



California Department of Education
2020 California Distinguished Schools Program



Elementary Schools Application

Congratulations! Your school is eligible to apply to be recognized as a California Distinguished Schools Awardee for 2020.



This document is the official California Department of Education (CDE) 2020 California Distinguished Schools (DS) Program Elementary Schools Application (Application). It is the **ONLY** document that will be accepted by eligible schools that would like to be recognized as a California DS Awardee for 2020. For your convenience, this document has been formatted in a fillable PDF so it can be used as a working document.

Eligible schools that would like to be recognized as a California DS Awardee for 2020 must submit a completed Application, including your school photograph, by **Friday, December 6, 2019**, by email to awards@cde.ca.gov.

Name your Application file as follows: School Code followed by School Name (Do not include the word School). For example: "0132704 Dublin High.pdf." Enter your School Code followed by School Name in the Subject line of your email when you submit your Application.

In addition, a high-quality school photograph must be included and the file name should be the same as the Application file name. For example: "0132704 Dublin High.jpg." The photograph must be: in a jpeg (.jpg) format, may not exceed 5 megabytes, and must be a minimum of 800 pixels wide. Please ensure you have signed releases, maintained at your school, from students and adults photographed that permit broad use of the photograph.

Prior to submitting your Application, review it carefully. Make sure all information is completed. Failure to provide a completed Application by the due date will result in your school being ineligible to be recognized as a California DS Awardee for 2020.

If you need assistance with your Application, please contact your County Coordinator. You can find contact information for County Coordinators on the CDE County Coordinators web page at <https://www.cde.ca.gov/ta/sr/cs/coordinators.asp>.

If you have any questions regarding the California DS Program, please contact the Awards Team by email at awards@cde.ca.gov or by phone at 916-319-0842.

Eligibility Certification

I certify that I have reviewed the information contained in this Application and, to the best of my knowledge, it is complete and accurate. I further certify that:

- The Office for Civil Rights does not have any outstanding findings of civil rights statute violations by the school or district that may affect the school;
- There are no pending lawsuits by the Department of Justice against the district alleging that the school, or the district as a whole, has violated one or more of the civil rights statutes or the Constitution's equal protection clauses; and
- The school or district is addressing or has addressed any identified areas of noncompliance under federal or state laws and regulations.

(Principal's Signature)

(Date)

(District Superintendent's Signature)

(Date)

School Demographics

1. Which category best describes where your school is located?

Urban Suburban Rural

2. Does your school receive Title I funding?

Yes No

If yes, indicate the type of program:

School-wide Targeted Assistance

3. Is your school a charter school?

Yes No

4. Number of students enrolled at each grade level:

Grade	# of Males	# of Females	Grade Total
Pre-K			
K			
1			
2			
3			
4			
5			
6			
7			
8			
Total Students			

5. Ethnic composition of the school:

Ethnicity	Percentage
Black or African American	
American Indian or Alaska Native	
Asian	
Filipino	
Hispanic or Latino	
Native Hawaiian or Other Pacific Islander	
White	
Multiple Races/Two or More	

6. Percentage of enrolled students classified as English Language Learners (ELL):

7. Specify each non-English language represented in the school (separated by commas):

8. Percentage of students eligible for free/reduced-priced meals:

9. Percentage of students receiving special education services:

10. Number of years the principal has been in her/his position at the school:

11. Average student-classroom teacher ratio:

12. Number of full-time and part-time staff members, rounded to the nearest whole number, to indicate the number of in each of the categories below:

Category	Full-Time	Part-Time
Administrators		
Academic Credentialed Teachers		
Career Technical Education (CTE) Credentialed Teachers		
Counselors		
Credentialed Librarians		
Nurses		
Psychologists		
Technology/Media Specialists or Technicians		
Paraprofessionals		
Campus Resource Officers		
Total		

13. Has your school previously received the California Distinguished Schools or Gold Ribbon Schools Award?

Yes No

If yes, identify the year(s) in which your school received the award:

14. Briefly provide the school's mission or vision statement:

15. If the school is a magnet, charter, or choice school; explain how students are chosen to attend:

School Overview

On the following page, provide a narrative describing an overview of your school, include each of the following:

- The nature and context of the community, including a description of the students and families served within the surrounding area.
 - Include an overview of the student and community demographics, and what challenges or opportunities they provide.
- The traditions, milestones, and/or the history of the school.
- The key strategies used within the school that have encouraged and challenged all students to develop their full potential academically, emotionally, physically, socially, and/or culturally. For example, strategies could include curriculum, programs, initiatives, student and school supports, and leadership.
 - Include concrete examples of how the school helps students develop in all aspects of their lives. Curriculum, supports, unique initiatives, etc. should be included and show how they contribute to success.
- Additionally, if your school has previously received the California Distinguished Schools or Gold Ribbon Schools Award, describe how the recognition has been leveraged or served your school and its community. Address any changes that may have taken place with regard to curriculum and instruction, school climate and culture, professional development and capacity, school leadership philosophy, and family and community engagement.

Do not include bullets, tables, charts, graphs, and photos. The school overview must be answered in a narrative format. School personnel should always be referred to by their roles, rather than by their names. Acronyms must be spelled out the first time they are used.

Use the space available for the school overview narrative wisely, as you would for a news release. If your school is recognized as a California DS Awardee for 2020, your Application may become public and be posted on the CDE California DS Program web page. Please keep in mind that your eventual audience will likely include people who are unfamiliar with your school. Readers may include the media, parents (from your school and other schools), and other education professionals.

School Overview Narrative

Provide a narrative overview of your school.

Limit response to 800 words.

Model Program and Practice

Provide the name and description of the **singular** Model Program and Practice: academic, assessment-related, or socio-emotional; that has been the **most instrumental** to your school's success.

Summary

1. Name of the Model Program and Practice:
2. How long has this Model Program and Practice been in place? (*select one option*)
 - Less than 2 years
 - 2–4 years
 - 5–8 years
 - 8+ years
3. What is/are the target area(s)? (*select at least one area*)

Career Technical Education

Chronic Absenteeism and Dropout Prevention

Civic Education Awareness

Closing the Achievement Gap

Education Supports

Nutrition and Physical Activity/Education

Parent, Family, and Community Involvement

Professional Development

Science, Technology, Engineering, and Mathematics

Use of Technology

Visual and Performing Arts

4. What is/are the target populations? (*select all that apply*)

American Indian/Alaska Native

Asian

Black or African American

Filipino

Hispanic or Latino

Native Hawaiian/Pacific Islander

White

Two or More Races

Socioeconomically Disadvantaged

English Learners

Students with Disabilities

5. What strategies are used to implement the Model Programs and Practices?
(*select all that apply*)

School Climate

Small Learning Communities

Parent Engagement

Data-Driven Decision Making

Health Support

Social/Emotional/Behavioral Support

Professional Development

Implementation of Academic Standards Basics (Teachers, Instructional Materials, Facilities)

Model Program and Practice Narratives

On the following pages, provide a narrative describing your school's Model Program and Practice, for each of the following:

- Overview
- Implementation and Monitoring
- Results and Outcomes

Do not include bullets, tables, charts, graphs, and photos. The response must be answered in a narrative format. School personnel should always be referred to by their roles, rather than by their names. Acronyms must be spelled out the first time they are used.

Use the space available for each of the Model Program and Practice Narratives wisely, as you would for a news release. If your school is recognized as a California DS Awardee for 2020 your Application may become public and be posted on the CDE California DS Program web page. Please keep in mind that your eventual audience will likely include people who are unfamiliar with your school. Readers may include the media, parents (from your school and other schools), and other education professionals.

Model Program and Practice Overview

Provide an overview of your school's Model Program and Practice. Describe how long the program and practice has been in place and explain how and why target areas were chosen. Describe how the school meets the needs of diverse learners.

Limit response to 500 words.

Model Program and Practice Implementation and Monitoring

Provide an explanation of how your school's Model Program and Practice implementation and monitoring is *distinguished* from the district's model and how the school keep students engaged and motivated academically, socially, and/or emotionally. Describe the strategies used to implement the program and provide an analysis of how the practice is used.

Limit response to 500 words.

Model Program and Practice Results and Outcomes

Provide a description of your school's Model Program and Practice results and outcomes. Do not simply list percentages and assessment results; but clearly show the connection between implementing the practice and student outcomes. Describe how activities reflect and align with the school's goals and challenges.

Limit response to 500 words.

School Photograph

Provide a high-quality photograph of your school. The photograph must include the school name. For example: signage on the school building, a signboard, or banner.

The photograph must be: in a jpeg (.jpg) format, may not exceed 5 megabytes, and must be a minimum of 800 pixels wide. Please ensure you have signed releases, maintained at your school, from students and adults photographed that permit broad use of the photograph.

Submit your photograph with your completed Application. The school photograph file name should be the same as the Application file name—School Code followed by School name. For example: “0132704 Dublin High.jpg.”

Your school photograph will be displayed during the California School Recognition Program Awards Ceremony.

Application Checklist

This concludes the requirements for the 2020 California Distinguished Schools Program Elementary Schools Application. Please ensure you have completed the following:

1. Included your School Information.
2. The principal and district superintendent have signed and dated the Eligibility Certification.
3. Included your School Demographics.
4. School Overview and Model Program and Practice Narratives are answered in a narrative format. Bulleted responses, or responses that include charts, graphs, and photos are not acceptable.
 - Narrative responses follow their respective word count limits.
 - School personnel should always be referred to by their roles, rather than by their names.
 - Avoided duplicating responses from one topic section to another.
 - Acronyms were spelt out the first time they were used.
 - Grammar and spelling were reviewed.
5. Provided a high-quality school photograph, limited to 5 megabytes and at least 800 pixels wide. Name your school photograph using “[School Code] [School Name].jpg” format.
6. Name your school Application using “[School Code] [School Name].pdf” format.
7. Submit your completed Application, including your school photograph, by **Friday, December 6, 2019**, by email to awards@cde.ca.gov. In the Subject of your email enter your “[School Code] [School Name]”.

Save the Date

The 2020 California School Recognition Program Awards Ceremony will be held on **Monday, February 10, 2020**. More information will be shared as it is available.

You can find additional information on the CDE California DS Program web page at <https://www.cde.ca.gov/ta/sr/cs/>.