

**FINAL
SCHOOLWIDE ACTION PLANS
2011 - 2016**

**FOR
SAN MATEO HIGH SCHOOL
SAN MATEO, CALIFORNIA**

Action Plan #1 Post-Secondary Options -Increase opportunities to explore career goals and develop technical and vocational skills.		
Objective 1: Research and implement curriculum to guide students through career exploration		
STEPS	Timeline	Responsibility
A. SCHOOLWIDE CAREER FOCUS		
1. Create and implement plans for each grade, starting with incoming freshmen (Class of 2016):	Spring 2012-ongoing	Teachers, Counselors, College & Career Advisor
<u>9th grade</u> Complete assessment of post-secondary interests; participate in career workshop/conference/expanded Course Preview Day	Class of 2016	
<u>10th grade</u> Research specific interests and relate to careers and career pathways	Class of 2015	
<u>11th grade</u> Complete individual job portfolio, including a resume, sample job application, and letter of introduction (i.e.: as offered in Naviance’s “My Planner” or Jobs for Youth workshops). May research or participate in a job internship, job shadow visit, and/or community-training program.	Class of 2014	
<u>12th grade</u> Completion of job portfolio, job shadow and/or internship, and detailed post-secondary research and plan. Complete Senior Survey and meet with counselor or College & Career Advisor about post-secondary plans.	Class of 2013	
2. Investigate current models of Career Days or workshops (i.e.: BHS and AHS) to create events at SMHS	Spring 2012	SWAT: Career Day/ Workshops

<p>3. Provide professional development and reference materials for staff about Naviance (i.e.: resume and job portfolio building, “My Planner,” career interest surveys).</p> <p>4. Enable staff to look up individual students’ post-secondary interests (i.e.: using ABI/AERIES).</p> <p>5. Annually identify students, grades 9-12, for pathways/career-related classes offered at or through SMHS (use interest surveys to guide). Students to remain UC/CSU-eligible and able to exit or change pathway throughout high school.</p>	<p>Spring 2012</p> <p>Ongoing</p> <p>Ongoing</p>	<p>College & Career Advisor</p> <p>Teachers</p>
<p>B. PILOT INNOVATIVE CAREER PROGRAMMING</p> <p>1. Establish a baseline of student visits to career center.</p> <p>2. Establish school-wide Action Team to:</p> <ul style="list-style-type: none"> a. form goals for career pilot b. refer to past SWAT research c. investigate structure and potential for a pilot cohort of 9th graders (i.e.: 1-2 classes worth) d. determine parameters and resources needed to offer pilot e. determine where to implement program (i.e.: 1-2 tutorials, an elective class, afterschool workshops, etc.) f. determine and guide programming content (selecting outside resources and/or creating original content) g. develop criteria for selecting students to participate <p>3. Recruit and train 1-2 teachers and/or counselors to run pilot with identified 9th grade cohort</p> <p>4. Run pilot career program; oversee and monitor</p> <p>5. Evaluate efficacy of the pilot and make appropriate modifications to structure and curriculum of career program for 9th graders</p>	<p>Fall 2012</p> <p>Spring 2012</p> <p>2012 - 13</p> <p>Spring/Summer 2012 PD</p> <p>2013-14</p> <p>Summer 2013</p>	<p>College and Career Advisor</p> <p>SWAT: 9th Grade Careers Pilot</p> <p>Pilot teachers; SWAT: 9th Grade Careers Pilot</p>

Objective 2: Assess career goals: determine range of student interests and growing future industry

<p>A. <u>Career Interest Survey</u></p> <ol style="list-style-type: none"> 1. Develop (or select an existing) Career Interest Survey for 9th graders and later years. 2. Oversee student interest data collection, as well as analyze the Senior Early Bird Survey for possible reference 3. Utilize data to identify individual student’s interests 4. Utilize data to identify grouped interests and trends that could inform offerings/training on campus 	<p>Spring 2012</p>	<p>SWAT: Career Interest Surveys</p> <p>College Counselor and College and Career Advisor Career SWAT</p> <p>Career SWAT</p>
<p>B. Investigate local ROP and community college offerings as related to results of Interest Survey.</p>	<p>Spring 2012</p>	<p>API and Counselors</p>
<p>C. Utilize research available to understand future vocational trends and market needs (i.e.: <u>Occupational Outlook Handbook</u>, CA Dept of Labor website).</p>	<p>Spring 2012</p>	<p>Staff</p>

Objective 3: Support specific training and technical/vocational opportunities

<p>A. Investigate hiring a “school to career” or work experience program coordinator (to oversee many of the tasks in the action plan); establish closer connection between SMHS and the district career coordinator.</p>	<p>2012-13</p>	<p>Administration</p>
<p>B. Identify/cultivate on- and off-site available career technical classes</p> <ol style="list-style-type: none"> 1. Analyze programs already in existence on our campus (Biotechnology, Hospitality, Art Certificate) and modify as needed 2. Educate staff about current programs and opportunities through ROP and community college 3. Based on common post-secondary interests, investigate creating new onsite technical/vocational opportunities <ol style="list-style-type: none"> a. Research Career Technical Education at other schools (High Schools and Community Colleges) b. Consider possible academy to offer on-site (i.e.: bring in design and construction pathway through geometry, digital arts, drafting, construction). c. Present ideas for various programs/pathways/academies and identify staff 	<p>2012-ongoing</p>	<p>Career SWAT, Counselors, Administration, College and Career Advisor</p>

interest d. Seek funding and community resources and experts to implement academy		
C. Identify/cultivate opportunities for student internships, volunteer work and mentoring by professionals	2013	Internship Coordinator/TOSA
D. Identify/cultivate field trips, job shadows and onsite speaker opportunities	2013	TOSA
E. Create and provide training and guidelines to all teachers for including career education into their classes	2015	TOSA
Objective 4: Review and modify all aspects of program annually		
A. Create reliable database of student participation in specific training and technical/vocational opportunities	Baseline: January 2012; then annually	Administration and Career SWAT
B. Track impact on student grades, and self-reported attitude toward school and post-secondary goals	Annually	Administration and Career SWAT

Action Plan #2 Improve methods of instruction that focus on critical thinking and practical applications.		
STEPS	Timeline	Responsibility
Objective 1: Educate ourselves and gather information regarding critical thinking		
Create cross curricular Faculty Action Team (also known as CT-SWAT)	January, 2012	Staff and Admin
Define the school vision of critical thinking	Spring, 2012	CT-SWAT
Survey staff about current instructional strategies, assessments, activities and projects involving critical thinking	Spring, 2012	CT-SWAT
Look at data and measures of critical thinking in students (i.e. PSAT Critical Reading); possibly develop our own measure	Spring, 2012	CT-SWAT
Seek out professional development on successful critical thinking techniques (workshops, conferences, etc.)	Spring, 2012 and ongoing	CT-SWAT and PD Coordinator
Provide training for staff on the content and upcoming implementation of Common Core Standards, focusing on opportunities created by the standards to infuse curriculum with critical thinking applications.	Fall 2012 and ongoing	Core subject departments will begin in Fall 2012. Other core subjects will follow thereafter. Initial information and planning has already begun on the district level at curriculum councils.
Objective 2: Develop techniques of teaching critical thinking		
Develop school wide academic vocabulary that encourages critical thinking.	Fall, 2012 and ongoing	CT-SWAT/ Faculty
Create and find methodologies for critical thinking, considering students' personal interests and real life connections.	Fall, 2012 and ongoing	CT-SWAT/ Faculty
Share best practices using peers as a resource	Fall, 2012 and ongoing	CT-SWAT/ Faculty
Support professional development for leaders of critical thinking SWAT	Fall, 2012 and ongoing	CT-SWAT/ Faculty/ PD Coordinator
Objective 3: Share and implement critical thinking practices		
Allocate collaborative time for planning, i.e. peer observations (Windows of opportunity when schedules are developed*)	Spring-summer 2012* and ongoing	AP Curriculum and Counseling/SLT
Implement findings and share results	Spring and fall, 2013 and ongoing	CT-SWAT/ Staff
Support professional development for teachers	Ongoing	PD coordinator/ Admin/District

Increase the use of critical thinking instructional strategies, activities, and projects aligned to school's vision of critical thinking. Increase the number of critical thinking questions on assessments.	Fall 2013 and ongoing	CT-SWAT/Staff
Objective 4: Evaluate implemented practices and make appropriate modifications		
Re-administer tests or measures of critical thinking to students. Implement new measures if necessary.	Fall, 2014	CT-SWAT/ Staff
During staff evaluations, include critical thinking as one part of the standards	Ongoing	Administration
Peer observations	Ongoing	CT-SWAT/ Staff
Meet as a SWAT and evaluate program's effectiveness	Winter-spring, 2014	CT-SWAT

Action Plan #3		
Increase the academic achievement of underperforming subgroups. `		
Objective 1: Improve student motivation, organization, and performance by fostering positive student/teacher relationships		
STEPS	Timeline	Responsibility
Gather and analyze data on underperforming subgroups through: teacher and student surveys, STAR scores, 8 th grade pass rate, reading tests and student focus groups to plan out a tutorial study skills class that will target incoming freshman, with whom we are starting. While data is gathered, institute a zero tolerance policy for disorganization. Require binders for all students.	2012-2013	Administration/ Counseling dept/ support teachers
Create a cohort group and curriculum for freshman tutorial, with emphasis on positive peer relations and models and organization. Build out possible "mentor" program akin to current Spanish 7-8/native speakers tutorial for all freshmen. Continue CAHSEE prep tutorials as well for sophomores.	2013-2014	Administration/ Counseling dept/ support teachers
Research and decide upon a set of instructional practices and/or programs to pilot.	2013 - 2014	Administration/ Counseling dept/ support teachers
Pilot freshman tutorial and include a control group with no study skills curriculum for comparison. Address issues of funding and how tutorial might become a class where students receive credit. Evaluate study skills class.	2014-2015	Counseling department, select study skills teachers
Expand study skills tutorial class to all freshmen. Stress organization and peer models in this class and award credit so that the class is meaningful. Full implementation. Evaluate study skills class.	2015-2016	Counseling department, select study skills teachers
Full implementation. Evaluate efficacy of program. Create student focus groups, and interview students. Are freshman more organized, more invested, surrounded with positive peer role models?	2016-2017	Staff

Objective 2: Examine the efficacy of the current block schedule with respect to teacher availability for students and create more access for students to meet with teachers.

Gather data on staff willingness to move professional development to the mornings in order to free teachers to meet with students after school. Investigate possibility of modifying bus schedules to keep students on campus for access to teachers.	2012-2013	Administration, certificated teachers
Investigate possible change to schedule in order to see students more frequently throughout the week. Possible common end-time to the day for greater ease for meeting with students after school.	2012-2013	Administration, district office,
Encourage and incentivize students to meet with teachers for more help and support during non-school hours. Investigate possible "homework detention" system for students who habitually neglect homework.	2013-2017	Administration, counseling dept, certificated teachers

Objective 3: Better coordinate and expand the impact and presence of after school programs such as Latino Parent Night, Mana, and Family Literacy Night to create a more positive image and understanding of our school in the minds and hearts of our struggling students.

Create "Dream Club" to address needs of undocumented students and to help educate students about college, financial aid, current legislation (i.e. AB540) and thus improve student motivation.	Spring 2012	Administration, Counseling Department
Investigate possibility of re-funding a full time Latino Academic Coordinator – a person with a strong academic and social services background. This person would spearhead the expanding of current programs by creating greater publicity and participation in current programs.	2012-2013 2013-2014	Administration, Counseling Department
Revive the "Osogatos" program and swat team to reinvigorate and inspire the Latino subgroup. Investigate the problems surrounding undocumented students and offer solutions for this group.	2012-2013	Osogatos Swat
Continue to seek creative ways of funding and expanding our current after school programs. Partner with elementary school districts to increase attendance in Family Literacy night, as well as streamline articulation into high school.	2012-2017	Administration, Staff, SES, ELD and Intensive Teachers

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Objective 4: Continue to recruit, retain and support all students, especially underrepresented subgroups, for AS/AP courses across the curriculum.

Review placement of previously targeted students, looking at their grades in the advanced classes into which they were placed.	Fall 2012 and ongoing	Target 20 SWAT Administration, Counseling Department
Use STAR and PSAT test data as well as grades in courses to screen potential students for enrollment in advanced academic courses.	Winter 2012 and ongoing	Target 20 SWAT, GATE Coordinator, Administration, Counseling Department
Review current progress in courses. Meet students who are potential candidates for advanced placement. Solicit recommendations from current teachers.	Spring 2012 and ongoing	Target 20 SWAT Administration, Counseling Department