

Action Plan

GOAL #1 Significantly increase academic achievement and learning for all students, including closing the achievement gap.

Student groups participating in this goal: ALL

Performance gains expected for these students: Basic Literacy Skills, Advanced Writing Skills, Competency in Algebra and Geometry

Means of evaluating progress toward this goal: Tests, Essays, Speeches, Readings

Group data needed to measure academic gains: High School Exit Exam, STAR 9 Test with disaggregated data

Description of Specific Actions to Improve Educational Practice	Persons Responsible	Timeline												Related Expenditures/ Estimated Cost	Funding Source
		A	S	O	N	D	J	F	M	A	M	J			
<p>1.1 Alignment of instruction with content standards:</p> <p>All courses will continue to be aligned with the SFUSD Content Standards. For example, the English department will continue to divide the standards between the four grades, placing the most appropriate standards with the logical grade level. Lessons will continue to be created and implemented in the classrooms</p> <p>Staff will develop a continuum of required knowledge, skills, and outcomes in English Language Arts aligned with SFUSD standards.</p> <p>ELL students will show 80% mastery of content and performance standards as outlined in the ELD Curriculum Guide. They will progress at least one CELDT level as measured by SAT 9, IWA, and California Standards Tests.</p>	<p>ELD & SDAIE teachers</p>	X	X	X	X	X	X	X	X	X	X	X			

<p>1.2 Improvement of instructional strategies and materials:</p> <p>The Academic Literacy Team will meet weekly during common planning time to address implementation of the Academic Literacy curriculum, plan lessons, develop assessments, share strategies, and review student work. The English and Math Departments will continue collaboration on implementation of the “lab” concept (increasing instructional time, targeting incoming students for academic support, continuing high level instruction while addressing basic skill needs</p> <p>The SSC recommends increased access to and funding for books so that students will be able to take books home. Special student interest has been expressed in grammar books, and grade-level novels.</p> <p>Burton will continue to develop the Academic Literacy program—especially reading, vocabulary-building, and grammar components—in order to provide a strong literacy base for all students.</p>													
<p>1.3 Extended learning time:</p> <p>The Burton Saturday School program will be reformed to create a more cohesive, academically rigorous program. Suggested augmentations include computer programs, note-taking, test-taking skills, writing lab, etc.</p> <p>Burton will create and/or publicize departmental after-school and lunch tutoring programs for students in major content areas.</p> <p>Juniors and Seniors will be allowed to fulfill community service requirements by mentoring and tutoring at-risk freshman.</p> <p>Burton will consider the implementation of pre-AP summer school classes to prepare students for the rigor of college-level work.</p> <p>Burton will implement an Accelerated Support program for all ELL’s below 40% in reading and math.</p>													

<p>1.4: Increased educational opportunity</p> <p>The SSC's number one recommendation for improving educational opportunity is to create smaller class sizes and to consider smaller specialized classes to address the concerns of students working well below grade level.</p> <p>Efforts will be made to increase availability of computers & technology to all students.</p> <p>Burton will hire a full-time credentialed librarian and ensure that all students have access to a functioning, modern library all day, including at lunch and after-school.</p> <p>Burton administrators will complete the master schedule before the first day of classes to lesson student movement during the first two weeks of school.</p> <p>The SSC recommends that finals be given before the Christmas break to not only balance the days in each semester, but also improve performance.</p> <p>Diagnostic tests will be used to identify students with low skills in the ninth grade in an effort to supply support for these students. A special effort will be made to identify students with academic, behavior, attendance or health concerns by analysis of performance, attendance records, and other data.</p> <p>Burton will consider implementing an advisory/career planning/homeroom period to help close the achievement gap and to improve academic achievement of all students. As one component of the class, students will create a personalized four-year study plan with parent collaboration. Students will be told exactly what subjects they need in order to graduated or attend a four-year college. This class will also serve as an information clearinghouse for scholarships, AP class information, and support services.</p>		X	X	X	X	X	X	X	X	X	X		
<p>1.4: Increased educational opportunity</p> <p>Burton will eliminate late notification of planned activities and interruptions by creating a more predictable calendar.</p> <p>Burton will continue to boost reading levels with programs like Academic Literacy.</p> <p>All Burton teachers will teach study habits in all disciplines.</p> <p>Efforts will be made to hire bilingual aides (funded by categorical funding) to assist in beginning level ELD classrooms.</p> <p>As an incentive to academic achievement, privileges may be provided to honor roll students (such as relaxed dress code or free dress Friday).</p>		X	X	X	X	X	X	X	X	X	X		

<p>1.5 Staff development and professional collaboration:</p> <p>Department Heads will work with their teachers and the A.P. of Curriculum to identify staff with expertise to implement a site-based and imbedded professional development plan. Ongoing, weekly department meetings will focus on specific teacher strategies for a given content subject area. Resources created and strategies learned will be shared with the entire faculty in a bi-monthly meeting.</p> <p>Faculty members will continue to take advantage of professional development opportunities offered by the district.</p>														
<p>1.6 Involvement of staff, parents and community:</p> <p>Burton’s Professional Development and Evaluation Plan will be created with input from the entire school community by the school’s Leadership Team. Ongoing evaluation will be conducted by subject-specific department, selected staff members, parents, students, and the community.</p> <p>The ELAC will continue to meet monthly. They plan to send parent representatives to the Compensatory Education Program in Sacramento.</p>														
<p>1.7 Auxiliary services for students and parents:</p> <p>Burton will implement a systematic plan of outreach to parents regarding effective study habits, scholarships, college applications, etc.</p> <p>Counselors will offer information about summer job opportunities, opportunities to shadow college students, and school-to-career programs.</p> <p>Burton will offer an annual Career Day staffed by diverse community role models. Consideration will be taken for a full-time career center.</p> <p>The ELAC strongly recommends hiring bilingual community liaisons and/or counselors to reach out to ELL parents in Chinese, Spanish, Tagalog, and Vietnamese.</p>	Administrator													

1.8 Monitoring program implementation and results:															
Struggling students will be put on a daily progress report by the counselors or at parental request.	Counselors	X	X	X	X	X	X	X	X	X	X	X			
ELL students will receive ongoing evaluations and modifications. ELL redesignations will be monitored after 90 days		X	X	X	X	X	X	X	X	X	X	X			

GOAL #2 : Ensure that all students have access to a comprehensive education by providing a high-quality program of studies in the Core Curriculum

Student groups participating in this goal: ALL

Performance gains expected for these students: Higher representation of African Americans in honors, GATE, and as Burton Graduates

Means of evaluating progress toward this goal: Continue to document underrepresented students graduating and enrolling in Honors, college, etc.

Group data needed to measure academic gains: Graduation rates, Survey of college aspirations, GPA data, credit analysis for graduation

Description of Specific Actions to Improve Educational Practice	Persons Responsible	Timeline												Related Expenditures/ Estimated Cost	Funding Source
		A	S	O	N	D	J	F	M	A	M	J			
<p>2.1 Alignment of instruction with content standards:</p> <p>All courses will continue to be aligned with the SFUSD Content Standards. For example, the English department will continue to address the standards in all grades, placing the most appropriate standards with the logical grade level. Lessons will continue to be created and implemented in the classrooms.</p>		X	X	X	X	X	X	X	X	X	X	X			
<p>2.2 Improvement of instructional strategies and materials:</p> <p>It is our intent to reform Saturday School into a workshop model where students would concentrate on a series of different types of skills that need improvement. E.g. Note taking, test taking skills, writing lab, math lab.</p> <p>Burton is considering a modified schedule (such as an extended lunch) for teachers and students to have mandatory meetings that focus on student performance and to identify and correct problems that students are having as well as offering support, encouragement and praise for students that are performing well.</p> <p>All teacher will use instructional strategies and materials suitable to the multiple intelligences and varied learning styles of our students.</p>		X	X	X	X	X	X	X	X	X	X	X			

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		A	S	O	N	D	J	F	M	A	M	J				
<p>2.3 Extended learning time:</p> <p>The Burton is unanimous in its support for the re-implementation of the “Step Up Program” for incoming freshman. Below are two modifications that we are considering.</p> <ol style="list-style-type: none"> 1. Accelerating the Step Up program to one or two intensive weeks instead of the five weeks offered previously. 2. Providing summer reading books and assignments to be completed before the school year begins. <p>Burton will improve the existing departmental tutoring programs by better publicizing and informing students about the tutoring programs.</p> <p>Burton is considering adding an 8^o enrichment class for underrepresented students to prepare them for future honors and AP classes and to create an AP and honors program that is more reflective of the student body of Burton.</p>																
<p>2.4 Increased educational opportunity:</p> <p>Special high interest classes will be offered in areas like technology, reading programs, etc. These classes will be offered as electives and after school</p> <p>Teachers will identify low skilled, at-risk students during the first six weeks of school in an effort to intervene and to supply support for these students. Teachers will also identify students that are having truancy and behavior problems during the first three weeks of school. Students that are identified will be monitored closely and offered support services.</p> <p>Burton will recruit more male and female African American and Latino teachers. It is our belief that by diversifying our staff more, students will be exposed to more educational opportunities.</p>				X	X	X										

<p>2.5 Staff development and professional collaboration:</p> <p>All Burton faculty will continue to participate in staff development in their subject areas and in training which addresses the needs of our diverse population.</p> <p>Strategies and curriculum that address the areas identified as low performing areas on the STAR 9 test will continue to be a main focus of staff development.</p> <p>Teachers will continue to participate in staff development on the first Wednesday of every month.</p> <p>Departments will continue to meet 1-2 times a month for collaboration development.</p> <p>Burton will continue to encourage teachers to attend off site workshops in their subject areas with a concentration on reading, writing and math skills.</p> <p>ELD and SDAIE teachers will continue to attend yearlong offerings by the Multicultural Department and the Office of Teacher Affairs (ALACASA, Teacher Knowledge Project Seminars, Professional Institutes, etc.).</p>		X	X	X	X	X	X	X	X	X	X	
<p>2.6 Involvement of staff, parents and community:</p> <p>Tutoring programs before school, after school and during lunch will be staffed by students and/or community. Students that volunteer to help in the tutoring programs will receive credit for the community service requirement.</p>		X	X	X	X	X	X	X	X	X	X	
<p>2.7 Auxiliary services for students and parents:</p> <p>Burton will increase after-school tutoring with hired staff/college students. In addition, Burton will further publicize EAOP and SFSU tutoring programs.</p> <p>Burton will begin creating an annual/semi-annual conference for parents and students that will focus on the following subjects:</p> <ol style="list-style-type: none"> 1. College applications 2. Innovations in education 3. Computer skills: email, word processing, excel etc. 4. How to raise a teen 5. How parents can help educate at home. <p>Community members will also be involved in these workshops.</p> <p>Burton is considering creating a parent hot line--such as 1-800-4burton—to inform the community of events, parent conferences, and special bell schedules.</p>		X	X	X	X	X	X	X	X	X	X	

<p>2.8 Monitoring program implementation and results:</p> <p>Burton will:</p> <ol style="list-style-type: none"> 1. Survey teacher lesson plans, perform regular teacher evaluations with attention to standards, and make use of varied measures of student performance. 2. Examine pre- and post-tests and attendance data 3. Create criteria for identifying at-risk students 4. Survey parents about the effectiveness of the annual/semi-annual conference 															
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GOAL # 3: Improve the instructional delivery to all students using best practices and whole school reform models.

Student groups participating in this goal: ALL

Performance gains expected for these students: Increase in standardized test scores above target score.

Means of evaluating *progress* toward this goal: STAR 9 test results

Group data needed to measure academic gains: STAR 9 test results

Description of Specific Actions to Improve Educational Practice	Persons Responsible	Timeline												Related Expenditures/ Estimated Cost	Funding Source
		A	S	O	N	D	J	F	M	A	M	J			
<p>3.1 Alignment of instruction with content standards:</p> <p>Grade level teams and departments will meet bi-monthly during common planning time to address the implementation of content and performance standards. Time will be spent reviewing student work to assess effectiveness of standards-based instructional practices. Teachers of English Language Learners will utilize the ELL standards provided by the Language Academy to show academic growth and language acquisition. Students will participate in field experiences, project-based activities, and technology-integrated activities to support diverse learning needs and to demonstrate learning to meet Standards. Lesson plans and instructional activities will be modified to address these needs.</p>		X	X	X	X	X									

Description of Specific Actions to Improve Educational Practice	Persons Responsible	Timeline												Related Expenditures/ Estimated Cost	Funding Source
		A	S	O	N	D	J	F	M	A	M	J			
<p>3.2 Improvement of instructional strategies and materials:</p> <p>Burton will continue to explore the feasibility of the following structural reforms:</p> <ol style="list-style-type: none"> 1. Weekly Advising Period (such as a homeroom) 2. 9th grade families. 3. Block scheduling. 4. Academic Literacy in 10th grade. 			X	X	X	X									
<p>3.3 Extended learning time:</p> <p>Teachers in each content area will participate in District, State, and National workshops and conferences to improve instruction and enhance teaching capacity. Information and strategies will be presented to other staff members during bi-monthly grade level and/or content area meetings. Department and faculty meetings will be used to work with new strategies, research, and data. This information will be used to modify lesson plans.</p>		X	X	X	X										
<p>3.4 Increased educational opportunity:</p> <p>Funds will be provided to allow for more field trips, including providing chaperones and substitutes.</p> <p>Hiring a full time librarian will enable students and teachers to access the library and increase educational opportunity.</p>		X	X	X											
<p>3.5 Staff development and professional collaboration:</p> <p>Teachers will be allowed more time and opportunities for professional development.</p> <p>The site will implement an in-service program in at least the following areas:</p> <ol style="list-style-type: none"> 1. ELD teaching methodology 2. Cross-cultural teaching methodology 3. Language acquisition theory and practice 4. Special instructional methodology (SDAIE) 		X	X	X	X	X	X	X	X	X	X	X			

<p>3.6 Involvement of staff, parents and community:</p> <p>Seminars will be created for specifically addressing the diverse population at Burton. These seminars would utilize teachers, parents, and students addressing issues of study skills and academic achievement.</p>														
<p>3.7 Auxiliary services for students and parents:</p> <p>Workshops or seminars on topics such as: how to be successful at Burton, how to get your child into college, career pathways, honors and AP programs, and 9th grade Step-up program.</p>	X	X	X	X	X	X	X	X	X	X	X	X		
<p>3.8 Monitoring program implementation and results:</p> <p>Burton will use the following measures to monitor program results:</p> <p>Standardized test scores (such as the CAHSEE and STAR 9) Department meeting minutes Teacher surveys after Professional Development re: effectiveness Parent and student surveys after workshops or seminars to determine effectiveness of program.</p>							X	X	X	X	X			

GOAL #4: Ensure a safe secure school and learning environment

Student groups participating in this goal: All

Performance gains expected for these students: Significant improvement in class attendance

Means of evaluating *progress* toward this goal: Data from attendance office, progress reports, surveys

Group data needed to measure academic gains: ADA reports from attendance office

Description of Specific Actions to Improve Educational Practice	Persons Responsible	Timeline												Related Expenditures/ Estimated Cost	Funding Source
		A	S	O	N	D	J	F	M	A	M	J			
<p>4.1 Procedure/activity to improve climate/safety:</p> <p>Burton’s existing policy of placing tardy students in room 136 will be eliminated. This decision has been made due to overwhelming parental criticism and concern. Parents and staff agree that student needs are better served in the classroom. Burton will institute a school-wide consistent tardy policy that each teacher will be responsible for implementing. In addition each teacher will provide parents and the administration with a copy of his/her grading policies and expectations at the beginning of the year. Parents will sign this document to verify that they are aware of all school procedures.</p> <p>It is our intent to develop and uniformly enforce an official Burton Attendance Policy approved by the administration, the PTA, and the SSC. This policy will outline one cohesive schoolwide procedure for addressing and reducing student tardiness and truancy. Consequences to be considered include detention, classroom consequences, master list of “tardy offenders,” a searchable database to prevent chronic offenders from participating in dances, assemblies, fieldtrips, etc. Contingent upon available funds, Burton will employ a full-time truancy officer to notify parents by phone <i>the same day</i> that a student misses class.</p> <p>Additional security guards will be hired to prevent on campus truancy. All security guards will uniformly enforce the Burton Attendance Policy. A special effort will be made to hire women and bilingual candidates (Mandarin, Tagalog, and Spanish) who can better communicate with students and parents.</p> <p>Emergency procedures will be translated into different languages and posted prominently in classrooms and hallways. Drills involving emergency procedures will be a major activity in the first two weeks of school as teachers define their school and class expectations.</p>		X													
				X											
		X	X	X											

<p>4.1 Procedure/activity to improve climate/safety:</p> <p>At the beginning of each school year, parents and students will attend an orientation to the rules and consequences in the Burton Attendance Policy. Special emphasis will be placed on concrete and uniform consequences for disrespect of faculty and fellow students, dress-code violations, destruction of property, possession of illegal substances, and truancy. Each student and parent will sign a contract pledging to obey all rules and procedures.</p> <p>Lunchtime recreational opportunities will be expanded. Student clubs will run activities such as basketball, soccer, baseball, etc. Students will be allowed to bring sports equipment and use it during the lunch period. Contingent upon available supervision, the gym and weight room might be made available at this time as well.</p> <p>In an effort to foster student pride and campus cleanliness, each grade level will be responsible for one courtyard, where they may congregate and eat. To foster an academic school culture, students will have access to a student lounge/study hall.</p>		X												
<p>4.2 Staff development and professional collaboration:</p> <p>Faculty will collaborate on strategies consistent with state requirements for a Safe School Plan to ensure a safe, secure school and learning environment relative to cleanliness, facility management, and student behavior. Structured time will be provided for this purpose at selected faculty meetings.</p>		X												

Description of Specific Actions to Improve Educational Practice	Persons Responsible	Timeline												Related Expenditures/ Estimated Cost	Funding Source	
		A	S	O	N	D	J	F	M	A	M	J				
<p>4.4 Auxiliary services for students and parents:</p> <p>The PTSA will organize non-academic parent gatherings such as pancake breakfasts and potlucks to build a more personal relationship between school and community.</p> <p>Burton will offer an elective class or club to train students in peer education, peer tutoring, peer counseling, and conflict management. Peer presentations will focus on a variety of health and safety issues. Students will receive anger management/conflict resolution curriculum and will participate in the resolution of student conflicts throughout the school. Upper classmates will mentor lower classmates.</p> <p>Burton will host a workshop on gang education / gang prevention for students and staff.</p> <p>To encourage more student participation in extracurricular activities, Burton will offer an activities fair at the beginning of the year to introduce students to the rich opportunities for participation in Burton life.</p> <p>The SSC's #1 recommendation for improving auxiliary services is to implement a Burton Wellness Center. Parents are adamant in their support for this much-needed service. If this proves unfeasible, we hope to hire a part-time nurse and/or therapist to address student health and mental health concerns here at school.</p>			X													
<p>4.5 Monitoring program implementation and results:</p> <p>PTSA-appointed monitors will periodically conduct hall sweeps to determine the effectiveness of tardiness-and-truancy reduction measures and walk-throughs to monitor facilities maintenance, and adherence to dress code.</p> <p>All parents will complete at least one Parent Satisfaction Survey to assess the effectiveness of specific actions to increase parent involvement, to solicit suggestions for the PTSA, and to monitor parental awareness of ongoing programs to close the achievement gap such as tutoring, support classes, and EAOP.</p>			X													

GOAL #5 Significantly increase the involvement of a broad base of parents and community at the school level.

Student groups participating in this goal: All students

Performance gains expected for these students: 2% reduction in part-day absenteeism and a 1% reduction in full day absenteeism.

Means of evaluating progress toward this goal: comparable gain in attendance on a monthly basis and increased parent attendance at functions

Group data needed to measure academic gains: Attendance reports 2001-2002; parent sign-in sheets at events

Description of Specific Actions to Improve Educational Practice	Persons Responsible	Timeline												Related Expenditures/ Estimated Cost	Funding Source
		A	S	O	N	D	J	F	M	A	M	J			
<p>5.1 Active parent involvement in decision making process:</p> <p>The Burton PTSA—consisting of parents, teachers, and students—will meet monthly to discuss, implement, and monitor specific activities to significantly increase academic achievement and equity, to ensure a safe and secure school, and to strengthen parent and community involvement at the school level. The PTSA will also review school procedures and organize outreach programs, including book drives, athletic equipment drives, community speakers, career days, etc.</p> <p>Elected parent members of the SSC will continue to represent parents in the decision-making process.</p>				X											
		X	X	X	X	X	X	X	X	X	X	X	X		

<p>5.2 Ongoing communication with parents:</p> <p>The Burton website is continually updated to provide information about special bell schedules, upcoming parent and community events, details about special events on campus, departmental tutoring availability plans, and general contact information for students and administrators.</p> <p>Burton is considering creating a parent hot line--such as 1-800-4burton—to inform the community of upcoming events, parent conferences, and special bell schedules.</p> <p>Burton will investigate implementation of a “Take your parent to school day” to immerse parents in the Burton experience.</p> <p>Burton will recruit parent volunteers through the Parent Resource Survey.</p> <p>X=Completed in August R= revised monthly</p>		X	R	R	R	R	R	R	R	R	R	R	R	1 release period	
<p>5.2 Ongoing communication with parents:</p> <p>The ELAC recommends that Burton consider ways to use ELL students’ primary language in parent-teacher conferences, school assemblies. Interpreters must be available for LEP parents at parent functions.</p>															

<p>5.3 Address engagement of individual parent groups including parents of ELD, EDY, Special Education, GATE, Migrant students:</p> <p>Burton will begin creating an annual or semi-annual conference for parents and students that will focus on the following subjects:</p> <ol style="list-style-type: none"> 1. College application process 2. Innovations in education 3. Computer skills: email, word processing, excel etc. 4. How to raise a teen/ teen parenting issues 5. How parents can help educate at home. <p>It is our hope that community members would also be involved in these workshops. Special efforts will be made to include ELD, EDY, Special Education, GATE, and Migrant parents.</p> <p>The Burton Parent Liaison will provide full-time support for parents in need of translation.</p> <p>Confirmation of LEP parent involvement will be shown through results of questionnaires or polls, meeting notices, reports of involvement in activities, and the minutes of representative committees elected/appointed to make recommendations.</p>													
<p>5.4 Providing education opportunities for parents:</p> <p>Burton will begin creating an annual or semi-annual conference for parents and students that will focus on the following subjects:</p> <ol style="list-style-type: none"> 6. College applications 7. Innovations in education 8. Computer skills: email, word processing, excel etc. 9. How to raise a teen 10. How parents can help educate at home. <p>It is our hope that community members would also be involved in these workshops.</p>													

<p>5.5 Involvement of community partners:</p> <p>Burton will develop a systematic plan to involve the community by broadening the speaker pool. Alumni will be included as part of the community and will be involved in Career Day in order to share what they did after high school.</p> <p>Burton will recruit parents to be field-trip chaperones.</p>														
<p>5.6 Monitoring program implementation and results:</p> <p>All parents will complete at least one Parent Satisfaction Survey to assess the effectiveness of specific actions to increase parent involvement, to solicit suggestions for the PTSA, and to monitor parental awareness of ongoing programs to close the achievement gap such as tutoring, support classes, and EAOP.</p>														