

In letters dated September 11 and September 21, 2007, Ms. Santorno identified five ways in which the school district would support the transition process at WSHS. This is an update on progress:

**1. Central Support in Developing a Master Schedule for the 2008-2009 School year**

In September, Ms. Santorno assigned retired principal John Thorpe to work with the West Seattle administration and staff to create a master schedule for the 2008-2009 school year. On December 5, 2007, the Instructional Council has reviewed with Principal Bruce Bivins and with Mr. Thorpe a comprehensive master schedule for the 2008-2009 school year, complete with potential room assignments. Master Schedule approval is scheduled to occur by January 2008.

The six-period day schedule includes all of the standard courses required for graduation and a wide array of electives. Included are advanced level courses in all core and most elective subject areas (i.e., math to calculus, AP classes in Language Arts, Social Studies, Math and Science, 4<sup>th</sup> year World Language, Advanced Technology and Advanced Art.) It is important to know that even after the final master schedule is determined, high school schedules are generally still influenced by several factors: student pre-registration for specific courses, the district's staffing and budget process, and the actual number of students who report for classes in September 2008. (These three factors affect all high schools.) Mr. Thorpe will continue to work with the school leadership to address master schedule contingencies.

**2. Individualized Planning With Every Student**

In September, Ms. Santorno assigned an additional counselor to West Seattle High School, for the purpose of ensuring that students' high school plus plans are modified, and that each student is on track to graduate with appropriate credits. To date, the additional counselor reviewed all 11<sup>th</sup> grade transcripts and aligned student needs with district graduation and college entrance requirements, met with all current 11<sup>th</sup> grade students that needed a change for the spring semester 2008 and coursework for the 2008-09 school year in order to meet these requirements, and worked in determining 12<sup>th</sup> grade needs for 2<sup>nd</sup> semester this year. During the spring semester, she will meet individually with all current 9<sup>h</sup> graders, to assist them in designing their revised high school plus plans.

**3. Staff Professional Development and Collaboration Time**

Ms. Santorno noted that staff will need time to modify lesson plans and consider adjustments to instructional methods to suit the six-period schedule. To this end, she is making available the district's Learning and Teaching Department's instructional coaches and program managers (e.g., science, math, art, bilingual education, literacy, physical education, career and technical education, and the like) to work with specific departments and programs. The special education department is currently working with district special education leaders, and the West Seattle High School administration and Building Leadership Team will ensure that similar professional development activities in additional areas will take place on the five remaining Late Arrival or Early Dismissal days, as well as the full-day professional development workshop on March 21, 2008.

Finally, additional time will be made available to West Seattle teachers for further spring and summer work in curriculum, instruction, and professional development.

**4. Student and Family Information Sessions**

In November, 2007 a page on the WSHS website was established and the first update summary was provided. The December, 2007 update summary will be posted this week for clarification of further developments in the process of changing from a 4 to 6 period Master Schedule. Michael Tolley, Director of High Schools, is scheduled to attend the PTSA meeting on January 23, 2008 for further communications with parents and families. Tours are established for January 10 & 17, 2008 and Open House Choice Night is scheduled for February 7, 2008 as additional opportunities for families and students to dialog with Principal Bivins, Assistant Principals MacDonald and Pinchback-Jones, counselors, and other school leadership, regarding the transition to the six-period day.

**5. Learning from Other Districts**

It is a given that beginning in the fall of 2008, full-time students at West Seattle HS will enroll in six classes each semester. How those classes are arranged, however, has not yet been determined. At December's staff meeting and the following week, staff members at West Seattle HS discussed pro's and con's of several different bell schedules, including a straight six-period day, a schedule in which three days a week are six-period days and two days a week are three-period days (with extended periods), and a schedule in which Mondays and Fridays are six-period days, with the other three days being "rolling four-period day" schedules. The result of this third option would be that each course would meet four times per week. Staff members are aware that Nathan Hale, Garfield, and Cleveland High Schools, all run hybrid schedules involving a combination of block schedules and six-period days. Plans are under way for staff members to visit Sammamish High School, which itself transitioned from a four to a six-period schedule recently – *date to be determined*.

**Additional Funds:**

In addition to the services of the additional administrator, the district has allocated funds to West Seattle High School for one additional full-time-equivalent (FTE) teacher for the spring semester. Principal Bivins will use these funds to retain an additional counselor to continue to work with individual students on graduation issues, and to release teacher James Couture one period per day from his other teaching duties, so that he may devote daily effort to coordination of the school's transition activities to staff members and community communications. The school will also be able to teach an additional period of Washington State History, which is a requirement for graduation, and will hire a parent/community outreach specialist to act as a liaison and communications contact for parents and other community members who have questions and or needs regarding the transition.

Funds have also been set aside for instructional materials such as texts, software, and supplies, which will be required for the additional classes in the six-period schedule. The Instructional Council is currently data gathering on these material needs and will provide an update at the next IC meeting scheduled for December 19, 2007. As noted above, funds are also provided for curriculum revision activities in the spring and summer months.

**Master Schedule & Student Registration Timeline – January 2008**

On January 9<sup>th</sup>, 2008 staff members will meet to dialogue on the pro's and con's of the block schedules. By January 11<sup>th</sup> 2008, staff members will have voted on their schedule of choice. By January 22<sup>nd</sup>, 2008 the course registration guide and student option sheets to be completed. By January 31<sup>st</sup>, 2008, all student sign-ups for 2008-09 school year must be received, compiled and reviewed by counselors.