

2020 SARC Input Form

THIS IS NOT THE FULL SARC TEMPLATE. DO NOT POST TO YOUR WEBSITE.

This template is provided as a tool to update your SARC and contains only a list of required reporting components that our team isn't able to retrieve from public sources (i.e., Dataquest and SARC data files). Please review and complete each section of this template for completeness and accuracy. DTS will import publicly available data as it becomes available.

This template provides guidance in each section to assist you through the update process. You can also click on the section title for any of the sections to review detailed guidance from CDE regarding the reporting requirements. A full version of CDE's data elements document can be downloaded by [clicking here](#).

A list of answers to frequently asked questions can be reviewed by [clicking here](#). Please feel free to contact the DTS Support Team by [clicking here](#).

[School Contact Information \(School Year 2020-21\)](#)

Please review and complete the information below as needed. This section should include **current** School Contact Information for your school.

School Name	Capuchino High School
Street	1501 Magnolia Avenue
City, State, Zip	San Bruno, CA 94066
Phone Number	(650) 558-2799
Principal	Jesse Boise
E-mail Address	jboise@smuhsd.org
School Website	
CDS Code	4130738

[District Contact Information \(School Year 2020-21\)](#)

Please review and complete the information below as needed. This section should include **current** District Contact Information for your district.

District Name	San Mateo Union High School District
Street	650 North Delaware Street
City, State, Zip	San Mateo, CA 94401
Phone Number	(650) 558-2299
Superintendent	Kevin Skelly
Web Site	www.smuhsd.org
E-mail Address	kskelly@smuhsd.org

School Description and Mission Statement (School Year 2020-21)

Please review and complete the information below as needed. This section should include information about your school, its programs and its goals. This section should be kept to 2-3 paragraphs.

Capuchino High School is located in the city of Millbrae on the San Francisco Peninsula. Capuchino serves an economic, linguistic, and ethnically diverse community. Capuchino is one of the six comprehensive high schools within the San Mateo Union High School District. The ethnic/racial makeup of the our school population is 3% African American, 13% Asian, 20% Caucasian, 11% Filipino, 31% Latino, 5% Pacific Islander, and 17% identify as multi-ethnic. Total student enrollment is 1174. The Class of 2021 includes approximately 325 students.

- 33% are socioeconomically disadvantaged and eligible for Free and Reduced Lunch
- 53% speak a language other than English
- 11% receive Special Education services
- 17% are English Learners

Capuchino's vision centers on the belief that all students should be prepared for college and career. The school goal states, "All students will graduate demonstrating the knowledge and skills necessary to be prepared for college and career." Within this pursuit, as an IB School, Capuchino has adopted the IB Learner Profile as our set of School-Wide Learning Outcomes. The IB Learner Profile, which includes ten attributes, is embedded into each of our courses at Capuchino. A school where diversity is treasured, Capuchino staff have aligned curriculum to the Common Core State Standards (CCSS) and International Baccalaureate (IB) assessments to provide students with the necessary skills for success in college and career.

As a school, our eminently talented staff works to ensure every student is challenged, supported, and known on campus. Our rigorous International Baccalaureate (IB) courses prepare students for the finest universities in the world, while developing a solid academic and ethical foundation with skills to be successful in a global setting. In order to support students within these rigorous courses, our Advancement Via Individual Determination (AVID) program prepares students for higher education, provides academic support, and fosters community. We have established 9th and 10th Grade Teams, where students have the opportunity to experience a greater level of personalization and support, both in academic and social-emotional realms. Each of our content-alike teaching teams act as Professional Learning Communities (PLCs) to foster reflection, learning, and professional growth. To facilitate this growth, we have instructional leadership systems and leaders, including teachers on special assignment (Instructional Technology Coordinator, IB Coordinator, Professional Development Coordinator, Instructional Coaches, and an MTSS Coordinator).

Finally, the campus has added many new buildings through a modernization process resulting in a school design reminiscent of a college or university. Upon arrival to our campus, visitors notice an unmistakable and well-earned pride from both students and staff. We welcome you to visit and discover Capuchino High School!

Opportunities for Parental Involvement (School Year 2020-21)

Please review and complete the information below as needed. This section should include information on how parents can become involved in school activities, including contact information pertaining to organized opportunities for parental involvement. This section should be kept to 1-2 paragraphs.

Capuchino is a school that so much appreciates the dedication and involvement of our parents/guardians. In order to ensure sustained success for our parent organizations, the Capuchino High School Alumni Association (CHSAA), serves as the support system to support, train, and provide assistance to each of our various parent groups. These organizations collectively seek to foster community, fundraise, support student activities, and

engage our community in an equitable manner. Capuchino High School parent/guardian organizations include: Parent Teacher Organization (PTO), Latino Parent Organization (LPO), Sports Boosters, Music Boosters, and Drama Boosters. Contact information is listed below for each of the organization presidents.

Although each of our parent groups fulfill different functions, they work in tandem to ensure we improve each year as a school and community. Both the PTO and LPO, meet monthly to keep parents informed, create a forum for feedback, and provide an environment of continuous learning. At CHS, we are fortunate to have a full-time Family Engagement Coordinator who works with and supports our parent organizations. Our PTO works with the CHSAA annually on raising money for the "Growth Fund" which seeks to provide financial support for professional development, teacher grants, and community building. As a part of school governance, parent/guardians are represented on the School Site Council (SSC) and the English Learner Advisory (ELAC), which meet monthly. The SSC looks at school data to evaluate student achievement and progress on school goals. The SSC also oversees budgets for administration, professional development, and Growth Fund requests to ensure our expenditures are aligned with school goals.

PTO - Alison Mazzola Fox & Martha Acacio (capuchino.pto@gmail.com)

LPO - Dulce Hatch (dhatch@smuhsd.org)

Sports Booster - Mark Pellegrini (mpellegrini@metroelectric.com)

Music Boosters - Jennifer Gomez (music.capuchino@gmail.com)

Drama Booster - Ivon van Mechelen (capdramapres@gmail.com)

Capuchino Alumni Association - Michael Salazar (salazar@hotmail.com)

School Safety Plan (School Year 2020-21)

Please review and complete the information below as needed. This section should include information about the school's comprehensive safety plan, including the dates on which the safety plan was last annually reviewed, updated, and discussed with school faculty and a student representative, as well as a brief description of the key elements of the plan (do not paste your entire safety plan in this field). This section should be kept to 1-2 paragraphs.

Capuchino High School, has adopted the San Mateo County Office of Education (SMCOE) Big Five Protocols as a framework to guide emergency response. Annually, our SMUHS Board of Trustees reviews and considers the adoption of an updated Safe Schools Plan (most recently approved spring, 2020) to ensure that we review data and proactively plan to create an environment which is safe for students both physically and emotionally. Annually, we update our classroom emergency response packets, conduct a diverse set of monthly drills, and have staff members participate in SMCOE Big Five training to ensure we are knowledgeable in best practices for school safety. These practices include completing Level I Safety Assessments (site level) when a significant safety concern is observed and communication protocols to maximize our efficacy as a site team. Our campus safety team includes a broad set of school personnel, including office staff, counselors, administrators, campus supervisors, and a School Resource Officer (SBPD). We work closely with community organizations, including those from law enforcement, fire, and mental health to ensure responses to urgent matters are addressed effectively.

As a school, we have an evolving Multi-Tiered System of Supports (MTSS) to ensure that we proactively serve each of our students effectively in academic, social/emotional, and behavioral domains. This includes many elements such as restorative justice practices, wellness counseling, active attendance monitoring, Academic Support Time (AST), and a Mindfulness Space for student use. We have student progress monitoring teams (Tier I, Tier II, 9th, and 10th grade) made up of School Counselors, Wellness Counselors, teachers, classified staff, and administrators, who meet regularly to review individual student needs and school-wide patterns.

For 2020-21, we have implemented a robust set of health and safety precautions to identify staff with symptoms of illness and to prevent transmission of Covid-19. When students return to campus, these procedures will be implemented with communication well in advance to students/families, training will occur, and monitoring will take place to ensure fidelity. This includes health screenings, learning schedule modifications, implementing the "Four Pillars," identification of best practices for brunch/lunch, and modifications to our physical campus (signage, spacing, traffic, etc.).

Finally, in coordination with our district office, we have added a comprehensive school camera system to promote a safe campus for staff and students.

School Facility Conditions and Planned Improvements (School Year 2020-21)

Please review and complete the information below as needed. This section should include information from the most recently collected Facility Inspection Tool (FIT) data (or equivalent), including:

- Description of the safety, cleanliness, and adequacy of the school facility
- Description of any planned or recently completed facility improvements
- Description of any needed maintenance to ensure good repair

FIT tools completed using CDE's MS Excel format (only) can be submitted to DTS for import by [clicking here](#). To see an example of the CDE FIT Tool, [click here](#). Requests for multiple schools should be sent in one email. Otherwise, please review and complete the information below as needed.

Year and month of the most recent FIT report: 11/23/20

This section should be kept to 1-2 paragraphs.

The campus was remodeled significantly by the spring of 2012 and the campus remains in excellent condition. We host a full campus of academic buildings, athletic fields and facilities, an auditorium-theater complex, an arts satellite wing, a library, and outdoor learning areas for students. In 2016-2017, improved campus signage was installed and a campus directory for improved community and district rental access. For 2017-18, Stadium lights were installed on the football field. In 2018-19, our 'D' Building (Science) was fully renovated to create more flexible learning spaces, outfitted with 21st century learning equipment. Finally, with the support of Measure L our stadium field was renovated with synthetic turf during the summer, 2020 and planning is underway to re-design our full athletic complex with synthetic turf, lights, and other ancillary improvements.

Overall the facility status is excellent and all areas that need attention are proactively addressed by our operations crew.

School Facility Good Repair Status (School Year 2020-21)

Using the most recently collected Facility Inspection Tool (FIT) data (or equivalent), provide a summary statement of the condition of the school facility, as required by Education Code sections 17014, 17032.5, 17070.75(a), and 17089(b), including:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

This data should match the most recent inspection/FIT report for your school.

System Inspected	Repair Status (the marks should match your most recent inspection)	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	n/a
Interior: Interior Surfaces	Good	n/a
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good	n/a
Electrical: Electrical	Good	n/a
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Good	n/a
Safety: Fire Safety, Hazardous Materials	Good	n/a
Structural: Structural Damage, Roofs	Good	n/a
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	n/a
Overall Rating:	Exemplary	n/a

Teacher Credentials

Please review and complete the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated.

Teachers at this School	School 2018-19	School 2019-20	School 2020-21	District 2020-21
With Full Credential	71	71	69	541
Without Full Credential Without a full credential (includes LEA and university internships, pre-internships, emergency or other permits, and waivers)	0	1	1	1
Teaching Outside Subject Area of Competence CDE does not collect data on the number of teachers teaching outside their subject area of competence (with full credential). Teaching outside subject area data should be available in the LEA's personnel office. In most instances, teaching outside subject area is a subset of total teacher misassignments (see data definition for Teacher Misassignments).	0	0	0	0

Teacher Misassignments and Vacant Teacher Positions

Please review and complete the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated.

Indicator	2018-19	2019-20	2020-21
Misassignments of Teachers of English Learners 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.		0	0
Total Teacher Misassignments 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc. Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.		0	0
Vacant Teacher Positions 'Vacant Teacher Positions' refer to positions not filled by a single designated teacher assigned to teach the entire course at the beginning of the school year or semester.		0	0

Textbooks and Instructional Materials (School Year 2020-21)

This section describes 1) whether the textbooks and instructional materials used at the school are from the most recent adoption, 2) whether there are sufficient textbooks and instructional materials for each student 3) and information about the school's use of any supplemental curriculum or non-adopted textbooks or instructional materials.

List all textbooks and instructional materials used in the school in **core subjects** (reading/language arts, math, science, and history-social science), including:

- Year they were adopted
- Whether they were selected from the most recent list of standards-based materials adopted by the State Board of Education (SBE) or local governing board
- Percent of students who lack their own assigned textbooks and/or instructional materials*
- For kindergarten through grade 8 (K-8), include any supplemental curriculum adopted by local governing board

If an insufficiency exists, the description must identify the percent of students who lack sufficient textbooks and instructional materials. Be sure to use the most recent available data collected by the LEA and note the year and month in which the data were collected.

This data should match the most recent adoption of textbooks for your LEA.

Year and month in which the data were collected: 9/2020

This section should be kept to 1-2 paragraphs.

This table displays information about the quality, currency, and availability of the standards-aligned textbooks and other instructional materials used at the school, and information about the school's use of any supplemental curriculum or non-adopted textbooks or instructional materials.

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	Current and Meets State and Local Standards/2015	Yes	0
Mathematics	Current and Meets Local Standards: Springboard Math Program/2017	Yes	0
Science	Current and Meets State and Local Standards	Yes	0
History-Social Science	Current and Meets State and Local Standards	Yes	0
Foreign Language	Current and Meets State and Local Standards	Yes	0
Health	Current and Meets State and Local Standards/2016	Yes	0
Visual and Performing Arts	Current and Meets State and Local Standards	Yes	0

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Science Laboratory Equipment (grades 9-12 schools only)	Current and Meets State and Local Standards	Yes	0

♦ means data is not required. The fields are intentionally not provided.

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2018-19)

Please review and complete the information below as needed.

- The fields that are highlighted yellow are populated for you with data provided by CDE.
- Percent differences, highlighted light-blue, are calculated by this form.
- The remaining data was copied over from last year's SARC and should be reviewed/updated, with data from FY 18-19.

The most recent data available from CDE is for fiscal year 2018-19. For comparison purposes, data for the same fiscal year is requested from the school.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 18-19, is correct.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	22,131.38	5,759.67	16,371.72	111,005.78
District	♦	♦	15,385.63	\$110,144
Percent Difference: School Site and District	♦	♦	6.2	0.8
State	♦	♦	\$7,750	\$90,287
Percent Difference: School Site and State	♦	♦	71.5	20.6

♦ means data is not required. The fields are intentionally not provided.

Restricted expenditures come from money whose use is controlled by law or by a donor. Money that is designated for specific purposes by the district or governing board is not considered restricted.

Unrestricted expenditures are from money whose use, except for general guidelines, is not controlled by law or by a donor.

Types of Services Funded (Fiscal Year 2019-20)

Please review and complete the information below as needed. This section should include specific information about the types of programs and services available at the school that support and assist students. For example, this narrative may include information about supplemental educational services.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 19-20, is correct.

At CHS, we spend the majority of our funds on teacher salaries and benefits, classroom instructional assistants, and instructional supplies, all of which directly support student academic performance. In order to ensure equitable outcomes we have a number of services and programs to support historically under-served groups of students. This includes English Language Development classes, an academic language support class, various math pathways, inclusive settings (co-taught classes) for students with disabilities, an EL Specialist, Family Engagement Coordinator, full-time College & Career Center, CTE courses, and AVID program (for first generation college bound students). Our district also allocates additional funds from LCAP to support our after school tutoring, a Chromebook for every student, and various other services (including hot spots for students without home access to Wi-Fi). In order to provide the most comprehensive services possible to our students, we also partner with Skyline Community College to offer dual enrollment courses on our campus (Network Engineering, Hospitality, and Los Hermanos). Finally, our school district has committed significant resources in training our staff in Constructing Meaning (CM), in order to support language development across content areas.

Professional Development (2018-19, 2019-20 and 2020-21)

Please review and complete the information below as needed. This section should include the number of days provided for professional development and continuous professional growth in 2018-19, 2019-20 and 2020-21.

Measure	2018-19	2019-20	2020-21
Number of school days dedicated to Staff Development and Continuous Improvement	4	4	4

Optionally, use this space to share information on the annual number of days provided for professional development and continuous professional growth for the school years 2018-19, 2019-20 and 2020-21. Questions that may be answered include:

- What are the primary/major areas of focus for staff development and specifically how were they selected? For example, were student achievement data used to determine the need for professional development in reading instruction?
- What are the methods by which professional development is delivered (e.g., after school workshops, conference attendance, individual mentoring, etc.)?
- How are teachers supported during implementation (e.g., through in-class coaching, teacher-principal meetings, student performance data reporting, etc.)?

This section should be kept to 1-2 paragraphs.

For 2020-21, we have spent a great deal of time building the capacity of our faculty to conduct virtual classes, utilizing Zoom, Canvas, the Google suite, and a plethora of instructional technology platforms. This has included an emphasis on community building, increasing student participation, formative assessment, and support for PLCs in their curriculum design. As a school, we self-identify as an International Baccalaureate (IB) school. This includes the adoption of the IB Learner Profile as our School-wide Learning Outcomes (SLOs). Each of these attributes aligns to and includes various state and local student standards for student learning (e.g. CCSS, NGSS). In our continued effort to align more closely with the International Baccalaureate model, our professional development will continue to focus on the inclusion of the IB Learner Profile, Approaches to Teaching (ATT), Approaches to Learning (ATL), and the IB Standards and Practices. It is our belief that that these teaching and learning practices will most effectively support more equitable learning outcomes. Unfortunately, our student learning outcomes still demonstrate predictable and disproportionate achievement patterns. Our professional development and daily instructional practices are committed to creating more equitable student learning outcomes.

At Capuchino, we have four integrated structures to support professional development. Content alike teachers work together as Professional Learning Communities (PLCs) to create lessons and assessments, analyze student work, and reflect to improve future instructional practices. Departments form the larger umbrella, which PLCs are situated within, to guide vertical alignment of content and skill standards. Broadening out, whole school professional development exists to support each of these groups on school-wide goals and initiatives. Finally, our school district offers each content area support through Curriculum Councils which provide targeted professional development on common district initiatives (including cultural responsive teaching, language and literacy, and the development CCSS/NGSS skills in content-based settings).

School Completion and Postsecondary Preparation

**This section applies to schools serving grades 9-12 only.
If your school does not serve grades 9-12, simply skip and leave this section blank.
It will not be included in the full SARC.**

Career Technical Education Programs (School Year 2019-20)

Please review and complete the information below as needed. This section should include information about Career Technical Education (CTE) programs as follows:

- A list of programs offered by the school district in which pupils at the school may participate and that are aligned to the model curriculum standards adopted pursuant to Education Code Section 51226; and
- A list of program sequences offered by the school district. The list should identify courses conducted by a regional occupational center or program, and those conducted directly by the school district; and
- A listing of the primary representative of the district's CTE advisory committee and the industries represented on the committee.

As this template is thoroughly reviewed each year, please note that the year listed, 19-20, is correct. This section should be kept to 1-2 paragraphs.

At Capuchino, students have to meet a one year graduation requirement for Career Technical Education (CTE). Our students have several courses they can take to meet this requirement including: Foods, Video Animation, Digital Photography, Film, and Network Engineering. Our counseling department meets with students to

discuss their academic pathways and career interests. Each student participates in career exploration activities and our goal is to ensure students complete a four-year plan with career pathways identified. In addition, we have a full-time Career/CTE Coordinator who ensures that students have access to job shadows, internships, job skills training and work experience. For 2020-21, we find ourselves challenged identifying in-person experiences because of the pandemic, but are making plans for the future, including an MTSS Tier II group focused on job support placement and work readiness.

Suspensions and Expulsions

(data collected between July through June, each full school year respectively)

Rate	School 2017-18	School 2018-19	District 2017-18	District 2018-19	State 2017-18	State 2018-19
Suspensions	4.7	4.0	3.7	3.4	3.5	3.5
Expulsions	0.1	0.1	0.0	0.0	0.1	0.1

Suspensions and Expulsions for School Year 2019-2020 Only

(data collected between July through February, partial school year due to the COVID-19 pandemic)

Rate	School 2019-20	District 2019-20	State 2019-20
Suspensions	3.0253	2.3108	
Expulsions	0.0818	0.0756	

Note: The 2019-2020 suspensions and expulsions rate data are not comparable to prior year data because the 2019-2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-2020 school year compared to prior years.