

# West Portal Elementary School

5 Lenox Way, San Francisco CA 94127, Phone (415) 759-2846

Ms. Jeanne Villafuerte, Principal

## 1992-1993 School Accountability Report Card

San Francisco Unified School District

Fall, 1992

### District Mission and Goals

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. 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.

Each school has a set of objectives to achieve these goals. In subsequent pages, these objectives will be listed. If the objective is shown with a check (✓), the objective has been achieved. No mark at all indicates that the objective has not been achieved.

### Philosophical Tenets

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

### Teacher/Staff Training, and Curriculum Improvement Programs

Professional development is a part of every school site plan and is a major component of the instructional support departments. The district's professional development program provides training 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. Staff development is a regular part of our planning process. Teachers attend a variety of conferences and workshops responsive to individual needs and district mandates. Fifth grade teachers participate in Multiple Intelligence workshops and inservice to meet GATE youngsters' needs. Teachers, K-3, continue training in Developmentally Appropriate Practices for Elementary. Teachers participate in ESL, math, science, health, and parent ed. workshops. Staff shares information through and across grade levels. Time at staff meetings is allocated for professional growth. Staff conducts inservice for the school and district. Three mentor teachers, one Urban Leadership teacher, two math leadership teachers, a social studies resource teacher, and two science leadership teachers share expertise.

### School Description

West Portal's program focuses on academic excellence through a comprehensive curriculum. Staff demonstrates enthusiasm for learning. Teachers work harmoniously and collaboratively through team teaching, sharing, and program support. Curriculum offerings are enhanced and extended through computer instruction, art, music, physical fitness program, perceptual motor, library, and performing arts. Grant awards supplement our science, math, immersion, and early childhood education programs. Schoolwide activities include the spring musical, Academic Fair, Terwilliger Nature Program, chorus, and monthly assemblies. Students participate in the symphony program (AIMS), environmental study trips, and regularly perform at Laguna Honda Hospital. The Chinese Immersion Language alternative program enables students to become bilingual and biliterate in both English and Chinese. An extension of this program allows for youngsters not in the immersion program to learn Chinese as a second language. An exemplary non-profit childcare is available through West Portal CARE. We were recognized for our program strengths in schoolwide effectiveness and learning environment in the State Quality Review: "The school community demonstrates commitment and dedication to a learning environment which encourages academic excellence and personal growth in an integrated program for all students. The educational program is enhanced by the collaboration of staff, parents, and students contributing to the fulfillment of the schools goals through shared leadership, mutual support, and open communication."

Grade Span:	K-5	Student Enrollment:	599	LEP/NEP*:	20.5%
Building (sq.ft.):	35,200	Average Daily Attendance:	99.1%	Special Education:	5.5%
Yr of Construction:	1927	Optional Enrollment Requests:	35.7%	EDY**:	31.2%
Children Center: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Pre-K: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		GATE:	11.7%

876-11/1/92 by Planning, Research, and Information Systems

\*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. At West Portal, special need students are assisted by a resource specialist, speech therapist, elementary advisor, and aides. Aides provide support in Spanish and Chinese and help students gain English proficiency. The Student Study Team, including our school psychologist, meets weekly to develop strategies for student success. The Elementary Advisor tutors at-risk youngsters. Leadership, responsibility, cooperation, and citizenship are encouraged through student council and service club. Our school-wide discipline policy supports our belief that children can become effective decision makers when they have healthy self-concepts, and when we help them to become contributing members to our school community and to our society. Stated in our Discipline Policy is the belief that all people (children and adults) have equal claims to dignity and respect.

## Teacher Assignment

Out of 3,042 certificated teachers in the District's schools, none are teaching out of their credentialed areas. At West Portal all teachers are teaching in their credential areas. One teacher is on an emergency credential, and is currently completing the necessary course work. We have five credentialed Chinese bilingual teachers. Other credentials include: Early Childhood Education, Learning Handicap, Resource Specialist, English Language Development Certificate, and Administration.

## Student Attendance and Dropout Rate

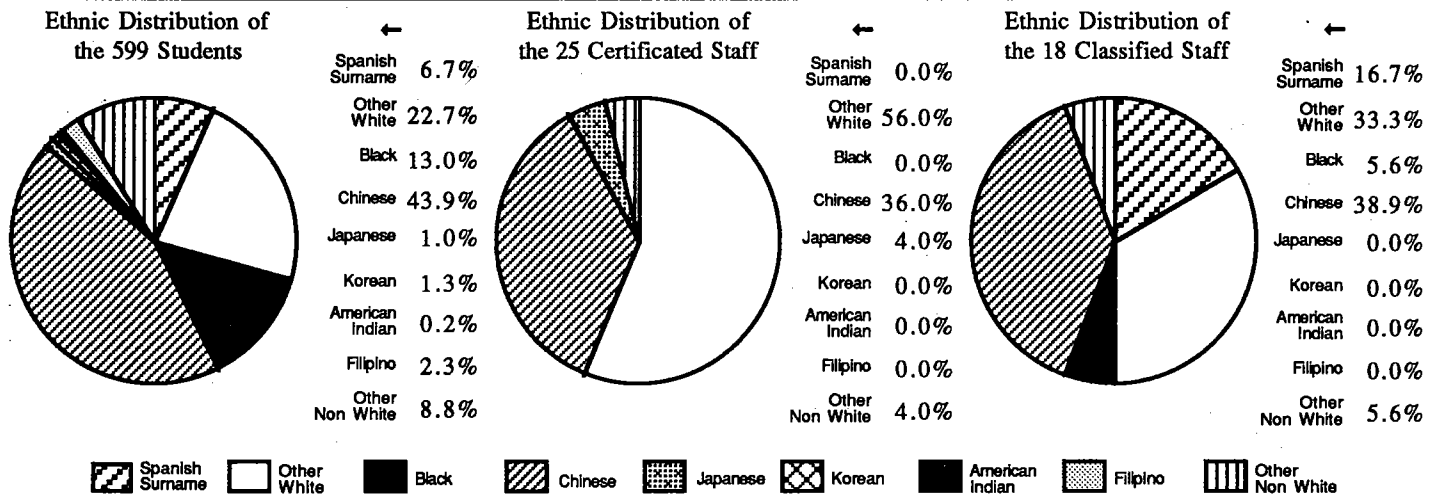
The District's K-5 average attendance for 1991-92 was 99.0% and the dropout rate was 1.9%. At West Portal, attendance for the year was 99.1%, excused absences were 3.1%, unexcused absences were 0.9% and the dropout rate was not available. An important District objective is to reduce dropout rates. Dropouts are defined as students who are absent without reason for 45 days or more. At West Portal School, we stress that regular and punctual school attendance is essential if a student is to gain the maximum benefit from the educational program. We request that parents/guardians notify us to report absences. If we're not called, we make daily attendance checks. Absenteeism is closely monitored by our secretary, principal, and elementary advisor. Conferences are requested for excessive absences, and home-visits are made if necessary. Students are asked to complete an Independent Study when out for reasons other than illness or doctor's visit.

*Objective 1m: 1991-92 dropout rate will be reduced from its 1990-91 level.*

## Class Size

Grade Level	Contract Ratios	Contract Goals	District Averages	School Averages
K	31.2	28	31.3	32.3
1	26.0	24	26.5	30.7
2	26.0	24	26.0	30.3
3	29.8	25	29.3	29.0
4	32.2	30	27.7	26.7
5	32.2	30	29.0	29.0

## Ethnic Diversity



*Objective 4a: Each school will have no more than 45 percent of its students from any one racial/ethnic group, and at least four racial/ethnic groups will be represented.*

## Teacher Evaluation

Administrators, probationary teachers, and all classified personnel are evaluated by their supervisors every year. Tenured teachers are evaluated every two years.

The evaluation processes are determined through 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: El. Advisor, cross-age & peer tutoring, student govt, noon games, positive home/school communications, SST, discipline policy based on belief that children need healthy self-concepts, and a volunteer program supporting children's academic needs.

*Objective 3a: Schools will provide interventions which result in the reduction of the number of suspensions and expulsions.*



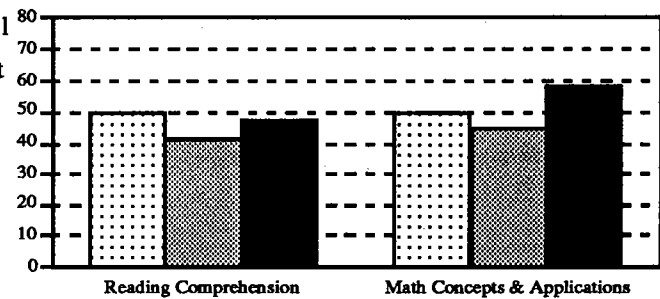
## Student Achievement

### CAP Scores

The California Assessment Program (CAP) tests for Grades 4 and 5 are currently being developed by the California State Department of Education. In Spring 1993 Grade 4 students will be tested in English-Language Arts (Reading and Writing) and in Mathematics. Grade 5 students will take trial tests in Science and History/Social Science.

National  
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### CTBS



LEP/NEP = 20.5%

Special Education = 5.5%

EDY = 31.2%

GATE & High Potential = 11.7%

The California Assessment Program (CAP) is a state mandated annual test. It is currently being revised with trial tests being given at grades 4,5,8, and 10. Portions of the comprehensive Tests of Basic Skills (CTBS) are used by this District to measure individual student progress and proficiency standards.

In 1991-92, 24 Districtwide Common Expectations were reported in two groups based on applicable objectives. GROUP A: Standardized Testing for all students: 1a, - 1e; Desegregation, Tenets, and Site Plan: 4a, - 4g. GROUP B: College Preparation, and Graduation: 1f, - 1j; Attendance and Drop-out Prevention: 1k, - 1m; Parent Participation, School Environment and School Portfolio Assessment: 2a, 3a, 3b, 4h. For partially met and fully met, four and eight of the successfully accomplished objectives respectively must have come from Group A. Criteria for meeting the objectives were: 0 - 6, NOT MET; 7 - 11, PARTIALLY MET and 12 -13, FULLY MET. West Portal has successfully met 11 out of 13 objectives.

## Quality of School Instruction and Leadership

West Portal's positive learning environment promotes academic excellence for all students. Encouragement, guidance, awards, recognition, and positive reinforcement foster enthusiasm for learning. There is a consistent homework and school discipline policy. The discipline policy states all children have the right and ability to learn. Shared leadership sustains an atmosphere of high morale and professional growth. Parents/guardians are supportive through site councils, curriculum planning committees, Parent Clubs, fundraising, volunteering, and as children advocates. Staff and parents demonstrate caring and commitment.

## Expenditures and Services Offered

1990-91 SALARY COMPARISON		
	* STATE	SFUSD
Beginning Teacher Salary	26,587	26,136
Mid-range Teacher Salary	39,614	40,394
Highest Teacher Salary	50,275	47,162
Principal's Average Salary	64,128	60,942
Superintendent Salary	112,047	116,000

\* Districts over 25,000 ADA

## Substitute Teachers

During the Spring of the 1991-92 school year, the West Portal teacher attendance rate was 97%. Staff assists substitutes in order to support the school's program. We are most fortunate in attracting a cadre of experienced subs. If substitutes are not available, classes are covered by the principal and/or resource staff.

## Textbooks and Instructional Materials

The review, selection, and purchase of textbooks and instructional materials are carried out in conjunction with the California eight-year curriculum improvement cycle. Each year, textbooks and instructional materials are reviewed and adopted in one or two specific subject areas. In 1991-92, materials were adopted in English as a second language, foreign language, and modern world history. The state Instructional Materials Fund allocation for the school district this year is \$1.7 million. Currently the average cost of a textbook is \$30. At West Portal, we select supplemental materials to meet the special needs of our students and programs. Parent Club funds purchase field trips, multiple copies, computer software, science materials, art supplies, maps, library books, fees for museums/plays, assembly programs, workbooks, Chinese materials, and instructional aids. We supplement our 1st, 2nd, and 3rd grade literature-based reading program with the Modern Curriculum Press phonics program. Staff writes grants for materials to extend learning and enhance instruction. Recent grant awards will enable us to purchase: science supplies, early childhood education materials, parent involvement aids, dictionaries, math materials, humor books, and audio-visual equipment.

## School Facilities and Safety

### Current Conditions:

Improvements: 1 yard resurfaced/painted, adjacent hill landscaped, flag pole repaired, building exterior painted, tile replaced in stairwell, cracks in retaining walls repaired, new phone and boiler systems installed, new roof, daycare and hall floor tile replaced, new childcare bungalow, new play structure, new windows/ shades, halls painted during Paint Day, and electrical system

### Planned Improvements:

Auditorium lighting is being upgraded. Repair is needed on some exterior lights. Game line painting in yards 2,3,& 4 is promised. The irrigation system will be repaired. Fire safety upgrades are in process. Parents will continue Paint Day during the winter recess and repaint three classrooms. Clean-up days are planned to clean storage areas and enhance the appearance of the faculty lunch room.

### Needed Improvements:

The heating/ventilating systems need upgrading in Bung. 5 & 6. The siding needs replacing, exterior & interior need painting. Plastic windows need replacing in rooms, near auditorium, and in daycare. Bathrooms need upgrading and painting. The bell system needs to be repaired or replaced. Yards 2,3,4 need resurfacing & game lines painted. Irrigation system needs

*Objective 3b: The appearance of the school site will be improved*



## Parent Involvement

Parents play a vital role in the school. Fundraising provides for enrichment activities and much needed instructional materials. Parents volunteer in the classroom, accompany classes on field trips, work in the library, plan class festivities, share in decision making, support the instructional program, and serve as curriculum resources. Members of the Site Councils make decisions affecting state funding. Monthly Parent Club meetings keep parents informed on school events and programs, and include educational topics. Calendars, newsletters, and parent representatives promote involvement. Parents are always welcome at school, and are our most valued resource!

*Objective 2a: Together with parent leaders from established site committees and organizations, schools will develop plans to increase parent participation.*



*If you need any further information about our school or if you wish to ask anything about this document, please feel free to call us.*

*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 paggapaliwanag ng mga dokumentong ito sa Pilipino.*

*Xin goi diên thoai cho nhà trường đề biết ngày hướng dân và cát nghĩa về 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。*

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

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