

Annual Report
1997-1998 School Year

**BENJAMIN FOX
ELEMENTARY
SCHOOL**

Phyllis Hunt, *Principal*

**3100 St. James Road
Belmont, CA 94002-2998
(650) 637-4850**

***Staff, Parents and Students
Emphasizing Excellence***

Belmont-Redwood Shores Elementary School District
November, 1998

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

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PREFACE

The Belmont-Redwood Shores School District Board of Trustees is proud to issue the **Annual Report for Fox 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 Fox 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

California law requires that each school annually assess various school conditions, which have 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 share it with others. We sincerely hope this report makes you feel proud to have a student at this school. If you desire additional information, please feel free to visit or contact the school office.

Sincerely,
Phyllis Hunt, *Principal*
650/637-4850
phunt@belmont.k12.ca.us

I. SCHOOL PROFILE

Mission and Goals

At Fox Elementary School, our goal is that all students graduate to become creative, civic-minded, independent-thinking citizens. Fox School staff and parents work together to promote student intellectual, social, and moral development by:

- Setting high academic standards, including teaching the basic skills and their application;
- Connecting disparate academic subjects through themes, projects, and other integrated teaching methods;
- Developing an aesthetic education through strong instruction in the visual and performing arts;
- Emphasizing healthy living through exercise and responsible choices;
- Helping each child develop his/her sense of self through a variety of learning experiences;
- Modeling a commitment to community through volunteering.

Fox School's academic programs and sense of community nurture Fox students and prepare them to face the joys and challenges of the future.

The School Community

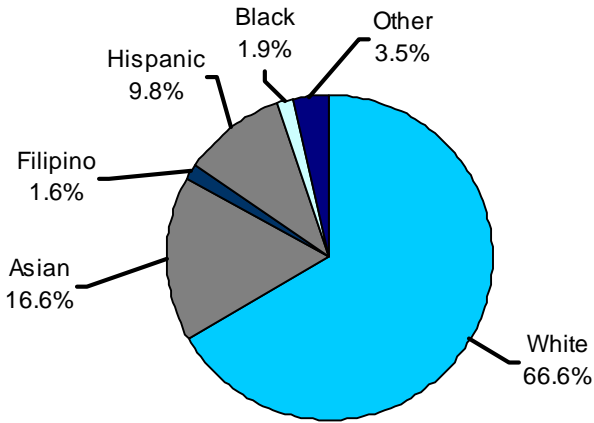
Fox School, located in the City of Belmont on the peninsula south of San Francisco, is one of five elementary schools in the Belmont-Redwood Shores School District. Students are promoted to the 6th grade at Ralston Middle School, the only middle school in the District.

The Fox 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. Pride in Fox’s distinguished school recognition was reflected from all members of the school community.

Student Profile

The total enrollment is 367 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 (5%)
- Special Education (8%)

Staff Profile

The regular school staff consists of eighteen full-time classroom teachers, one Resource Specialist Program teacher, one school secretary, one library media specialist, four para educators who assist in classrooms, two custodians, and one principal. The support staff includes:

Band/String/Vocal/Music Teacher	2.0 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
Psychologist	1.0 day per week
Reading Teacher	8-10 weeks per school year
School Nurse (District Nurse)	(on call)
Science Teacher (4th and 5th Grade)	2.0 days per week
Speech & Language Specialist, MWF 8-12	3.5 days per week

II. INSTRUCTIONAL PROGRAM

The Learning Environment

The school's goal is excellence for all students in learning a rich, meaning-centered thinking curriculum. High expectations are fostered for each student, and the teachers at Fox School demonstrate a commitment to finding strategies and resources to realize those expectations. All students have access to a challenging and meaningful curriculum, as well as to other school activities that promote student's intellectual, ethical, cultural, emotional, and physical growth. Staff and students recognize and respect each other's achievements, personal accomplishments, and cultural diversity. Students and staff feel safe in an orderly environment that promotes pride and facilitates learning, and that also includes a high level of congeniality among students and staff. The school publishes our discipline code to clearly communicate the importance of an orderly learning environment.

Attendance

Absences are checked daily by phoning parents the first day a child is absent. Unexcused absences are monitored to observe long range trends. Promptness is encouraged in our students: parents are notified when children have been tardy several times.

For several years our attendance rate has ranged between 95% and 96%. Last year the rate was 95.8%.

Instructional Staff

School Site Leadership

The school's leadership team, composed of the principal and all teachers, promote quality instruction by assessing our instructional program on a regular basis. Program Improvement Activities for the school year were created by all staff after spending time assessing our needs. All areas of the curriculum are addressed. The staff worked with the California Assessment Collaborative on developing standards for assessing student progress in the Visual and Performing Arts. These activities are listed in our School-Based Coordinated Plan.

Teachers participate in grade level and school committees, which design and implement strategies for improving instruction for students. Many of our teachers also participate on District committees.

Instructional Staff Qualifications

All teachers are credentialed by the State of California. All Fox teachers have completed graduate work.

All substitutes used by Fox 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 2 days 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.

Through SIP funds, instructional assistants were provided for some classrooms. Further assistance is provided by parent volunteers in the classroom. They help with small group and individual instruction in various content areas.

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. Fox School’s teachers participate in one day of staff development before the students return to school. Three additional staff development days were conducted during the school year and two non-student days were devoted to parent conferences. Some adjusted Wednesdays are also used for staff development.

During these staff development times, teachers received training in:

- a. English Language Arts
- b. Mathematics
- c. Grade Level Teaming
- d. Curriculum Planning for the Year
- e. Physical Education
- f. Curriculum and Instructional Practices
- g. Visual and Performing Arts
- h. Technology

Individual staff members also participated in additional workshops and training in these areas.

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

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

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

The school has an adjusted day each Wednesday. These are used for staff development, staff planning, staff meetings, and conferencing. Parent conferences are held twice per year.

Course of Study

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

Instruction and Support for Special Needs

“Pull-out” programs for students with specialized needs have been scheduled in order to provide an in-depth program for all students.

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

- Referral for Special Education Assessment
- English Language Development Program
- Gifted and Talented Education (GATE) Program
- Family Counselor services
- SIP (School Improvement Program) funded para-educators
- Special Education programs
- School Psychologist services

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 and with the help of the Parent Teacher Association. Additionally, the PTA gives money directly to teachers to use for classroom enrichment.

Fox School has an average of one television set and VCR for every three classrooms. There is one scanner and three video cameras for the school. An electronic projection system is available from the District Office and from the middle school. There is a wide variety of software, encyclopedia and reference CD ROMs at the school site, including KidPix®, HyperStudio®, Student Writing Center®, ClarisWorks®, Microsoft Works®, and Microsoft Office®.

The school library contains over 12,500 books.

III. SCHOOL OPERATIONS

Facilities

Fox School has 20 classrooms: 18 classrooms are used for regular instruction. An additional instructional space is used for the Resource Specialist Program.

Fox School has approximately 1 computer per each 8 students. These computers are set up in “mini-labs” or pods for students to use. Each teacher has their own computer and printer work station. The library at Fox is automated on-line. Students have access to 4 computers in the library during recesses and lunch time.

Modular buildings have been made available for child care services provided by a private agency. Before and after school care provides supervision for students in K-5 five days per week as well as all day on district in-service days and some holidays.

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

Safety

We have a plan 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 Fox 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.

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.

In 1995-96 Fox School participated in the Program Quality Review (PQR) process of the School Improvement Program looking at our language arts program and specifically at students' reading. The findings were the result of coordinated efforts of the leadership team, The Program Quality Review consultants and the staff:

- A continuum of skills in the areas of accuracy, fluency, independence, and comprehension was developed.
- An improvement plan with three long-term goals was adopted:
 1. Support good first teaching and design early intervention plans.
 2. Acquire appropriate materials
 3. Support and increase enthusiasm for reading.

In 1996-97 Fox School was designated as a California Distinguished School. The award was granted after a California Department of Education team visited the school to observe and validate the school programs as described in the application. Program

strengths commended include:

- Detailed information provided in student's Narrative Progress Reports shows a focus on each student's accomplishments and emphasizes learning as a continuum. Self-assessment techniques are commendable.
- Strong student-teacher-family-community involvement.
- Innovative units of study being implemented at all grade levels.
- Special Ed. Students actively mainstreamed whenever possible.
- Fine Arts integrated throughout the curriculum as well as taught as a discrete subject.

Student Achievement

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 done in the primary grades and is reported to parents during conference sessions scheduled periodically during the year.

Authentic Assessment

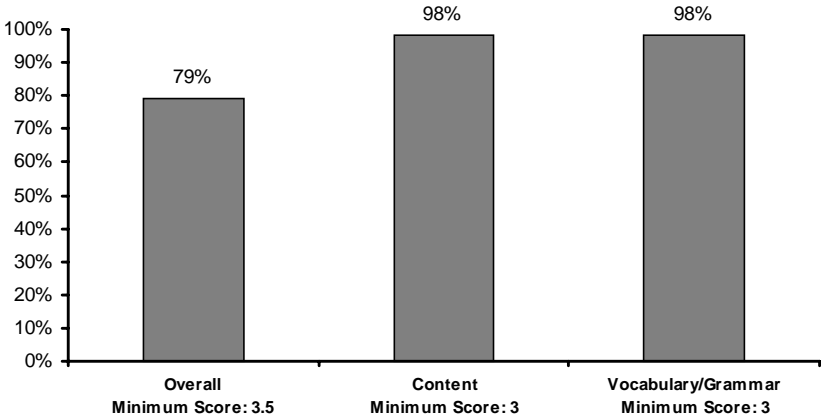
Tasks relevant to classroom learning are assigned to students with the results collected in a portfolio. Comparing progress from the first time a student performs the task to a sample done after many practices becomes the measure of achievement. Portfolios may be available in several subject areas in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

Performance Assessment

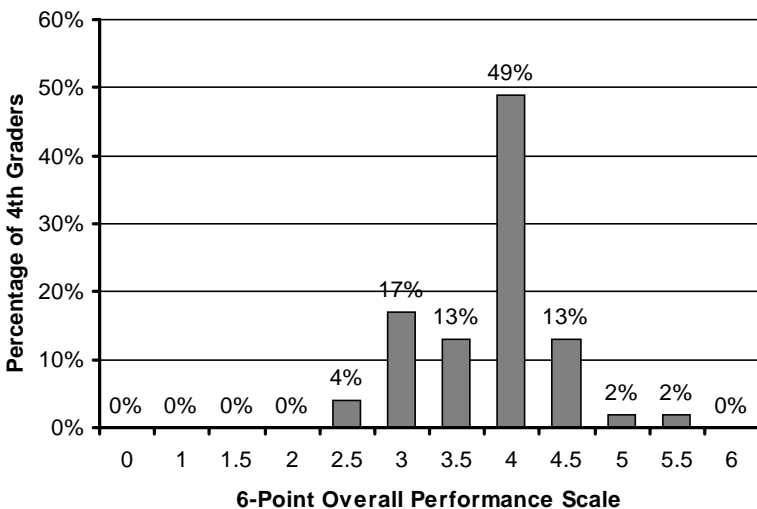
This method uses work samples of assignments students receive in the classroom to examine achievement. The work sample is compared to a set of guidelines and a set of performance standards

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-5. This progress report focuses on both Social Responsibility and Intellectual Development. Fox had student-centered conferences twice during the year. The first reporting period was a Progress and Goal Setting conference. During the second conference, progress towards the goals were discussed with next steps outlined. The 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

Number of volunteer hours: 6,200

Faculty/Community Organizations and Programs:

- Parent Teacher Association (PTA)
- School Site Council (SSC) meetings.
- “Adopt a School” - College of Notre Dame, Belmont
- *America Reads* Tutors - College of Notre Dame, Belmont
- Family counseling - FACES

Communications:

- Monthly newsletter: “*Fox Tales*”
- Room mothers
- Biweekly site newsletter - “*Fox Facts*”
- Parent Handbook
- Back to School Packet
- Classroom newsletters
- School web site: www.belmont.gov/educ/fox/

Parental Involvement:

- Classroom field trips
- Music for Minors
- Computer education
- Classroom supplies
- Red Ribbon Week
- 5th grade graduation party
- Hot Lunch Program
- Fox Trot
- Library Volunteers
- Child Safety
- Foxtravaganza Show
- Parent education
- Non-A-Thon fund raiser
- SCRIP fund raiser
- Monetary gifts
- Family Math

Other Local Community Agencies

- Belmont Public Library
- Belmont Rotary
- San Mateo County Arts Council
- Peninsula Humane Society
- Belmont Police Department
- South County Fire Dept.
- “After School” (child care)
- Peninsula Auxiliary for Children

Financial Information

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

Revenue Sources

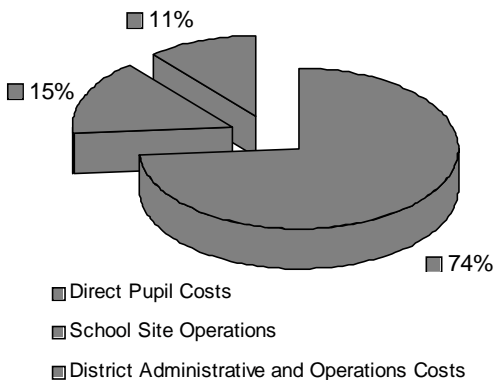
The District is a Basic Aid District, thus our largest source of revenue is from local property taxes.

- 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).

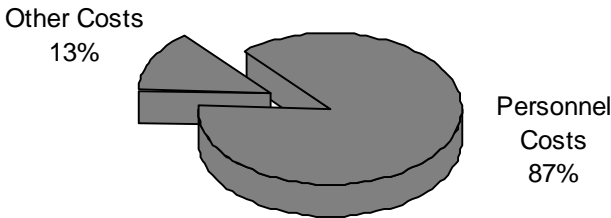


Breakdown of Personnel and Other Costs

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

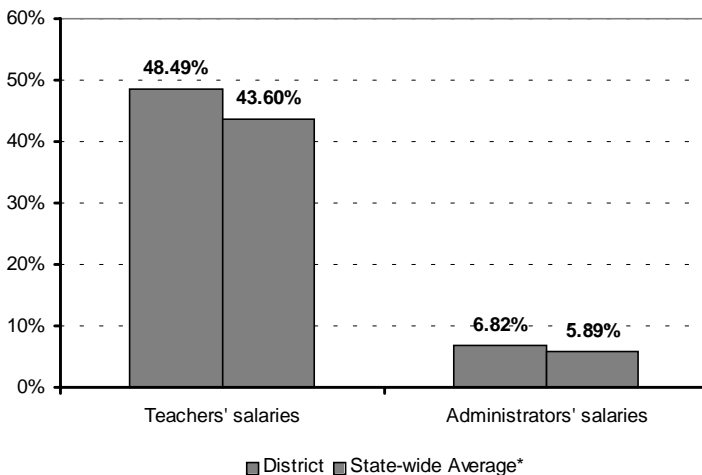
- Personnel costs: teachers, administrators, maintenance workers and custodians, clerical support and classroom assistants.
- Other costs: books, in-service training, instructional and other supplies, equipment, utilities, repairs and transportation.

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.

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

VI. PLANNING FOR THE FUTURE

Summary of Needs

Within the next few years Fox sees a need for:

- Increasing the expertise of staff to provide differentiation of instruction to provide for individual learning styles and achievement levels.
- Continuing to provide a rich and strong program in the visual and performing arts for all students.
- Increasing technology training for students and staff.
- Developing classroom and school-wide activities that foster appreciation of a global society.
- Continuing to develop teachers on staff as subject matter and technology experts.

Recommendations for Improvement

- Provide staff training to increase differentiated instruction expertise (remedial to gifted).
- Provide teacher training through utilization of staff mentors, LEAP artists and visiting trainer in the Visual and Performing arts.
- Site, District and PTA funds and resources will be utilized for staff training in technology.
- A committee of staff and parents will develop a list of suggested classroom and school-wide activities, which can be integrated, throughout the curriculum to foster an appreciation of a global society.
- Administration and the Leadership team will continue to recruit and support staff members in becoming experts, mentors and leaders to other staff.

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 Fox 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 Fox 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

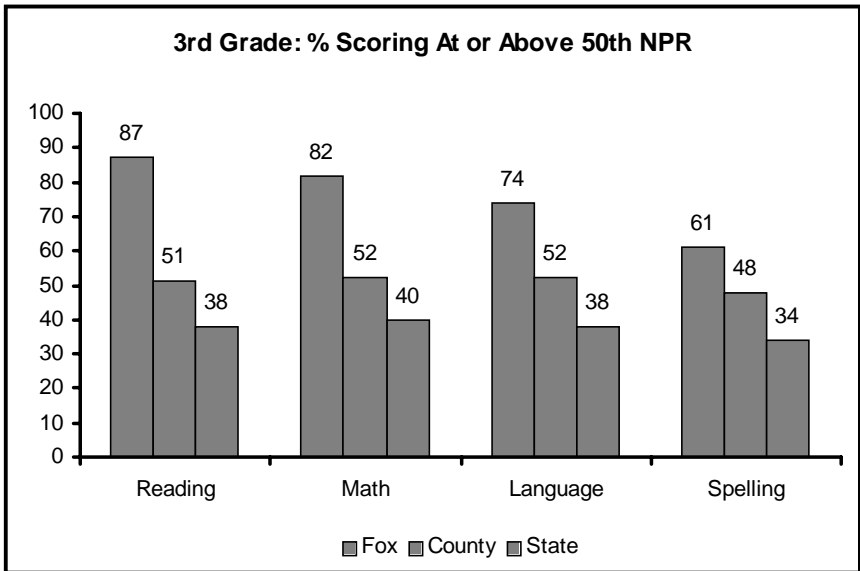
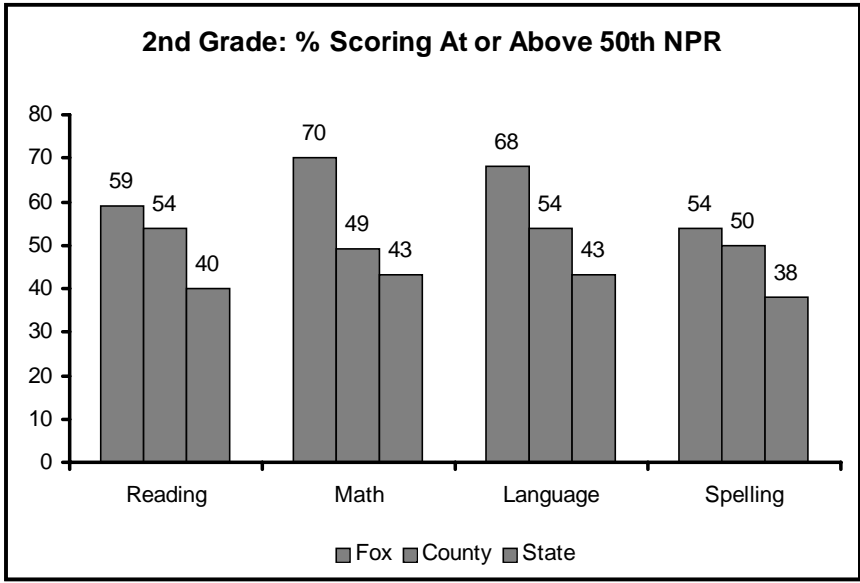
Toughlove-San Mateo Parents Support Group 327-3333

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)

