

LOWELL HIGH SCHOOL

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FINAL ACTION PLAN

**Prepared for
The Western Association of Schools and Colleges
and the
California State Department of Education**

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Goal 1: To improve and enhance the working/learning environment at Lowell

Rationale:

- Student, faculty, and parent surveys show a need for an improved working and learning environment, as well as a need for improved communication among all stakeholders through the use of technology.

Annual Goals and Benchmarks:

- By June of each calendar year, a plan for improving and enhancing the working/learning environment will be in place for the following school year.
- The AP Administration will present plans for improvements to the SSC for budget consideration in each successive school year.

ESLRs Addressed:

Lowell High School will prepare students to be:

- Effective communicators and managers of information who use electronic, print, and artistic media proficiently and with integrity
- Positive, productive, and informed citizens who contribute time, energy, and talent to improve the quality of life in their school, community, state, nation, and world
- Purposeful and responsible learners who practice habits of mental, physical, and social health

Monitor Progress:

Tools/Data

- On-going audits
- Faculty, student, and parent surveys as written for each task
- Number of active network accounts (students and faculty)
- Volume of food sales
- Increase in communication due to technology (as reflected in surveys)

Frequency

- Quarterly and annual reports

Report progress

- AP Administration and other responsible parties will make annual reports to SSC and other stakeholders as needed.
- The Wellness Center will make quarterly reports to the SSC about the food program.

GOAL 1: TO IMPROVE AND ENHANCE THE WORKING/LEARNING ENVIRONMENT

ACTION STEPS	RELATED TASKS	RESPONSIBLE PERSONS	PROFESSIONAL DEVELOPMENT RESOURCES	MEANS TO ASSESS IMPROVEMENT	TIMELINE	METHODS TO REPORT
1. Create adequate space for students to study, work in groups and store their belongings	<ul style="list-style-type: none"> •Professional space analysis •Solicit expertise from parents •Meet with engineer/architect to develop options •Identify areas of need Incorporate plans for improvement into Academic Plan •Solicit bond \$ 	<ul style="list-style-type: none"> •AP Administration •SSC Facilities Committee 	None	<ul style="list-style-type: none"> •Increase in space •Annual student survey 	<ul style="list-style-type: none"> •Begin in March '06 •Written report by 12/31/06 	<ul style="list-style-type: none"> •AP Administration reports to Admin. Council & SSC
2. Every teacher has a classroom & office space equipped to agreed upon standards	<ul style="list-style-type: none"> •Develop standards •Audit existing conditions •Develop budget •Develop timeline •Develop funding plan 	<ul style="list-style-type: none"> •Admin. Council •Departments •AP Administration •SSC Facilities •UBC 	None	<ul style="list-style-type: none"> •Regular audits 	<ul style="list-style-type: none"> •Stds: 6/06 •Audit: 10/06 •Budget: 11/06 •Timeline: 12/06 	<ul style="list-style-type: none"> •AP Administration reports 2X/year to AC, SSC, and UBC
3. Improve communication among admin., students, teachers, and parents through the use of technology	<ul style="list-style-type: none"> •Study available technology •Survey of teachers about communication needs •Develop communication plan 	<ul style="list-style-type: none"> •AP Admin. •Ad Hoc Committee UBC 	<ul style="list-style-type: none"> • Faculty who can serve as trainers in use of technology for staff, students, and parents 	<ul style="list-style-type: none"> •Annual parent survey •Annual student survey •Annual teacher survey 	<ul style="list-style-type: none"> •Begin in March '06 •Plan by 12/06 •Budget & timeline by 3/07 	<ul style="list-style-type: none"> •Report plan to SSC by 1/07
4. Every student has basic computer skills and internet access from school	<ul style="list-style-type: none"> •Survey incoming freshmen at library orientation •Provide instruction through library program 	<ul style="list-style-type: none"> •AP Administration •Librarians •Technology Center 	<ul style="list-style-type: none"> •Professional conferences for librarians 	<ul style="list-style-type: none"> •Biannual student surveys re: decrease in percentage of students without access/basic skills •Number of active computer accts. for students/faculty 	<ul style="list-style-type: none"> •Write survey in 05-06 •Distribute annually to incoming freshmen beginning Fall '06 	<ul style="list-style-type: none"> •AP Administration reports annually to SSC
5. All public areas be maintained aesthetically	<ul style="list-style-type: none"> •Make list of needs •Make request to B&G 	<ul style="list-style-type: none"> •AP Admin •SSC Facilities Committee •SBC 	None	<ul style="list-style-type: none"> •Better looking school as reported by annual surveys •Refer to needs list 	<ul style="list-style-type: none"> •Begin 3/06 •Ongoing 	<ul style="list-style-type: none"> •AP Administration reports annually to SSC

ACTION STEPS	RELATED TASKS	RESPONSIBLE PERSONS	PROFESSIONAL DEVELOPMENT RESOURCES	MEANS TO ASSESS IMPROVEMENT	TIMELINE	METHODS TO REPORT
6. Implement a program to maintain clean & well-kept bathrooms	<ul style="list-style-type: none"> •Ongoing student education •Better mgmt. of custodial resources •Bathroom renovation calendar 	<ul style="list-style-type: none"> •SBC •AP Admin Custodial Services 	None	<ul style="list-style-type: none"> •Annual student survey 	TBD	<ul style="list-style-type: none"> •SBC & AP Administration report annually to SSC
7. Provide nutritious food that satisfies the needs of students & staff	<ul style="list-style-type: none"> •Analyze student issues w/current offerings •Work with Food Services to modify menus 	<ul style="list-style-type: none"> • AP Pupil Services School nurse •Wellness Center •Ad Hoc Committee on Nutrition through SSC •SBC 	<ul style="list-style-type: none"> •Time to visit more successful schools 	<ul style="list-style-type: none"> •Higher volume of sales in cafeteria •Annual student & teacher surveys 	<ul style="list-style-type: none"> •Begin in 3/06 •Approved menu by 9/06 	<ul style="list-style-type: none"> •Wellness Center reports quarterly to SSC

Goal 2: To establish a comprehensive plan for professional development

Rationale:

- Faculty and staff feel strongly that the community would benefit greatly from a program of monthly professional development opportunities designed to enhance the professional growth of faculty and staff, enabling them to provide improved curricula and instruction.

Annual Goals and Benchmarks:

- Faculty and Staff will be surveyed and obtain feedback about the quality of each professional development activity. A collection of cross curricular lesson plans, teaching strategies, team teaching methods will be developed.
- The AP for Curriculum will present an annual PD plan for SSC budget consideration in 2006-07.

ESLRs Addressed:

Lowell High School will prepare students to be:

- Pursuers of academic excellence who are knowledgeable and skilled across the curriculum and are self-directed learners
- Creative and critical thinkers who apply higher order thinking skills to problems and issues across the curriculum and can develop abstract and physical models to solve problems

Monitor Progress:

Tools/Data

- Faculty surveys and questionnaires
- PD progress mid-year report to SSC
- Annually updated PD Plan

Frequency

- Monthly planning of PD activities
- Mid-year and annual reports

Report Progress

- AP for Curriculum and the PD Committee will make mid-year reports to the SSC and other stakeholders as needed
- PD Committee will meet with the Administrative Council to receive department PD priorities on a quarterly basis.

GOAL 2: TO ESTABLISH A COMPREHENSIVE PLAN FOR PROFESSIONAL DEVELOPMENT (PD)

GOALS	RELATED TASKS	RESPONSIBLE PERSONS	PROFESSIONAL DEVELOPMENT RESOURCES	MEANS TO ASSESS IMPROVEMENT	TIMELINE	METHODS TO REPORT
1. Enhance the professional growth of faculty and staff, so that they may provide an effective educational program for students	<ul style="list-style-type: none"> • Each department will develop its specific PD priority • Develop an annual and long range PD plan (See sample school calendar) • Gather useful ideas needed to create buy-in through teacher surveys and workshop evaluations • Create embedded PD time 	<ul style="list-style-type: none"> • Professional Development Committee • AP for Curriculum • Admin. Council • UBC • Other interested stakeholders 	<ul style="list-style-type: none"> • Guest Speakers • Alumni/PTSA • Teachers • District Office • Content Specialists • Community • Seek PD funding and support from the SSC and other resources • Center for Renewal and Advancement of Educators (C.A.R.E.) 	<ul style="list-style-type: none"> • Faculty Survey and Questionnaire pertaining to each activity 	Priorities defined by June 2006 and annually thereafter	<ul style="list-style-type: none"> • Evaluation and Feedback from PD activities • PD Committee Chair (AP Curriculum) will provide an annual mid-year report to SSC and Faculty.
2. Provide opportunities to collaborate within and across departments	<ul style="list-style-type: none"> • Organize and coordinate common planning/problem solving and interdisciplinary activities • Design focused activities to build school community cohesion 	<ul style="list-style-type: none"> • Administration • Administrative Council • PD Committee • Department Heads • UBC 	<ul style="list-style-type: none"> • District Office • Content Specialists • Department Heads • Grade Level Teachers • Seek PD funding and support from the SSC and other resources • Retreats 	<ul style="list-style-type: none"> • Development of cross curricular lesson plans • Development of cross curricular teaching strategies • Application of team teaching 	Begin plan development by June 2006 and on-going thereafter	<ul style="list-style-type: none"> • Evaluation and Feedback from PD activities • Faculty survey and questionnaire pertaining to each activity • PD Committee Chair (AP Curriculum) will provide an annual mid-year report to SSC and Faculty
3. Generate and share ideas to improve curriculum and instruction	<ul style="list-style-type: none"> • Teachers and department heads submit ideas to PD Committee to develop in Annual Plan 	<ul style="list-style-type: none"> • Teachers • District Office • Content Specialists • PD Committee • Department Heads • UBC 	<ul style="list-style-type: none"> • Content Conferences and/or Conventions • Collage Board workshops • Summer Seminars • Fellowships • Seek PD funding and support from the SSC and other resources 	<ul style="list-style-type: none"> • Feedback from Teachers • Teacher Evaluations • Walk-Through Observations 	Beginning June 2006 and on-going thereafter	<ul style="list-style-type: none"> • Evaluation and Feedback from PD activities • PD Committee Chair (AP Curriculum) will provide an annual mid-year report to SSC and Faculty

GOALS	RELATED TASKS	RESPONSIBLE PERSONS	PROFESSIONAL DEVELOPMENT RESOURCES	MEANS TO ASSESS IMPROVEMENT	TIMELINE	METHODS TO REPORT
4. Provide support to all teachers new to Lowell	<ul style="list-style-type: none"> Organize orientation for new teachers on Lowell's school culture, resources, and teacher expectations Organize and coordinate common-planning time with department colleagues and mentor teachers 	<ul style="list-style-type: none"> Department Heads Teachers PD Committee Administration UBC 	<ul style="list-style-type: none"> Beginning Teacher Support and Assessment Program (BTSA) Peer Assistance Review (PAR) Department Heads Mentor Teachers Seek PD funding and support from the SSC and other resources 	<ul style="list-style-type: none"> Feedback from new teachers Feedback from mentor teachers Teacher Evaluations of new teachers Walk-Through Observations 	Beginning August 2006 and on-going thereafter	<ul style="list-style-type: none"> Evaluation and Feedback from PD activities PD Committee Chair (AP Curriculum) will provide an annual mid-year report to SSC and Faculty

LOWELL HIGH SCHOOL

This calendar reflects Lowell's commitment to set aside time for meaningful and productive professional development so that faculty and staff have the opportunity to collaborate within and across departments, enhance their professional growth, and provide an effective educational program for students.

2006-2007 Professional Development Calendar

August							September							October							November							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30	31	24	25	26	27	28	29	30	29	30	31	26	27	28	29	30									
2 PD Days (Shaded) 1 Faculty Meeting							1 PD Day (Shaded) 1 Department Mtg.							1 PD Day (Shaded) 1 Department Mtg.							1 PD Day (Shaded) 1 Department Mtg.							
December							January							February							March							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6					1	2	3					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	25	26	27	28	29	30	31							
31	1 Department Mtg. 1 Faculty Meeting							1 PD Day (Shaded) 1 Department Mtg.							1 PD Day (Shaded) 1 Department Mtg.							1 PD Day (Shaded) 1 Department Mtg.						
April							May							June							July							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
1	2	3	4	5	6	7			1	2	3	4	5						1	2								
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9								
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16								
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23								
29	30	27	28	29	30	31	24	25	26	27	28	29	30	24	25	26	27	28	29	30	Summer Conferences, Conventions, Fellowships College Board Training							
1 Dept Mtg. 1 Faculty Mtg.							1 Faculty Mtg.							1 Faculty Mtg.														

NOTE: August 24th, August 25th, and January 26th are District "Buy-Back" PD days. September 15th, October 13th, November 3rd, February 9th, and March 9th are site-designated PD days (80 minute sessions).

Goal 3: To improve the written and oral expression of all students and the academic achievement of underperforming students

Rationale:

- Self-study findings indicate a need to improve student achievement in writing and oral presentations. We also need to improve the academic achievement of underperforming students. Improve resources to support and promote mental health, and recognize and celebrate student achievement.

Annual Goals and Benchmarks:

- There will be an incremental improvement in verbal and written SAT scores by June, 2008.
- Schoolwide rubrics for writing and speaking will be in place by June, 2007.
- By August, 2007, all freshmen with CST scores of basic and below (1-3) will have achieved proficiency (4-5) in the five ELA domains by the end of their sophomore year.
- By June, 2008 there will be a measurable improvement in the five ELA domains on the CST.
- Every effort will be made to ensure that an oral presentation component will become part of the curriculum in every academic department.

ESLRs Addressed:

All are addressed.

Monitor Progress:

Tools/Data

- Faculty survey and questionnaires
- Cross-curricular lesson plans

Frequency

- Annual reports
- Various reports prepared as needed

Report Progress

- Department Chairs report to AP Curriculum
- AP Curriculum reports to Administrative Council and Faculty
- College and Career teaches report to Administrative Council and SSC

**GOAL 3: TO IMPROVE THE WRITTEN AND ORAL EXPRESSION OF ALL STUDENTS
AND THE ACADEMIC ACHIEVEMENT OF UNDERPERFORMING STUDENTS**

ACTION STEPS	RELATED TASKS	RESPONSIBLE PERSONS	RESOURCES	MEANS TO ASSESS IMPROVEMENT	TIMELINE	METHODS TO REPORT
1. Improve writing and oral skills school wide	<ul style="list-style-type: none"> •Incorporate school wide rubrics in all departments •Continue alignment of writing samples/oral presentations with rubrics within and across departments •All departments incorporate an oral and written component into their curricula •Provide professional development related to teaching oral and written skills •Integrate speaking, interviewing, and role-playing into the College and Career curriculum 	<ul style="list-style-type: none"> •AP Curriculum •Admin. Council •Teachers 	<ul style="list-style-type: none"> •Professional Development workshops •Schoolwide Rubrics •Embedded professional development time •Interdepartmental collaboration 	<ul style="list-style-type: none"> •Department Evidence Binders •Standardized test scores •Increased enrollment in Honors and Advanced Placement (AP) Language Arts classes. •Increased class participation 	<ul style="list-style-type: none"> •Beginning Fall '06 and annually thereafter 	<ul style="list-style-type: none"> •Teachers report improvement to departments •Department Chairs report to AP Curriculum •AP Curriculum reports enrollment in Honors and Advanced Placement (AP) Language Arts to Administrative Council and faculty •College and Career teachers report improvements in oral presentation to AC and SSC
2. Improve the academic achievement of underperforming students	<ul style="list-style-type: none"> •Define and identify underperforming students •Refer students to literacy and math support programs. 	<ul style="list-style-type: none"> •AP Pupil Services •AP Administration •Counselors •AP Curriculum • Network Systems Administrator • Teachers • Para-Professionals 	<ul style="list-style-type: none"> • Standardized Test Results • D and F Lists • Progress Reports •CSF tutoring •SSC •Cut Lists •Literacy Program 	<ul style="list-style-type: none"> •Standardized Test Results •Increased annual use of homework blog • Improvement in grades •Decrease in length of cut list 	<ul style="list-style-type: none"> •Beginning Fall '06 and semi-annually thereafter 	<ul style="list-style-type: none"> •AP Pupil Services reports to Academic Council, SSC, and faculty

ACTION STEPS	RELATED TASKS	RESPONSIBLE PERSONS	RESOURCES	MEANS TO ASSESS IMPROVEMENT	TIMELINE	METHODS TO REPORT
	<ul style="list-style-type: none"> •Establish a program that pairs underperforming students with a tutor and/or study group •Implement Strategies for Success workshops to either supplement or replace Resource mods • Utilize technology to create a homework hotline blog •Resource Centers staffed by teachers in content areas 		<ul style="list-style-type: none"> •Math support program •Resource Centers •Wellness Center 	<ul style="list-style-type: none"> •Decrease in length of D and F list •Decrease in number of referrals to the math and literacy support programs 		
3. Continue to ensure that all students achieve ESLRs and curricula are aligned with state and district standards	•Continue to monitor ESLR attainment and alignment to curricular standards	<ul style="list-style-type: none"> •Admin. Council •AP Curriculum •Teachers 	<ul style="list-style-type: none"> •State and District Framework and Standards •ESLRS •Professional Development Plan •Embedded Professional Development time •SSC Academic Plan •WASC Action Plan •Course Syllabi 	<ul style="list-style-type: none"> •Standardized Test Scores • Schoolwide rubrics •Department Evidence Binders 	•Fall 06 and semi-annually thereafter	<ul style="list-style-type: none"> •AP Administration reports standardized test scores to faculty, SSC, and Administrative Council

ACTION STEPS	RELATED TASKS	RESPONSIBLE PERSONS	RESOURCES	MEANS TO ASSESS IMPROVEMENT	TIMELINE	METHODS TO REPORT
4. Recognize and celebrate all forms of student achievement	<ul style="list-style-type: none"> •Stage a student achievement event every semester • Post student accomplishments on the Lowell Web site and in PTSA communications 	<ul style="list-style-type: none"> •AP Pupil Services •SBC •PTSA Webmaster •Lowell Webmaster 	<ul style="list-style-type: none"> •<i>LowellLight</i> •Lowell Web site •Counselors • Teachers •Class sponsors •Coaches •Senior Bulletin •Weekly Student Bulletin 	<ul style="list-style-type: none"> •Student survey 	<ul style="list-style-type: none"> •Beginning Fall '06 and semi- annually thereafter 	<ul style="list-style-type: none"> •Lowell community members report to AP Pupil Services •AP Pupil Services places notices in weekly bulletin and reports to the Lowell community webmasters and SBC
5. Improve resources to support and promote student mental health	<ul style="list-style-type: none"> •Disseminate information about stress reduction through registries •Publicize mental health hotline •Develop and Implement Stress-Reduction Program for students and staff 	<ul style="list-style-type: none"> •Wellness Center •Peer Resource •Nurse •Counselors •Teachers •Wellness Coordinator and staff 	<ul style="list-style-type: none"> •Wellness Center •Peer Resource •Nurse •Counselors •Teachers •Community outreach •Wellness Center workshops and Information packets 	<ul style="list-style-type: none"> •Wellness Center log •Student Survey • Annual Student, Parent, and Faculty surveys 	<ul style="list-style-type: none"> • Beginning Fall '06 and annually thereafter •Assess annually 	<ul style="list-style-type: none"> •Wellness Center Coordinator and Peer Resource Coordinator report to faculty, PTSA. and SSC •Wellness Center Coordinator reports to Faculty, PTSA, and SSC
6. Increase student awareness of post secondary opportunities	<ul style="list-style-type: none"> • Reinstitute Career Day •Institute a Job Shadowing Program •Invite more guest speakers • Reinforce College & Career curriculum 	<ul style="list-style-type: none"> •CVE coordinator •PTSA •AP Pupil Services •College and Career teachers •Alumni Association •Counselors 	<ul style="list-style-type: none"> •PTSA •Community •Alumni Association •Counselors 	<ul style="list-style-type: none"> •Attendance at career events 	<ul style="list-style-type: none"> •Beginning Fall '06 and annually thereafter 	<ul style="list-style-type: none"> •CVE Coordinator and AP Pupil Services report to faculty, PTSA, LAA, and SSC

ACTION STEPS	RELATED TASKS	RESPONSIBLE PERSONS	RESOURCES	MEANS TO ASSESS IMPROVEMENT	TIMELINE	METHODS TO REPORT
<p>7. Develop strategies that will promote good citizenship, personal honesty, responsibility, and integrity.</p>	<ul style="list-style-type: none"> •Assess the scope of cheating and develop appropriate strategies to address problem areas 	<ul style="list-style-type: none"> •Administrative Council and curricular departments •Principal •AP Pupil Services •Department Chairs and department members •AP Pupil Services, Department Chairs and •faculty AP Curriculum 	<ul style="list-style-type: none"> •Student Survey •Student Government •Peer Counselors 	<ul style="list-style-type: none"> •Referrals •Staff Surveys •Student Survey 	<ul style="list-style-type: none"> •Assess annually 	<ul style="list-style-type: none"> AP Pupil Services/ AP Curriculum report to SSC
	<ul style="list-style-type: none"> •Raise student awareness of good citizen practices through Lowell’s communication systems. 	<ul style="list-style-type: none"> •Principal •AP Pupil Services 	<ul style="list-style-type: none"> •Student government •AP Curriculum •The Lowell •Weekly Bulletin •Registry 	<ul style="list-style-type: none"> •Referrals •Student surveys •Teacher surveys 	<ul style="list-style-type: none"> •Assess annually 	<ul style="list-style-type: none"> •AP Pupil Services reports to SSC
	<ul style="list-style-type: none"> •Departments integrate values instruction into curriculum 	<ul style="list-style-type: none"> •AP Curriculum •Department Chairs and faculty 	<ul style="list-style-type: none"> •AP Curriculum •Professional Development Committee •Staff 	<ul style="list-style-type: none"> •Department binders 	<ul style="list-style-type: none"> •Assess Bi-annually 	<ul style="list-style-type: none"> •AP Curriculum reports to SSC
	<ul style="list-style-type: none"> •Develop and publicize standards for citizenship grades 	<ul style="list-style-type: none"> •AP Pupil Services, department chairs, & faculty 	<ul style="list-style-type: none"> •Curricular Departments •Student government •Registry •PD time 	<ul style="list-style-type: none"> •Rubric for citizenship grades •Course syllabi 	<ul style="list-style-type: none"> •Rubric written by June ‘07 	<ul style="list-style-type: none"> •AP Pupil Services reports to SSC •Principal reports to faculty.
	<ul style="list-style-type: none"> •Purchase plagiarism detection software that can be used across curricular departments 	<ul style="list-style-type: none"> •AP Administration 	<ul style="list-style-type: none"> •SSC •Lowell Alumni Association •PTSA 	<ul style="list-style-type: none"> •Incorporation of software into schoolwide network 	<ul style="list-style-type: none"> •In place by June ‘07 	<ul style="list-style-type: none"> •AP Administration reports to SSC

