



**29<sup>TH</sup> ANNUAL CONFERENCE**  
**CABE 2004 - BILINGUAL EDUCATION:**  
**AN INDIVIDUAL RIGHT, A NATIONAL ASSET, A GLOBAL IMPERATIVE**  
**MARCH 4-7, 2004**

## **ADMINISTRATOR OF THE YEAR**

The California Association for Bilingual Education recognizes that there are many outstanding administrators in California. This award is in recognition of those administrators who have made contributions to Bilingual Education. At the 2003 CABE conference in Los Angeles one administrator will be honored for their excellence, dedication and promotion of Bilingual Education.

Each CABE Chapter is invited to submit one nominee for the Administrator of the Year Award. A committee of bilingual educators will select the recipient of this award.

The Administrator of the Year will receive complimentary registration to the annual conference, round-trip transportation and one night's lodging. An award will be presented to the winner during the Educator of the Year Awards Luncheon to be held on Friday, March 5, 2004. The Administrator of the Year will be notified on or before January 6, 2004.

Please complete, label and mail the completed application packet, **on or before the November 21, 2003 deadline** to:

CABE 2004 Administrator of the Year Award  
16033 E. San Bernardino Rd.  
Covina, CA 91722-3900

**FOR MORE INFORMATION, CALL CABE HEADQUARTERS AT 626/814-4441**

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### **.. PLEASE READ THE "INSTRUCTIONS AND NOMINATION INFORMATION" BELOW ..**

#### **Nomination criteria...**

The nominee must meet all of the following criteria to be considered for this award:

1. Current CABE member
2. Currently an Administrator (PreK - 12)
3. Minimum of five years as an administrator in a capacity providing service to English Language Learners.
4. Outstanding contributions to bilingual education
5. A philosophy that reflects cultural sensitivity and high expectations
7. Promotion of bilingual education proven practices and research
8. Nominated by a CABE chapter
9. Submission of complete portfolio

#### **Portfolio requirements...**

Two complete copies of a portfolio (only a maximum of 10 typed pages will be accepted) and a black and white photo, preferably glossy, size 5"x 6" must be submitted. Please be advised that both of these items will not be returned.

#### **Portfolio must include the following:**

1. Nomination form signed by CABE chapter officer
2. Biographical resume (2 pages maximum)
3. Candidate's statement including (3 pages):
  - a) Philosophy on bilingual education
  - b) Community service information
  - c) CABE service information
4. Letter of recommendation from immediate supervisor
5. Two (2) letters of recommendation from others known to candidate

***Please mail your completed application packet on or before the Nov. 21, 2003 deadline to the address listed above.***



## ADMINISTRATOR OF THE YEAR Nomination Form

### Nominee Information *(Please type or print clearly using black ink)*

☐Mrs. ☐Ms. ☐Mr. ☐Dr.

**Submission deadline: November 21, 2003**

First Name	MI	Last		
Home Address			City	Zip
Home Tel Number		Work Tel Number		Email
Bilingual Teaching Certification				
Language(s) Spoken		Name of Superintendent		
School District		School/Department		
School/Dept Address		City	Zip	
District/Address		City	Zip	
School/Dept Telephone number		School/Dep Fax number		
Name of Assembly Member		Name of Senate Member		

I hereby give my permission for any or all materials and photographs submitted by me for consideration for the CABE Administrator of the Year Award to be shared with persons involved in promoting this award and for use in CABE's publication.

Print Candidate's Name	Signature	Date
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### Nominator Information

☐Mrs. ☐Ms. ☐Mr. ☐Dr.

First Name	MI	Last	Title
Home Tel Number		Work Tel Number	Email
School Address		City	Zip
As CABE Chapter President, I am submitting _____ as our nominee for the CABE Administrator of the Year Award.			
Chapter President (Print Name)		Chapter President Signature	

Date	CABE Chapter
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***Please include this form as the front page of the required portfolio***



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**MARCH 4-7, 2004**

## TEACHER OF THE YEAR

The California Association for Bilingual Education recognizes that there are many outstanding bilingual classroom teachers in California. This award is in recognition of those educators who have made contributions to Bilingual Education beyond the normal scope of their assigned responsibilities. At the 2004 CABE conference in San Jose three exemplary classroom bilingual teachers will be honored for their excellence, dedication and promotion of Bilingual Education.

Each CABE Chapter is invited to submit one nominee for the Bilingual Teacher of the Year Award. A committee of bilingual educators will select the CABE 2004 Teacher of the Year and two distinguished teachers of the year from the submitted applicants.

The honorees will be notified on or before January 6, 2004. They will be recognized at the CABE 2004 Educator of the Year luncheon to be held on Friday, March 5, 2004. The three honorees will each receive complimentary registration to the annual conference, round-trip transportation and one night's lodging. The Teacher of the Year will receive an award of \$1000 and the two Distinguished Teachers of the Year will each receive \$500.

The Teacher of the Year will also receive a scholarship sponsored by the Consulate of Spain to participate in a 3-week course on Spanish Language and Culture in Spain during the summer of 2004. The scholarship includes tuition, accommodations with full board during the 3 weeks with the option of accommodations for a 4th week if s/he chooses to spend an extra week sightseeing! Airfare/transportation costs are not included. The Teacher of the Year will also receive a trip to Mexico sponsored by the Secretaria de Relaciones en el Exterior, a branch of the Mexican government.

The Teacher of the Year will be the California nominee for the National Association for Bilingual Education (NABE) 2005 Teacher of the Year Contest. The California representative will receive complimentary registration, round-trip transportation and lodging for NABE 2005.

**Please complete and mail the completed application packet, which must be received on or before the November 21, 2003 deadline to:**

CABE 2004 Teacher of the Year  
16033 E. San Bernardino Rd. • Covina, CA 91722  
For further information please contact CABE via email at  
[info@bilingualeducation.org](mailto:info@bilingualeducation.org)

**FOR MORE INFORMATION, CALL CABE HEADQUARTERS AT 626/814-4441**

### ..PLEASE READ THE "INSTRUCTIONS AND NOMINATION INFORMATION" BELOW..

#### **Nomination criteria...**

Each nominee must meet all of the following criteria to be considered for this award:

1. Current CABE member
2. Currently a bilingual classroom teacher (Pre-K - 12)
3. Minimum of three years bilingual teaching experience
4. California bilingual teacher credential (except Pre-K teachers) or certification.
5. Outstanding contributions to bilingual education
6. A philosophy that reflects cultural sensitivity and high expectations
7. Promotion of bilingual education proven practices and research
8. Nominated by a CABE chapter
9. Submission of complete portfolio

#### **Portfolio requirements...**

Two complete copies of a portfolio (only a maximum of 10 typed pages will be accepted) and a black and white photo, preferably glossy, size 5"x 6" must be submitted. Please be advised that both of these items will not be returned.

#### **Portfolio must include the following:**

1. Nomination form signed by CABE chapter officer
2. Biographical resume (2 pages maximum)
3. Candidate's statement of philosophy on bilingual education  
This statement must include what is like to be a teacher in the class he or she teaches and pose two questions addressing key local, state or national issues. Include an inspirational anecdote that illustrates an important aspect of education, consider including a short example of an ideal and less-than-ideal day.
4. Candidate's community service information
5. Candidate's CABE service information
6. Letters of support from immediate supervisor, colleague, student, parent or civic leader
7. Two (2) letters of recommendation from others known to candidate
8. Video segment (3-5 min.) showing the teacher interacting in classroom (only 1 tape required)

***Please be aware that the selected California representative will have his/her portfolio submitted for the National Association for Bilingual Education (NABE) Teacher of the Year Award for the year 2005. Please mail your completed application packet on or before the Nov. 21, 2003 deadline to the address listed above.***



## TEACHER OF THE YEAR Nomination Form

### Nominee Information *(Please type or print clearly using black ink)*

☐Mrs. ☐Ms. ☐Mr.

**Submission deadline: November 21, 2003**

First Name	MI	Last	Title/Grade	
Home Address			City	Zip
Home Tel Number		Work Tel Number	Email	
Bilingual Teaching Certification				
Language(s) Spoken				
School District		School		
School Principal		Superintendent		
School Address		City	Zip	
School Telephone number		School Fax number	School Email	
Name of Assembly Member		Name of Senate Member		

I hereby give my permission for any or all materials and photographs submitted by me for consideration for the Bilingual Teacher of the Year Award to be shared with persons involved in promoting this award and for use in CABE's publication.

Print Candidate's Name	Signature	Date
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### Nominator Information

☐Mrs. ☐Ms. ☐Mr. ☐Dr.

First Name	MI	Last	Title	
Home Tel Number		Work Tel Number	Email	
School Address		City	Zip	

As CABE Chapter President, I am submitting \_\_\_\_\_  
as our nominee for the CABE Bilingual Teacher of the Year Award.

Name of Nominee

Chapter President (Print Name)	Chapter President Signature
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Date	CABE Chapter
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***Please include this form as the front page of the required portfolio***





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**MARCH 4-7, 2004**

## **PARA-EDUCATOR OF THE YEAR**

The California Association for Bilingual Education recognizes that there are many outstanding bilingual Para-Educators serving English language learners in California. This award is in recognition of those Para-Educators who have made contributions to Bilingual Education beyond the normal scope of their assigned responsibilities. At the CABE 2004 conference in San Jose three exemplary Bilingual Para-Educators will be honored for their excellence, dedication and promotion of Bilingual Education.

Each CABE Chapter is invited to submit one nominee for the Bilingual Para-Educator of the Year Award. A committee of bilingual educators, para-educators and administrators will select up to three honorees from the submitted applications.

Each honoree will receive:

- Complimentary registration to the annual conference.
- Round-trip transportation and one night's lodging.
- A plaque and an award of \$500.

The honorees will be notified by January 6, 2004. They will be recognized at the CABE 2004 Educator of the Year Awards Luncheon to be held on Friday, March 5, 2004.

Please complete and mail the completed application packet, **which must be received on or before the November 21, 2003 deadline to:**

**CABE 2004 Para-Educator of the Year**

16033 E. San Bernardino Rd.  
Covina, CA 91722-3900

For further information please contact CABE via email  
at [info@bilingualeducation.org](mailto:info@bilingualeducation.org)

**•• FOR MORE INFORMATION, CALL CABE HEADQUARTERS at 626/814-4441••**

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### **••PLEASE READ THE "INSTRUCTIONS AND NOMINATION INFORMATION" BELOW ••**

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#### **Nomination criteria...**

Each nominee must meet all of the following criteria to be considered for this award:

1. Current CABE member
2. Currently a bilingual Para-Educator having quality contact with English language learners and parents.
3. Have been a Para-Educator for at least two years.
4. Have a background in education, be involved in continuing education, or in the community.
5. Outstanding contributions to bilingual education
6. Promotion of bilingual education and a philosophy that reflects cultural sensitivity and high expectations for English language learners and parents.
7. Nominated by a CABE chapter
8. Submission of complete portfolio

#### **Portfolio requirements...**

Two complete copies of a portfolio (only a maximum of 10 typed pages will be accepted) and a black and white photo, preferably glossy, size 5"x 6" must be submitted. Please be advised that both of these items will not be returned.

#### **Portfolio must include the following:**

1. Nomination form signed by CABE chapter officer
2. Biographical resume (2 pages maximum)
3. Candidate's philosophy statement on bilingual education
4. Candidate's community service information
5. Candidate's CABE service information
6. Letter of recommendation from immediate supervisor
7. Two (2) letters of recommendation from others known to candidate

***Please mail your completed application packet on or before  
the Nov. 21, 2003 deadline to the address listed above.***



## PARA-EDUCATOR OF THE YEAR Nomination Form

**Nominee Information** *(Please type or print clearly using black ink)*

☐ Mrs. ☐ Ms. ☐ Mr.

**Submission deadline: November 21, 2003**

First Name	MI	Last	Title/Grade
Home Tel Number		Work Tel Number	Email
Home Address			City Zip
Nominee serves: <input type="checkbox"/> Classroom <input type="checkbox"/> School Site Committees/Councils <input type="checkbox"/> Community <input type="checkbox"/> School District/Councils			
Years in Present Position	Total years serving students/parents		Languages spoken
School District	School/Site		
School Principal/Immediate Supervisor/Title			
School/Site Address			
School/Site Telephone number		School/Site Telephone number	

I hereby give my permission for any or all materials and photographs submitted by me for consideration for the Bilingual Para-Educator of the Year Award to be shared with persons involved in promoting this award and for use in CABE's publication.

Print Candidate's Name	Signature	Date
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### Nominator Information

As CABE Chapter President, I am submitting \_\_\_\_\_  
as our nominee for the CABE Bilingual Para-Educator of the Year Award. Name of Candidate

Chapter President(Print Name)	Chapter President Signature	Date
CABE Chapter		

***Please include this form as the front page of the required portfolio***



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**PARENT OF THE YEAR**

**Nomination Form for Parents Who Have Generously Supported Bilingual Education**

**Formulario para nominar al padre/madre de familia que haya contribuido**

**efectivamente en favor de la educación bilingüe**

Parents who have been nominated for their involvement in bilingual education will be honored during the CABE 2004 conference on Saturday, March 6, 2004. The winner will receive a complimentary registration and meal tickets to the Parent luncheon. If you would like to nominate yourself or someone who has effectively contributed to bilingual education, please complete the following. All Nominees must be current CABE Members. School district personnel are not eligible for this nomination. **NOTE: IT WILL BE THE RESPONSIBILITY OF EACH INDIVIDUAL SCHOOL DISTRICT TO COVER EXPENSES FOR NOMINEES TO ATTEND THE CONFERENCE.**

**IMPORTANT!** Please give a brief explanation (on a separate sheet of paper) about his/her involvement and why he/she is being nominated as an outstanding contributor to bilingual education. Our committee will not be able to process nominations without this explanation. Winners will be notified on January 6, 2004 and will be asked to submit a black and white photo for the conference program.

*Los padres nominados por su contribución a la educación bilingüe, recibirán un reconocimiento durante la conferencia CABE 2004 el día 6 de marzo del año, 2004. Los ganadores de este premio recibirán una matriculación gratis a la conferencia y boletos para el almuerzo el día de la entrega de premios. Si desea nominarse así mismo/a o nominar alguien que haya contribuido efectivamente en favor de la educación bilingüe, llene el siguiente cuestionario. Personal de distritos escolares no son elegibles para este reconocimiento. **NOTA- SERA LA RESPONSABILIDAD DEL DISTRITO DE CUBRIR LOS GASTOS PARA QUE EL/LA NOMINADO/A ASISTA A LA CONFERENCIA.***

*¡IMPORTANTE! Favor de incluir una explicación breve (en una hoja separada), con las razones por las que el padre/madre de familia debe ser reconocido/a por su contribución sobresaliente en favor de la educación bilingüe. El comité no procesará los cuestionarios que vengan sin ésta explicación. Las personas premiadas serán notificadas el 6 de enero del año 2004 y tendrán que someter una fotografía en blanco y negro para el programa de la conferencia.*

**CABE 2004 PARENT NOMINATION FORM** (Please type or print clearly - Favor de llenar éste cuestionario con letra de molde o a máquina)

**NOMINEE INFORMATION/INFORMACIÓN ACERCA DE LA PERSONA QUE LO NOMINA:**

Name of Parent/Nombre del padre/madre de familia: \_\_\_\_\_

Address/Domicilio: \_\_\_\_\_  
City/Ciudad State/Estado Zip/Código Postal

Telephone/Teléfono: \_\_\_\_\_

**NOMINATOR INFORMATION/NOMBRE DEL QUE LO NOMINA:**

Name of nominator/Nombre del que lo nomina: \_\_\_\_\_

Address/Domicilio: \_\_\_\_\_  
City/Ciudad State/Estado Zip/Código Postal

Telephone/Teléfono: \_\_\_\_\_

**DISTRICT AND SCHOOL INFORMATION/INFORMACIÓN DE LA ESCUELA Y EL DISTRITO ESCOLAR**

School District/Distrito Escolar: \_\_\_\_\_

District Address/Domicilio del distrito escolar: \_\_\_\_\_  
City/Ciudad State/Estado Zip/Código Postal

School/Écolea: \_\_\_\_\_

School Address/Domicilio de la escuela: \_\_\_\_\_  
City/Ciudad State/Estado Zip/Código Postal

District Telephone/Teléfono del distrito: \_\_\_\_\_ School Telephone/Teléfono de la escuela: \_\_\_\_\_

No. of years in parent involvement/Número de años que ha participado: \_\_\_\_\_

Nominee serves/El padre/madre nominado/a participa en:

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Classroom<br>Aula | <input type="checkbox"/> School Site Committees/Councils<br>Comités/Councillos de la escuela | <input type="checkbox"/> Community<br>Comunidad | <input type="checkbox"/> District Committees/Councils<br>Comités/Councillos del distrito |
|--|--|---|--|

**Please mail this form before the November 21, 2003 deadline /Favor de enviar por correo antes de la fecha límite del 21 de noviembre de 2003**

**CABE 2004 Parent of the Year Award • 16033 E. San Bernardino Rd. Covina, CA 91722-3900**

**For questions or more information, contact/Para mayor información comuníquese con:**

**Karling Aguilera-Fort at/al (415) 695-5669 or/o a CABE Headquarters/la oficina de CABE, 626/814-4441**





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**MARCH, 4-7, 2004**

## STUDENT WRITING CONTEST

The Student Writing Contest for the CABE 2004 Conference in San Jose, California, will focus on the many advantages of being bilingual. The theme for this year's writing contest is "Bilingual Education: **AN INDIVIDUAL RIGHT, A NATIONAL ASSET, A GLOBAL IMPERATIVE**." Students are encouraged to approach this writing contest in an imaginative and meaningful manner, expressing themselves in either their primary language or English. Teachers can assist students in focusing on the theme by exploring how being bilingual and using their creative bilingual voices will enhance their opportunities for learning, career, leadership, self-esteem, as well as the development of their cultural legacy in their future. The use of the writing process is encouraged (prewriting, sharing, revising, editing, and publishing) to develop a meaningful and expressive literary piece. Each literary piece should focus on the theme and demonstrate final editing quality.

All students who enter the writing contest will be acknowledged for their efforts. Winners will be selected by a committee in four grade level categories, K-2nd, 3rd-5th, 6th-8th and 9th-12th, based on the following criteria:

- ★ Content — How well the writing captures the essence of the theme
- ★ Language — The use of expressive, authentic, rich language
- ★ Genre — The creative use of literary forms (such as short essay, poetry, narrative, biography or song)

Please read the following directions for submitting student writings:

- ★ Writings should be typed double-spaced, three pages maximum.
- ★ Student writings in any language may be submitted. Translations must accompany the entry with an explanation as to who translated the writing piece. Translations may not improve or alter the original writing.
- ★ Students must have been in a bilingual program at some time during the last five years.
- ★ Winners will be notified by January 6, 2004 and will be asked to submit a black and white photo for the conference program.
- ★ Winners will read their essay or excerpts from the essay at the CABE 2004 Student Writing Contest Luncheon, to be held on Saturday, March 6, 2004 at the San Jose McEnery Convention Center.
- ★ Savings Bonds of \$200 will be awarded to the division winners in categories K-2nd, 3rd-5th, 6th-8th.
- ★ The winner for the 9-12th grade category will receive a \$1,000 scholarship.
- ★ Winners will receive transportation (if needed) and admission to the CABE Conference Student Awards Luncheon for themselves, two family members (one must be an adult) and one teacher.

**Writing and Student Nomination Forms should be received by the November 21, 2003 deadline Send to:**

CABE 2004 Writing Contest  
16033 E. San Bernardino Rd. • Covina, CA 91722-3900  
For further information call CABE headquarters at: 626-814-4441

### CABE 2004 WRITING CONTEST • STUDENT NOMINATION FORM

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Student Address \_\_\_\_\_

Telephone \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

I hereby give permission for my child to be photographed, and for photographs to be used in CABE publications.

District \_\_\_\_\_

Student's School \_\_\_\_\_

Student's Teacher \_\_\_\_\_

Teacher's Telephone \_\_\_\_\_

# of Yrs enrolled in a Bilingual Program \_\_\_\_\_

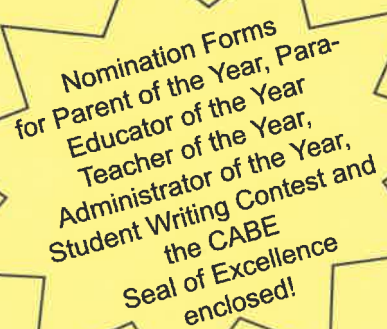
Nominated by \_\_\_\_\_

CABE Chapter \_\_\_\_\_



California Association for Bilingual Education  
16033 E. San Bernardino Road  
Covina, CA 91722-3900

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U.S. Postage  
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Pasadena, CA



Nomination Forms  
for Parent of the Year, Para-  
Educator of the Year,  
Teacher of the Year,  
Administrator of the Year,  
Student Writing Contest and  
the CABA  
Seal of Excellence  
enclosed!

## **CABE 2004**

### **SEAL OF EXCELLENCE AWARD APPLICATION**

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The California Association for Bilingual Education is proud to announce that it is accepting nominations for the CABE 2004 Seal of Excellence Award. The Seal of Excellence Award was inaugurated in 1996 to honor exemplary bilingual education programs throughout the State. This prestigious award honors schools that have established effective programs for their English Learners.

To receive the CABE Seal of Excellence Award each school must meet the established rigorous criteria by providing:

- *Substantial evidence of the bilingual language proficiency (English and other language) and academic achievement for students in the program;*
- *A description of (a) the comprehensive and enriched instructional program that includes English Language Development, primary language instruction, and specially designed academic instruction in English; and (b) how it provides continuous and coherent services for all grade levels;*
- *A description of the professional development plan for certificated staff and how staff use effective, research-based instructional strategies;*
- *A description, with examples, of how the comprehensive curriculum for English Learners is aligned to the standards at all grade levels;*
- *An effective school-home-community collaboration that empowers parents to become active participants in their children's education.*

If your school can demonstrate and submit documentation of the above criteria, we invite you to fill out the attached application and return it to CABE by November 21, 2003.

Awards will be presented to the winning schools at the CABE 2004 Conference in San Jose held on March 4-7, 2004.

The evaluation rubric and appeal process are available on the CABE website at [www.bilingualeducation.org](http://www.bilingualeducation.org).

**Nomination Postmark Deadline: Friday, November 21, 2003 at 5:00 p.m.**

**Mail to CABE, Seal of Excellence Award**  
**16033 E. San Bernardino Rd. Covina, CA 91722-3900**  
**Tel: 626/814-4441 Fax: 626/814-4640**  
**Email: [info@bilingualeducation.org](mailto:info@bilingualeducation.org)**



California Association  
for Bilingual Education

## CABE 2004

### SEAL OF EXCELLENCE AWARD APPLICATION FORM

PLEASE FILL OUT ALL SECTIONS BELOW AND RETURN APPLICATION TO CABE  
HEADQUARTERS, SEAL OF EXCELLENCE AWARD, 16033 E. SAN BERNARDINO RD.  
COVINA, CA 91722-3900. POSTMARK DEADLINE: NOVEMBER 21, 2003.

#### 1) OFFICIAL SCHOOL NAME

*(If your school receives this award, this name will be used for news releases and award plaque.)*

☐ Previously honored as CABE Seal of Excellence School? Year \_\_\_\_\_

#### 2) LOCATION

CABE Region \_\_\_\_\_

District \_\_\_\_\_ County \_\_\_\_\_

#### 3) CONTACT INFORMATION

Superintendent's Name \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Principal's Name \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

District English Learner Coordinator

Name \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

School-Site Project Director

Name \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Chairperson of ELAC (School English Learner Advisory Committee)

Name \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

*I have reviewed the information contained in this application, and, to the best of my knowledge, it is complete and accurate.*

\_\_\_\_\_  
(Principal's signature)

\_\_\_\_\_  
(Date)



**4) SCHOOL ADDRESS AND DIRECTIONS**

School Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School Website: \_\_\_\_\_

School Phone \_\_\_\_\_

Directions: If your school is selected to receive a site visit, review team members will need the following directions to your school:

Name and location of closest airport: \_\_\_\_\_

Identify major freeway access: \_\_\_\_\_

On a separate sheet of paper, please provide detailed directions indicating the surface streets that lead to your school.

**CABE 2004 SEAL OF EXCELLENCE PROGRAM INFORMATION**

**5) Video and Photo Request**

- Please enclose a VHS videotape (maximum 5 minutes) to highlight your program.
- Please enclose no more than 5 photos with descriptions to highlight your program.
- Label all tapes and photos with the name of the school.

**6) Program Type (Please check one)**

- ☐ Two-Way Bilingual Immersion
- ☐ Late Exit Transitional Bilingual Education Program
- ☐ Maintenance/Heritage Language Program
- ☐ Other Alternative Program \_\_\_\_\_  
(That has documented success in closing achievement gap for diverse students)

**7) Staffing**

Number of total teaching staff at school: \_\_\_\_\_

Number of teachers with BCLAD/BCC authorization: \_\_\_\_\_

Number of teachers with CLAD/LDS authorization: \_\_\_\_\_

Number of total instructional assistants: \_\_\_\_\_

Number of bilingual instructional assistants: \_\_\_\_\_

## 8) SCHOOL/PROGRAM NARRATIVE

Please provide a narrative description of your school and the effective program(s) you offer for English Learners and their parents. (*10-page maximum, double-spaced, 12 pt. Please include the school name centered above your narrative.*) Summarize your strengths and accomplishments, focusing on what makes your school exemplary for English Learners. **When citing data, please use NCE rankings.** Within this narrative, please include the following:

- a. Substantial evidence of the bilingual language proficiency (English and other language) and academic achievement for students in the program;
- b. A description of (a) the comprehensive and enriched instructional program that includes English Language Development, primary language instruction, and specially designed academic instruction in English; and (b) how it provides continuous and coherent services for all grade levels;
- c. A description of the professional development plan for certificated staff and how staff use effective, research-based instructional strategies;
- d. A description, with examples, of how the comprehensive curriculum for English Learners is aligned to the standards at all grade levels;
- e. An effective school-home-community collaboration that empowers parents to become active participants in their children's education;
- f. API score and ranking disaggregated by significant subgroups and evidence of meeting growth targets for all subgroups; and
- g. CELDT scores showing how these data are used to inform subsequent student placement in instructional programs.

You may also choose to highlight the strengths of your program by including evidence of the following as appendices—maximum 5 pages beyond the 10-page narrative maximum: (*The use of self-explanatory graphs and tables is encouraged.*)

- Students are making sufficient progress to close the achievement gap as evidenced by other state and local data such as California Standards Test, SABE, CAHSEE (California High School Exit Exam), and writing samples.
- Significant percentages of students are formally making transition into English literacy in traditional bilingual models at the elementary level.
- Administrative systems are sufficiently developed and implemented to monitor long-term student progress.
- Significant percentages of students are meeting promotion criteria.
- Significant percentages of English Learners are succeeding in A-G classes at middle and high school.
- Significant percentages of English Learners are enrolled in GATE programs and/or Advance Placement courses.