

*Annual Report*  
*1997-1998 School Year*

**CIPRIANI**  
**ELEMENTARY**  
**SCHOOL**

**Maureen Kremers, *Principal***

**2525 Buena Vista Avenue**  
**Belmont, CA 94002-1499**  
**(650) 637-4840**

*Staff, Parents and Students*  
*Emphasizing Excellence*

Belmont-Redwood Shores Elementary School District  
November, 1998

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Belmont-Redwood Shores Elementary School District  
**2960 Hallmark Drive,**  
**Belmont, CA 94002**  
**(650) 637-4800**

Governing Board

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                      Kathy Bean

## PREFACE

The Belmont-Redwood Shores School District Board of Trustees is proud to issue the **Annual Report for Cipriani School**. This report is designed to communicate to parents and the community the progress of our students and a description of the programs, activities, statistical and fiscal information for Cipriani School.

In 1998, the District developed a new Futures Plan that outlined a vision for the future of our schools. This Plan was developed through district-wide town hall meetings involving parents and staff. Our Futures Plan is based on our District's Vision statement.

## VISION STATEMENT

Education is more than a direction or a destination; it is a process which recognizes, enhances, and celebrates individual accomplishments.

Belmont-Redwood Shores School District, in the breadth of its curricula and variety of its approaches to facilitate learning, provides an environment which nurtures and stimulates the intelligence, insight, and natural curiosity of all individuals.

Our learning community promotes and advances the intellectual, physical, social, and moral development of students in becoming responsible, contributing citizens. Students learn to work and live together constructively by respecting, honoring, and appreciating the uniqueness in themselves and others.

As we strive to implement our vision to provide a challenging and comprehensive educational program for our students, the foundation of our program is the Belmont-Redwood Shores School District Mission Statement.

## MISSION STATEMENT

The mission of the Belmont-Redwood Shores School District is to promote and advance the intellectual, social, physical and moral development of all students to become responsible, contributing citizens by:

- teaching basic academic skills and their application
- setting high academic standards that inspire students to excel and succeed
- providing a challenging, comprehensive and integrated curriculum that enhances critical and creative thinking
- developing adaptability, cooperation, honesty, respect and responsibility
- creating a safe and nurturing environment
- building alliances that foster shared responsibility among home, school and community
- valuing each child as a capable and unique individual

Karen Clancy, President  
Board of Trustees

Anne Campbell  
Superintendent

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## INTRODUCTION

Welcome to Cipriani School. This report is designed to communicate to parents and the community the progress of our students and a description of the programs and activities as well as the statistical and fiscal information for Cipriani. Information about the school has been organized into the following six categories:

- I. School Profile
- II. Instructional Program
- III. School Operations
- IV. School and Student Achievement
- V. Community and Financial Support
- VI. Planning for the Future

This Annual Report communicates the close cooperation between the home and school that is essential to promote the best learning environment for all children. The focus of the report is to provide you with information about our school, our resources, strengths and the areas in which we are continuing to develop.

We encourage you to read this annual report and hope that it conveys the excitement and pride that is felt among our students and staff. If you desire additional information, please feel free to visit or contact the school office.

Sincerely,  
Maureen Kremers, *Principal*  
650/637-4840  
[mkremers@belmont.k12.ca.us](mailto:mkremers@belmont.k12.ca.us)

# **I. SCHOOL PROFILE**

## **Mission and Goals**

Cipriani School seeks to create a safe learning environment where students, parents, and staff interact to solve problems, seek answers, and support each other in pursuit of the knowledge and insight that leads to high academic achievement and success for all students. We want Cipriani students to:

- acquire a strong academic foundation;
- solve problems and make decisions;
- develop confidence;
- work with persistence and determination;
- communicate effectively;
- value and learn from differences.

Because we know that unique and significant contributions of individual members adds richness to the results, we believe in sharing the decisions, the responsibility, and the commitment to our vision of educational excellence among all members of our school community.

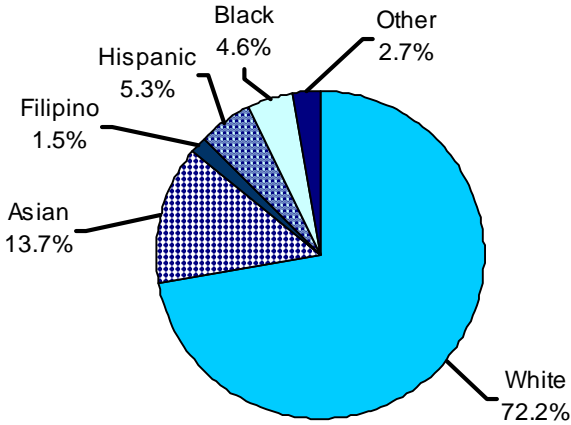
## **The School Community**

Cipriani School, located in the City of Belmont on the peninsula south of San Francisco, is one of five elementary schools in the Belmont-Redwood Shores School District. Students are promoted to the 6th grade at Ralston Middle School, the middle school that serves our District.

The Cipriani School community consists of families for whom education is a priority. The school is the hub of the community for many of these parents. Families enthusiastically support the Parent Teacher Association, School Site Council and countless volunteer activities and projects.

## Student Profile

The total enrollment is 263 students. The number of male and female students is approximately equal. The following chart shows the ethnic make-up of the school:



The percent of students receiving special instruction is noted below:

- Limited English Proficiency (5%)
- Gifted & Talented (14%)
- Special Education (5%)

## Staff Profile

The instructional staff at Cipriani School consists of exceptionally talented and well-qualified teachers. All have met the state requirements for a teaching credential, and several have additional credentials or certificates. The balance between experienced and new teachers creates a rich environment for sharing best practices and innovations.

The regular school staff consists of thirteen full-time classroom teachers, one school secretary, one library media specialist, two custodians, and one principal. The support staff includes:

Band/String/Vocal/Music Teachers (2)	1.5 days per week
English Language Development (ELD) Assistant	2.0 days per week
English Language Development (ELD) Teacher	1.0 day per week
Family Counselor	1.0 day per week
Gifted and Talented Education (GATE) Teacher	0.5 days per week
PE Teacher (4th and 5th Grade)	3.0 days per week
Psychologist	1.5 days per week
Reading Teacher	8-10 weeks per school year
Resource Specialist	2.0 days per week
School Nurse (District Nurse)	(on call)
Speech & Language Specialist	mornings

## **II. INSTRUCTIONAL PROGRAM**

### **The Learning Environment**

The Cipriani staff believes that a quality learning environment requires developing and maintaining an effective discipline policy. Through the joint efforts of parents, students, and staff, students can contribute to an effective discipline policy by learning to make responsible choices. When students make decisions and learn from the outcomes of their decisions, they create a self-discipline which will serve them well throughout their education and beyond into adulthood.

An effective discipline policy considers the needs of the individual student as well as the needs of the group, and recognizes that students respond positively to structure, respect, and fairness.

### ***Attendance***

At Cipriani we believe that regular attendance and punctuality contribute to our students' learning. We check absences by telephoning parents the first day a child is absent. We monitor unexcused absences and tardiness, and contact parents if these become a pattern.

For several years our attendance rate has ranged between 95% and 96%. Last year the rate was 95.6%.

## **Instructional Staff**

### ***School Site Leadership***

Leadership at Cipriani is shared among several groups of school community participants. The staff selects a leadership team from among the teachers to serve on the School Site Council and function as liaison between the Site Council and the staff. The School Site Council combines parents, teachers, other school staff members, and Principal to set goals and monitor progress toward those goals.

The staff, with the principal as facilitator, leader, and coordinator, makes the teaching decisions that lead the school toward its vision.

Individual staff members provide leadership and expertise in a variety of areas. Cipriani has a mentor teacher who functions as a consultant for new teachers as well as an expert in her selected area of mentorship. Several other staff members lend their knowledge and experience in various curriculum areas to colleagues. The resulting leadership that is shared among school participants provides a rich environment for new ideas, best practices, and school effectiveness.

### ***Instructional Staff Qualifications***

Teachers at Cipriani have California State teaching credentials. Some teachers also have credentials from other states and additional graduate degrees, credentials, or certificates in a variety of areas. Substitutes used by Cipriani School have passed a qualifying examination administered by the State of California. When a teacher is absent from class, a qualified substitute teacher teaches the class. If a substitute is not available, the class is taught by a credentialed district administrator or a teacher without a regular class assignment. Last year, teachers averaged about 1 day of absence per month. This included illness, in-service training, and other leaves.

## ***Student/Teacher Ratio***

K - 3 classrooms have a maximum class size of 20 students. 4th through 5th grades are staffed at a ratio of 25.5 to 1. With rare exceptions, classes do not exceed 28 students in grades 4 and 5. To offset larger class size in grades 4 and 5, the School Site Council provided an art teacher to work with each 4th and 5th grade class once a week. Parent volunteers, senior citizens, and other community members may also assist students within or outside the classroom.

## ***Professional Development***

Staff development activities are determined through a process which begins with the staff identifying needs that are related to the goals identified in the School Improvement Plan. District-wide needs identified through the “Futures” planning process are also incorporated into the plans for staff development. The calendar and topics for staff development conducted on non-student days are identified in the School Improvement Plan each year. Cipriani School’s teachers participate in one day of staff development before the students return to school. Five additional staff development days were conducted during the school year and two non-student days were devoted to parent conferences.

During these staff development days, teachers received training in:

- a. English Language Arts
- b. Mathematics
- c. Grade Level Teaming
- d. Curriculum Planning for the Year
- e. Integrating technology into daily lesson plans
- f. Curriculum and Instructional Practices
- g. Visual and Performing Arts

Individual staff members also participated in additional off-site workshops and training according to needs outlined in the School Improvement Plan.

## *Evaluation of Staff*

Formal evaluations are done at least once each year for new probationary staff and every other year for permanent staff.

Formal evaluations include an initial conference with the administrator, observations of the teacher in the classroom, and a final evaluation conference. Progress towards meeting District standards for teaching is monitored by both the teacher and the principal.

## **Curriculum and Instruction**

A core curriculum of study including basic skills provides a sound educational foundation for each student.

### *Instructional Minutes*

The total number of instructional minutes offered in the school year for each grade met or exceeded the state requirements for public schools in California.

### **Instructional Minutes Chart**

<b><u>Grade</u></b>	<b><u>Cipriani</u></b>	<b><u>State Requirements</u></b>
Kindergarten	37,800	36,000
Grades 1-3	51,150	50,400
Grades 4-5	54,700	54,000

The school has a minimum day each Wednesday.

## *Course of Study*

The curriculum - what we teach - is rigorous and incorporates District and State guidelines into all academic subjects. The curriculum areas taught include:

- English/Language Arts
- Mathematics
- Science
- History/Social Science
- Visual and Performing Arts
- Physical Education and Health

## *Instruction and Support for Special Needs*

Support for special needs of students begins with Student Study Teams who, meeting regularly, develop strategies to help students become more successful in school. They coordinate school resources and services which include:

- Referral for Special Education Assessment
- English Language Development Program
- Family Counselor services
- Speech and Language services
- Resource Specialist services
- School Psychologist services

“Pull-out” programs for students with specialized needs have been carefully scheduled in order to provide longer blocks of time in the core classroom to ensure that students have access to the full curriculum regardless of their special needs.

The Gifted and Talented Education program (GATE) serves fourth and fifth grade students who have been referred by the teacher or parent and screened through the GATE testing program. Once students have qualified and enter the program, they meet for 2-3 hours a week with a GATE teacher, who provides a rich, integrated, curriculum specifically designed for gifted students.

## *Classroom Textbooks and Materials*

The District has adopted the following textbooks in accordance with State standards.

- Mathland (K-6)
- Harcourt Brace “Signatures” for English/Language Arts
- Houghton Mifflin for History/Social Science
- Silver Burdett Music Series
- Full Option Science System (FOSS)

The State and District provide regular classroom materials to support our program goals. Enrichment and supplemental materials are purchased through SIP funds.

The Parent Teacher Association provides funds to teachers for additional classroom needs. They also fund field trips and assemblies to enrich the curriculum for the students. Additionally, the PTA gives money directly to teachers to use for classroom enrichment.

Cipriani School has an average of one television set and VCR for every two classrooms. The school has a scanner and a video camera. An electronic projection system is available from the District Office and from the middle school.

The school library contains over 3,400 books.

### **III. SCHOOL OPERATIONS**

#### **Facilities**

Cipriani School has 15 classrooms: 14 classrooms are used for regular instruction. One is used for small group instruction including Resource Specialist Program, English Language Development (ELD), Speech and Language Instruction, and Miller-Unruh Reading Specialist.

A portable and an additional room within the school have been made available for child care services provided by a nonprofit agency. Before and after school care includes supervision for students in K-5 five days per week. In addition, full day care is available for participating students on non-student days as well as some holidays.

In September 1998 every teacher in the District will have a computer for both instruction and classroom management.

#### **Safety**

Cipriani has planned for attending to civil defense emergencies, i.e., fire, earthquakes, and handling of toxic substances in the classroom. Drills are held on a regular basis for fire and earthquake safety.

## **IV. SCHOOL AND STUDENT ACHIEVEMENT**

### **Program Effectiveness**

Program effectiveness at Cipriani is monitored in several ways. The School Site Council looks at the School Improvement Plan and monitors progress toward the goals set in that plan. The staff examines test data, student work, and observes classrooms by grade level as well as school-wide to look for areas that need improvement efforts. The school staff sets goals for increasing the quality of student learning annually. These goals are presented to the Board of Trustees in the fall. The results are reviewed at the end of the school year.

Individual programs in Special Needs categories are reviewed through monitoring of test scores, student work, and progress reports. Special Education monitors student progress through the Individualized Educational Plan developed for each student.

Program Quality Review (PQR), the in-depth examination of one curriculum area by the school staff and Site Council as well as Program Quality Review consultants from outside the district, is in place for the 1999-2000 school year. Cipriani is on a 4 year cycle for PQR.

As part of the Belmont-Redwood Shores Futures Plan, the district is developing performance standards to increase student learning and insure a rigorous academic program.

## **Student Achievement**

Several approaches are used to examine and report on student achievement to parents. Progress reports, student-centered conferences, and informal contacts communicate the student's academic and social growth. The staff at Cipriani encourage student responsibility for learning to facilitate efficacy and lifelong learning.

### ***Standardized Tests***

All students in grades 2-5 took a basic battery of tests using the Stanford Achievement Test 9. The results of this test can be used to compare our students with a national group of students. See Appendix C. for the latest results shown for each grade level.

### ***Developmental Assessment***

Information about a student's stage of development in several functional areas is reported. Developmental assessment is commonly used in the primary grades (K-2) and is reported to parents during conference sessions scheduled periodically during the year.

### ***Authentic Assessment***

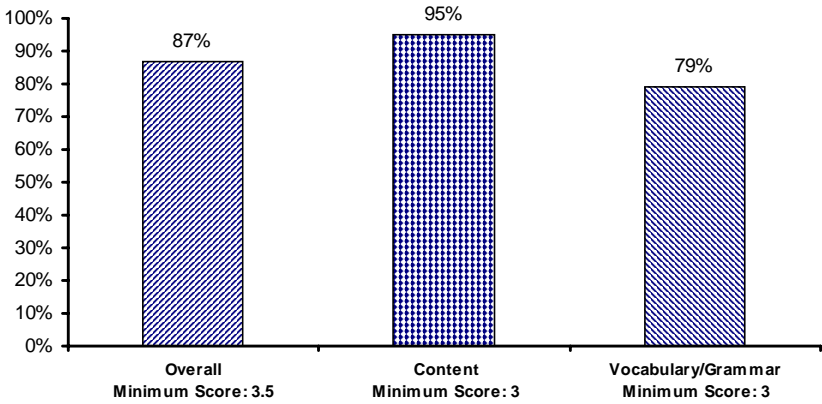
Tasks relevant to classroom learning are assigned to students with the results collected in a portfolio. Comparing progress from the first time a student performs the task to a sample done after many practices becomes the measure of achievement. Portfolios may be available in several subject areas in a student's classroom depending on the grade level of the student.

### ***Performance Assessment***

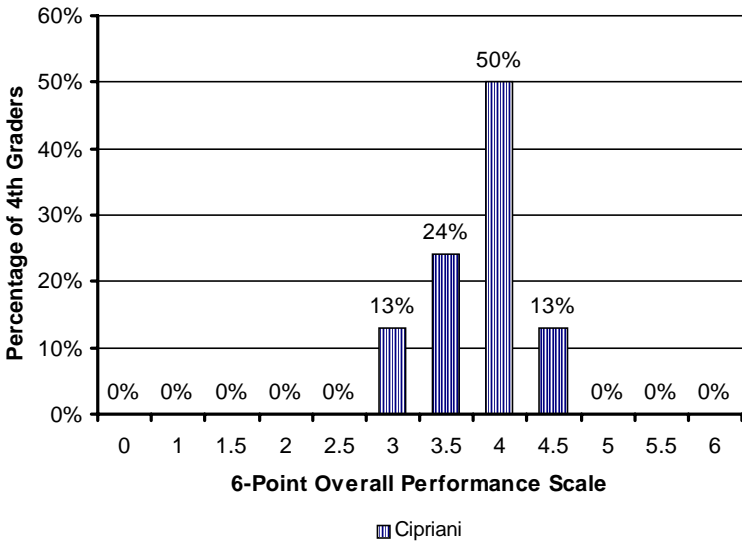
This method uses work samples of assignments students receive in the classroom to examine achievement. The work sample is compared to a set of guidelines and a set of performance standards that have been developed by teachers and students. In May, 1994, the District began to use the CTB Writing Assessment System to measure writing performance of fourth grade students. A six point scale was used to measure overall writing performance; a four point scale was used to measure content and vocabulary/grammar.

The results for 1998 are shown below:

**% of 4th Graders Scoring Above Minimum Standard**



**CTB Writing Assessment: Overall**



### ***Progress Reports***

A narrative description of student progress in specified identified behaviors and skills was provided for grades K-2. This progress report focuses on both Social Responsibility and Intellectual Development. Grades for student achievement and effort, as well as narrative statements, were provided at 3rd grade. Letter grades for achievement and effort and comments on progress were given at grades 4 and 5. The Progress Report was provided to parents twice during the year in a conference format. A third report was sent home at the end of the year.

### **English Language Development Program**

This program provides services for foreign students who need to learn English.

### ***Student Performance***

- 71% of Non-English Proficient (NEP) and Limited English Proficient (LEP) students receiving services in the English Language Development (ELD) Program during 1997-1998 made adequate growth in English Language acquisition as measured by testing and teacher observation. The goal is 75%.
- 79% of Fluent English Proficient (FEP) and Redesignated Fluent English Proficient (R-FEP) students in grades K-3 were determined to be within the average range for language arts skills for their grade level as measured by teacher observation. The goal is 75%.
- 83% of FEP and R-FEP students in grades 4-8 maintained a C average in their core curriculum classes as measured by report cards and teacher observation. The goal is 75%.
- 83% of NEP, LEP, FEP, and R-FEP students receiving Special Education services made acceptable progress in attaining their IEP goals.

## *Program Effectiveness*

- The District has an 18% redesignation rate for students in the ELD Program over the past three years. The goal is 20%.
- Eight new teachers were hired for the 1997-1998 school year who possessed certification for second language instruction. Twelve other district teachers were in the process of gaining this certification.

## V. COMMUNITY AND FINANCIAL SUPPORT

### Community Involvement

Cipriani has an active, supportive parent community.

Number of volunteer hours: 5,700

#### *Faculty/Community Organizations and Programs:*

- Parent Teacher Association (PTA)
- School Site Council (SSC)
- “Adopt a School”
- Family counseling
- Scouts
- Kollage Art

#### *Communications:*

- Monthly newsletter: “Cipriani Soup”
- Room mothers
- Phone tree (for emergencies)
- Trends and Traditions
- School web site: [www.belmont.gov/educ/cipriani/](http://www.belmont.gov/educ/cipriani/)

#### *Parental Involvement:*

- Classroom field trips
- Music for Minors
- Assemblies
- Classroom supplies
- Classroom Volunteers
- Red Ribbon Week
- 5th grade graduation party
- Hot Lunch Program
- Family Art Festival
- Child Safety
- Parent education
- Non-A-Thon fund raiser
- SCRIP fund raiser
- Monetary gifts

#### *Other Local Community Agencies*

- Belmont Public Library
  - Belmont Rotary
  - San Mateo County Arts Council
  - Peninsula Humane Society
  - Belmont Police Dept. (Dare)
  - South County Fire Dept.
  - “After School” (child care)  
- before and after school
  - Belmont Parks & Recreation
-

## Financial Information

The Belmont-Redwood Shores School District had an operating budget of just under \$12.5 million in 1997-98.

### *Revenue Sources*

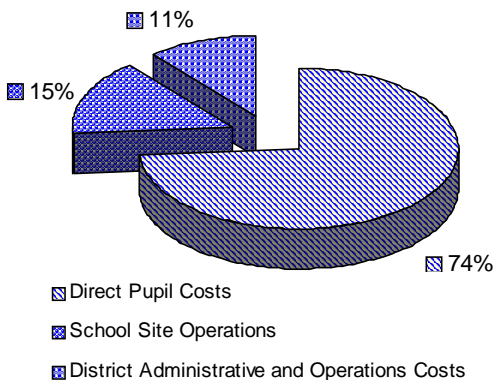
The District is a Basic Aid District, thus our largest source of revenue is from local property taxes.

- Revenue Limit Sources \$8,984,780 (property taxes)
- Federal Revenues \$138,749
- State Revenues \$2,401,979
- Local Revenues \$527,827

### *Breakdown of Per Pupil Costs*

Our per pupil costs were **\$5,216** for the last school year. These costs are illustrated in the chart below. Three general areas are described in the chart:

- Direct pupil costs include salaries, books, supplies and equipment for the classroom (\$3,842 per student);
- School site maintenance and operation costs (\$800); and
- Prorated district administrative costs include technology, instructional support, and retiree benefits (\$575).

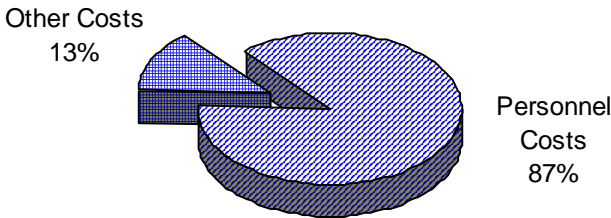


## *Breakdown of Personnel and Other Costs*

The District expenses can be broken down into personnel and other costs:

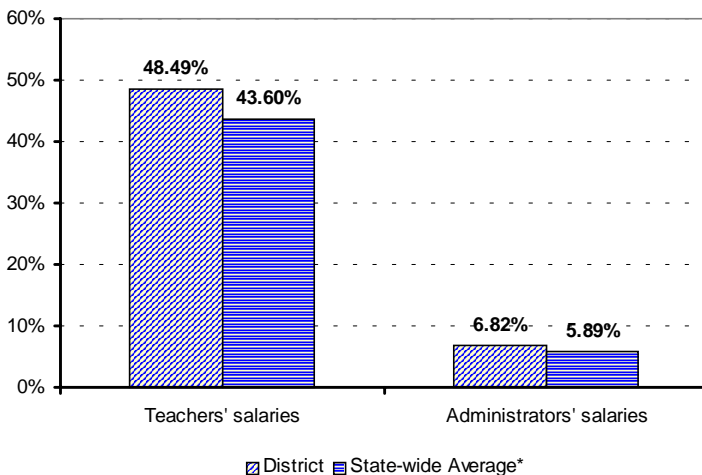
- Personnel costs: teachers, administrators, maintenance workers and custodians, clerical support and classroom assistants.
- Other costs: books, in-service training, instructional and other supplies, equipment, utilities, repairs and transportation.

The District expenses for personnel costs in relation to the total budget are shown in the chart below:



## *Salary Comparisons*

The District salaries for teachers and administrators as a percentage of the total District budget are compared in the chart below to the statewide average percentage for districts of similar size to ours:



\*In districts of similar size to Belmont-Redwood Shores for the 1996-1997 school year.

Dollar amounts for specific positions in the District are compared to the statewide average below. These figures are compared for the 1996-97 school year.

	<b>State Average</b>	<b>District</b>
<b>Beginning Teacher's</b>		
Salary	\$27,732	\$28,739
Daily Rate	\$151	\$157
<b>Midrange Teacher's</b>		
Salary	\$43,005	\$46,628
Daily Rate	\$235	\$255
<b>Highest Teacher's</b>		
Salary	\$51,497	\$57,508
Daily Rate	\$281	\$314
<b>School Site Principal's</b>		
Salary	\$65,700	\$69,080
Daily Rate	\$319	\$335
<b>District Superintendent's</b>		
Salary	\$86,764	\$101,786
Daily Rate	\$389	\$456

## **VI. PLANNING FOR THE FUTURE**

### **Summary of Needs**

Within the next few years Cipriani sees a need for:

- Increasing technology training for students and staff
- Continuing to develop and expand expertise among teaching staff in technology and the various curriculum areas
- Increasing higher level thinking and problem solving opportunities in the regular classroom
- Continuing and expanding the process of mainstreaming of special education students wherein these students achieve success in the least restrictive environment - the regular classroom.

### **Recommendations for Improvement**

Cipriani staff and site council have identified these target areas for improvement:

- Integrating Technology into the curriculum
- Improving student writing skills, especially in spelling
- Developing quality in the content of student writing
- Addressing higher level thinking skills in the classrooms
- Increasing student responsibility for learning

## **APPENDIX A. RESOURCES FOR PARENTS**

Parent education presentations will continue through staff and Parent Teacher Association activities. The relationship with Family and Community Enrichment Services, Inc. to provide family counseling for Cipriani families will continue. Communication with parents through a handbook, flyers, newsletters and the school web site will be maintained. Parents are encouraged to visit classrooms, attend assemblies, participate in PTA and fill volunteer positions in order to be involved in the Cipriani School Family.

Additional resources available for parents include:

**Alateen (& Al-Anon) Mid Peninsula Information** 592-7935

720 El Camino Real, Belmont, CA 94002

Call for dates and times. Support group for teenage children of alcoholics. Drop-ins welcome.

**Catholic Charities** 579-0277

600 Columbia Drive, San Mateo, CA.

**Child Care Coordinating Council** 696-8787

1838 El Camino Real, Burlingame, CA

**Children's Protective Services** 595-7922

400 Harbor Blvd., Belmont, CA

**Family and Community Enrichment Services, Inc.** 591-9623

210 Industrial Way, Belmont, CA 94402

Serves Belmont area with individual and family counseling services.

**Family Stress Service of San Mateo County** 368-6655

1860 El Camino Real, Burlingame, CA

Offers 24-hour hotline, crisis intervention, drop-in and outreach services for families and individuals within families experiencing violent abuse, communication problems, and difficulties with parent/child relationships.

**Grandparents Raising Grandchildren 342-5216**

Peninsula YMCA, 1710 S. Amphlett Blvd. #216

San Mateo, CA 94403

Family support for grandparents and their grandchildren  
(ages 5-13).

**Jewish Family and Children's Services 591-8991**

490 El Camino Real, Belmont, CA

**Parental Stress Hotline 327-3333**

24-hour hotline. Teenagers may also call.

**Parents' Educational Resource Center 572-9161**

1730 Amphlett Blvd., Suite 130 San Mateo, CA.

The Parents' Educational Resource Center (PERC) is a nonprofit organization that helps parents who have children with learning disabilities.

**Peninsula Resource Center 696-1255**

520 El Camino Real, San Mateo, CA

**Mills-Peninsula Health Services Community Education 696-5400**

1783 El Camino Real, Burlingame, CA

Mental health center has several drop-in groups, including parent groups for grief and loss counseling and single parenting.

**Poison Control Center 1-800-876-4766; 1-800-972-3323 (TDD)**

**Suicide Prevention & Crisis Center 368-6655**

1860 El Camino Real, Burlingame, CA

**Teen Helpline/24 hour calls 1-800-877-7675; also 327-8336**

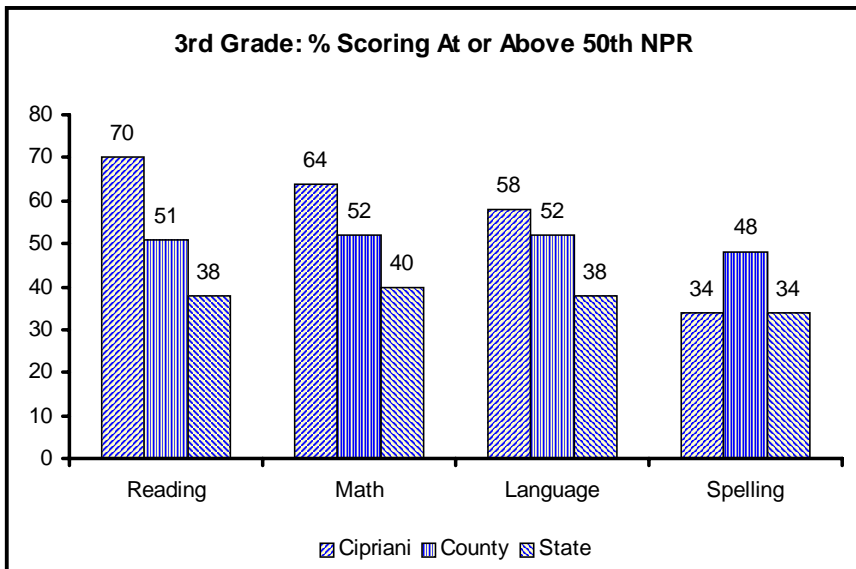
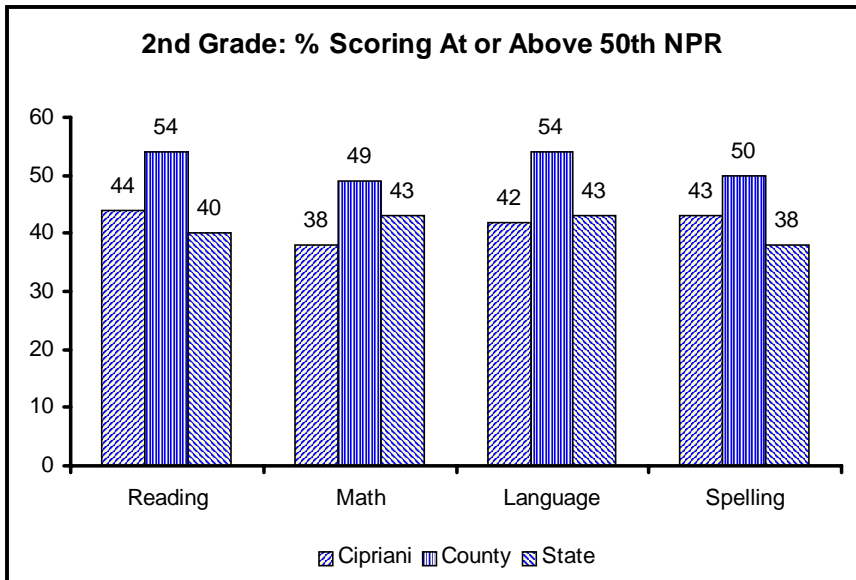
**Toughlove-San Mateo Parents Support Group 327-3333**

Parent support group practicing the Toughlove Program.  
Meets weekly. Contact school for specific details.

## **APPENDIX B. EDUCATION ABBREVIATIONS**

ADA	Average Daily Attendance
BFA	Belmont Faculty Association
CBEDS	California Basic Education Data System
CBEST	California Basic Education Skills Test
CLAS	California Learning Assessment System
CSBA	California School Boards Association
CSEA	California School Employees Association
CTA	California Teachers Association
ELD	English Language Development
FTE	Full-Time Equivalent
GATE	Gifted and Talented Education
IEP	Individualized Education Program
LEP	Limited English Proficient
PTA	Parent Teacher Association
PQR	Program Quality Review
PL94-142	Public Law 94-142 Education for All Handicapped Children Act
RSP	Resource Specialist Program
SARC	School Accountability Report Card
SIP	School Improvement Program
SDC	Special Day Class
SDE	State Department of Education
SSC	School Site Council
STAR	Standardized Testing and Reporting

**APPENDIX C. STAR REPORT SUMMARY CHARTS**  
**Comparison by Area (School, County, State)**



## Comparison by Area (School, County, State)

