtener las fechas en las cuales habrán reuniones en español.

Pakisuyong tumawag sa paaralan para sa mga petsa ng mga pulong tungkol sa pagpapaliwanag ng mga dokumentong ito sa Pilipino.

Xin gọi điện thoại cho nhà trường để biết ngày hướng dân và các nghĩa vụ tài liệu này bằng tiếng Việt.

請打電話向學校詢問有關訓練程序日期之中文說明文件。

If you need any further information about our school or if you wish to ask anything about this report card, please feel free to call us. We will be happy to help you in any way we can.

San Francisco Unified School District
135 Van Ness Avenue
San Francisco, CA 94102
Attn: West Portal Elementary School

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