

ROSA PARKS HANDBOOK

2021-2022



Our vision is to inspire and prepare a community that positively impacts the world.



At Rosa Parks, we have high expectations of all members of our community. We challenge, collaborate, and celebrate our successes to create a culture where all students can succeed.

OUR COMMITMENTS

- **We are committed to doing what is best for students**
- **We are committed to collaborating to design an environment where all students are successful**
- **We are committed to having high expectations for ourselves and our community**
- **We are committed to being the best version of ourselves so that our relationships at Parks will continue to strengthen**
- **We are committed to being open to best practices to ensure safety**
- **We are committed to having open, honest, clear, timely, and continuous communication**

Procedures & Expectations

- **Shared School-Wide Expectations:**

-**Collaboration is a must here at Parks** – work with your team to make sure that you are doing what's best for students

-**ELD** – ELD is a core subject and must be taught daily. Students are throughout the grade levels and each grade level. Grade level teams decide how they will teach ELD

-**GATE Clusters** – GATE students should be in clusters this upcoming year. Teachers with the GATE clusters in their class will be trained

-**Special Ed Students** – Please make sure that you are aware of students on IEPs and understand what is written in the IEP. You are responsible for the accommodations in the classroom. Please see the special education teacher if you have any questions/concerns

-**SSTs** – 5 dates already determined, but more meetings can be scheduled as needed. Make sure you follow the outlined process. See Administration or Audrey Okonkwo if you have questions. Be sure you look at the cum folder as your students may already have SSTs in progress from the year before.

-**Drills:**

-Monthly fire, earthquake, and lockdown drills

-Fire (door closed but unlocked)

-Earthquake (door open)

-Lockdown (locked doors, close curtains/blinds, students hide under desks)

-**Misc. Safety**

-Make sure that you pick up your class on time

-Freeze bell – make sure students are aware of freeze bell at end of recess

-Make sure you wear your badges

-Keep classroom doors locked

-Curtains in the classrooms should ONLY be closed during the lockdown drill

-**Walkthroughs** – Admin will do walkthroughs (goal is once a week). We are looking for evidence of engagement, formative assessment structures (white boards, KAGAN and self-assessment),

Thinking Maps, CLOSE Reading, and Number Talks. Admin will email you questions regarding what's going on in the classroom. It is meant as a reflective means of communication and another way to communicate with teachers.

-Celebrations/Parties – To protect our instructional minutes. We will limit our classroom celebrations to two (2) per year. When you have these planned, let Administration know.

-Communication is important - Keep open communication with team, administration, and parents!

-Communication with parents – communicate with them in a way in which you feel comfortable. Just make sure that you are communicating with them. **Make sure that you are communicating with the parents prior to progress reports and report cards.** Parents should know prior to progress reports and report cards if you have concerns about their child or if their child is failing.

-E-mail- Our school is paperless. Please make sure you check email daily.

-Staff Meetings/Grade Level Meetings – Need to attend both. They can address business, training, and vertical planning.

-Pink/Blue Cards – make sure you go over your pink/blue cards as they have a lot of important information (i.e. – GATE, IEP, etc.)

- Extra Duty – Can sign up for before/after school duty. It is extra pay

-Committees – There will be a list of committees that you can sign up for (can sign up as grade level as well as individually)

-Supplies – supplies are done through the grade level

-Evaluation – 35th day conferences – will meet individually to review

-Contract hours – school hours (8:25 – 2:50) required to be here 10 minutes before and 10 minutes after.

-Lesson Plans – should focus on standards. Collaboration is encouraged to create lesson plans

-Forms – various forms are required for different reasons (i.e. – field trips, CPS, etc.) see team members or admin for clarification as needed

School goals-

ELA-Move up 8% from 60%- 68% Focused on Claim 1 (Reading)

Discussed the need for students to first master central ideas and key details. The team decided in primary the main focus would be central ideas and key details and upper grade's main focus will be reasoning and evidence.

Instructional Practices in the Classroom for ELA:

- Thinking Maps- across the site **tight**
- Annotating Text (foundation set for K-2)
- Close Reading- across the site **tight**
- Looking at multiple sources
- Informal Outline (SUTW)- across the site **tight** Written product of finding/sighting evidence in student writing.
- Great Short Answers/ACE (GSA-bringing in the question in the answer*SUTW/ACE-Restating, Cite Evidence, Elaborate across the site **tight**
- Cornell Notes-2 columns
- Frayer Model
- Engagement Cube
- Sentence Starters

Math- Move up 10% from 49%-59% Focused on Claim 2 & 4 (Problem Solving and Modeling)

Instructional Practices in the Classroom for MATH:

- Number talks-fluency (not memorized fluency) 10 minutes a day 2-3 times a week ideal **(Tight)**
- Explain answers through ACE
- Know, find, show
- Explore/Discover/Direct Instruction cycle of instruction **(tight)**
- Model answer through illustration
- Different strategy to problem solve
- Different tools to solve
- Using Math Practice Standards **(Tight)**

-Who is doing the thinking? Students or teacher? If the teacher is doing the thinking, MPS are not being used.

- Build stamina and persevere (challenge students MPS 1)

-**Writing Wall** – Current writing must be displayed. Doesn't necessarily need to be a writing piece so long as it shows something that the kids are working on that displays critical thinking...for upper grades, this is the wall outside of your classroom

-**Thinking Maps** – We need to be using Thinking Maps. If not trained, training will be made available...they are more than just graphic organizers.

Regular Bell Schedule

AM Kindergarten/T.K.:

8:25* - 11:59 Instruction
11:59 - 12:14 Snack/Release

PM Kindergarten/T.K.:

10:56 - 11:11 Snack/Release
11:11 - 2:50 Instruction

Grade 1:

8:25 - 10:10 Instruction
10:10 - 10:25* Recess
10:25 - 11:25 Instruction
11:25 - 12:10* Lunch
12:10 - 1:30 Instruction
1:30 - 1:40* Recess
1:40 - 2:50* Instruction

Grade 2:

8:25 - 10:10 Instruction
10:10 - 10:25* Recess
10:25 - 11:30 Instruction
11:30 - 12:15 Lunch
12:15 - 1:30 Instruction
1:30 - 1:40* Recess
1:40 - 2:50* Instruction

Grade 3:

8:25 - 10:10 Instruction
10:10 - 10:25* Recess
10:25 - 12:00 Instruction
12:00 - 12:45* Lunch
12:45 - 1:30 Instruction
1:30 - 1:40* Recess
1:40 - 2:50 Instruction

Grade 4:

8:25 - 10:30 Instruction
10:30 - 10:45* Recess
10:45 - 12:05 Instruction
12:05 - 12:45* Lunch
12:45 - 2:50* Instruction

Grade 5:

8:25 - 10:30 Instruction
10:30 - 10:45* Recess
10:45 - 12:35 Instruction
12:35 - 1:15* Lunch
1:15 - 2:50* Instruction

Grade 6:

8:25 - 10:30 Instruction
10:30 - 10:45* Recess
10:45 - 12:40 Instruction
12:40 - 1:20 Lunch
1:20 - 2:50* Instruction

Wednesday (Early Release)

Kindergarten & TK

8:25 - 10:49 Instruction
10:49 - 11:14 Snack/Release

Grades 1-6

Dismissal at 1:50*

Minimum Day

Kindergarten & TK

8:25 - 11:19 Instruction
11:19 - 11:34 Snack/Recess
11:34 - 12:19 Instruction

Grades 1 & 2:

8:25 - 10:10 Instruction
10:10 - 10:25 Recess
10:25 - 10:50 Instruction
10:50 - 11:20 Lunch
11:20 - 12:19 Instruction

Grade 3:

8:25 - 10:10 Instruction
10:10 - 10:25 Recess
10:25 - 11:15 Instruction
11:15 - 11:45 Lunch
11:45 - 12:19 Instruction

Grade 4:

8:25 - 10:30 Instruction
10:30 - 10:45 Recess
10:45 - 11:20 Instruction
11:20 - 11:50 Lunch
11:50 - 12:19 Instruction

Grade 5 & 6:

8:25 - 10:30 Instruction
10:30 - 10:45 Recess
10:45 - 11:40 Instruction
11:40 - 12:10 Lunch
12:10 - 12:19 Dismissal

Inclement Weather Lunch Times

Kinder 10:56 - 11:11
1st & 2nd 11:25 - 11:55
3rd & 4th 12:00 - 12:30
5th & 6th 12:35 - 1:05

IMPORTANT DATES

2017 – 2018

Parent Information Night

July 13 A, C, D Track

August 10 B/T Track

Open House

March 15 A, C, T Track

April 19 B, D Track

Leadership Meetings

July 24

August 14

August 28

September 18

October 9

October 30

November 20

December 11

January 22

February 5

February 26

March 19

April 9

April 30

May 21

June 11

Staff Meetings

July 20
August 17
September 7
October 5
November 2
December 7
January 11
February 15
March 15
April 5
May 3
June 7

Safety Committee Meetings

September
November
January
March
May

End of Trimester Celebrations**T Track**

October 25 Kinder Awards (T, B, C, D)
February 28 Kinder Awards (T, B, C, D, 8:30)
May 23 Kinder End of the Year Awards (T, A 8:30)

A Track

September Lunch With The Principal

September Honors Recess

September 18 Awards Assembly (1st – 3rd 1:20 - 2:00)

Awards Assembly & Honor Roll (4th- 6th 2:05-2:45)

September 20 Kinder Awards (8:30)

January Lunch With The Principal

January Honors Recess

January 31 Kinder Awards (8:30)

February 1 Awards Assembly (1st – 3rd 1:20 - 2:00)

Awards Assembly & Honor Roll (4th- 6th 2:05-2:45)

May Lunch With The Principal

May Honors Recess

May 23 Kinder End of the Year Awards (T, A 8:30)

May 29 Awards Assembly (1st – 3rd 1:20 - 2:00)

Awards Assembly & Honor Roll (4th- 6th 2:05-2:45)

B Track

October Lunch With The Principal (B, C, D)

October Honors Recess

October 17 Awards Assembly (1st – 3rd 1:20 - 2:00)
Awards Assembly & Honor Roll (4th- 6th 2:05-2:45)

October 25 Kinder Awards (T, B, C, D, 8:30)

February Lunch With The Principal (B, C, D)

February Honors Recess

February 26 Awards Assembly (1st – 3rd 1:20 - 2:00)
Awards Assembly & Honor Roll (4th- 6th 2:05-2:45)

February 28 Kinder Awards (T, B, C, D, 8:30)

June Lunch With The Principal (B, C, D)

June Honors Recess

June 20 Kinder End of the Year (B, C, D)

June 21 Awards Assembly (1st – 3rd 1:20 - 2:00)
Awards Assembly & Honor Roll (4th- 6th 2:05-2:45)

C Track

October Lunch With The Principal (B, C, D)

October Honors Recess

October 25 Kinder Awards (T, B, C, D)

October 30 Awards Assembly (1st – 3rd 1:20 - 2:00)

Awards Assembly & Honor Roll (4th- 6th 2:05-2:45)

February Lunch With The Principal (B, C, D)

February Honors Recess

February 28 Kinder Awards (T, B, C, D, 8:30)

March 1 Awards Assembly (1st – 3rd 1:20 - 2:00)

Awards Assembly & Honor Roll (4th- 6th 2:05-2:45)

June Lunch With The Principal (B, C, D)

June Honors Recess

June 6/20 Kinder End of the Year (B, C, D)

June 6/22 Awards Assembly (1st – 3rd 1:20 - 2:00)

Awards Assembly & Honor Roll (4th- 6th 2:05-2:45)

D Track

October Lunch With The Principal (B, C, D)

October Honors Recess

October 25 Kinder Awards (T, B, C, D)

October 2 Awards Assembly (1st – 3rd 1:20 - 2:00)

Awards Assembly & Honor Roll (4th- 6th 2:05-2:45)

February Lunch With The Principal (B, C, D)

February Honors Recess

February 28 Kinder Awards (T, B, C, D, 8:30)

February 3/2 Awards Assembly (1st – 3rd 1:20 - 2:00)

Awards Assembly & Honor Roll (4th- 6th 2:05-2:45)

June Lunch With The Principal (B, C, D)

June Honors Recess

June 6/20 Kinder End of the Year (B, C, D)

June 6/25 Awards Assembly (1st – 3rd 1:20 - 2:00)

Awards Assembly & Honor Roll (4th- 6th 2:05-2:45)

ELEMENTARY REPORT CARD TIMELINES 2017-2018

ELEMENTARY REPORT CARD TIMELINES 2017-2018

Track	Trimester	Beginning of the Trimester	# Days From Term Start	Progress Report Window Opens	Progress Report Window Closes	# of Days Open	I.T. FINISH PROCESSING	PRINT SHOP RECEIVE FILE & PRINT	REPORT CARDS DELIVERED TO SITES	# of Days from Progress Close	First Day to enter Final Grades	Last Day to enter Final Grades 3 p.m.	# of Days Open	I.T. FINISH PROCESSING	PRINT SHOP RECEIVE FILE & PRINT	REPORT CARDS DELIVERED TO SITES	Final Report cards sent home	End of Trimester	Instructional Days	I.T. MAGIC DATE <small>(20 DAYS FROM THE END)</small>
A	1	07/11	20	08/07	08/14	6	08/16	08/17	8/21	15	09/01	09/15	10	09/19	09/19	09/21	09/22-09/28	09/28	57	8/31
	2	10/30	23	12/04	12/11	6	12/13	12/14	12/19	14	01/11	01/26	11	1/30	1/30	2/1	02/02	02/02	56	12/22
	3	03/05	20	03/30	04/06	6	04/10	04/11	04/16	23	5/8	5/21	10	5/23	5/23	5/25	05/30	05/30	62	5/2
B	1	08/09	18	09/01	09/08	5	9/12	9/13	9/15	15	10/02	10/11	8	10/13	10/16	10/18	10/21-10/26	10/26	55	9/28
	2	11/27	25	01/12	01/19	5	1/23	1/24	1/26	15	02/08	2/21	8	2/23	2/26	02/28	03/01	03/01	56	1/31
	3	04/02	20	4/27	05/04	6	5/8	5/9	5/11	23	06/06	06/19	10	06/21	06/22	6/26	06/29	06/29	64	6/4
C	1	07/11	20	09/01	09/08	5	9/12	9/13	9/15	15	10/02	10/11	8	10/13	10/16	10/18	10/23-10/27	10/27	58	10/2
	2	10/30	21	01/12	01/19	5	1/23	1/24	1/26	15	2/8	2/21	8	2/23	2/26	2/28	03/02	03/02	54	2/1
	3	03/05	21	5/1	5/8	6	5/10	5/11	5/15	21	6/6	6/19	10	6/21	6/22	6/26	06/29	06/29	63	6/4
D	1	07/11	20	08/07	08/14	6	08/16	08/17	08/21	16	10/2	10/11	8	10/13	10/16	10/18	10/23-10/27	10/27	58	10/2
	2	10/30	23	12/04	12/11	6	12/13	12/14	12/18	14	2/8	02/21	8	2/23	2/26	2/28	03/02	03/02	55	12/21
	3	03/05	20	03/30	04/06	6	04/10	04/11	4/13	20	06/06	6/19	10	6/21	6/22	6/26	06/29	06/29	62	6/4
T	1	08/09	20	09/06	9/15	8	9/19	9/20	9/22	10	10/02	10/11	8	10/13	10/16	10/18	10/23-10/27	10/27	55	10/2
	2	10/30	21	12/05	12/12	6	12/14	12/15	12/19	21	01/31	02/14	10	2/16	2/20	02/22	02/23	02/23	61	1/25
	3	02/26	26	4/9	4/16		4/18	4/19	4/23	20	5/11	5/21	7	5/23	5/24	05/29	06/01	06/01	64	5/4

Updated 6/7/17 AR

Dear Teachers:

Award assemblies will be held at the end of each trimester. We will have a Primary and an Upper Grade (Honor Roll included) assembly.

Primary grade may give out three awards in each category. Upper grade will give one award of each category except for Life Skills, 2 will be given.

Make sure to return your folder to Rena in the main office prior to the award assembly by the date and time indicated on the outside of your awards folder. Make sure to clearly print the student's name on each award. Include phonetic spelling of difficult names on a post-it to assist Administration during presentation. Make sure your signature is clear (or include a post-it with your name).

The following awards will be given during the school year:

1. **Star Student**: This award is given to an outstanding student in all academic areas. Please fill out the award certificate and sign it. Also, please sign the restaurant certificate.
2. **Achievement Award**: For the achievement award, you may choose to give an award for any of the subject areas listed below. Teachers have the option of choosing the student based on academic strength, improvement, or effort in the subject area. When writing out your award, be sure to indicate the subject of award.
 - Art
 - Math
 - Science
 - Social Studies
 - Reading
 - Oral Language
 - Physical Education
3. **Life Skill Award**: This award is given to a student in your class who consistently exhibits our school's life skills. This is similar to a citizenship award & is separate from the life skill signature; the student does not need to have a full life skill card to receive this award.
4. **Royal Writer Award**: This award is given to outstanding writers. Submit the name(s) of the student(s) receiving the award(s) to Rena on the monthly sheet along with your other award winners. For each student, be sure to include a writing sample for display in the halls.

2017-2018 LIBRARY SCHEDULE



Library Media Center Schedule 2017 - 2018

<i>Times</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
9:00	Michael Valentino 4 B	100 Mile Club	8:30 - 10:30 Kinder Block	Lindsay Romero 5 A	Jillian Verdone 4 C
9:30	Diane Barbour 1 D Desiree Metoyer 1 D	Jodi Gonzales 1 C Christie Ponciano 1 C	8:30 - 10:30 Kinder Block	Cheri Borden 1 B Patricia Eikleberry 1 B	Mary Ann Flores 1 A Rebecca Wilfong 1 A
10:00	4-6 C	Rachunok & Scott C Andringa & Henley 6 D	8:30 - 10:35 Kinder Block	Dilley & Edwards 6 A Cerswell & Talavera 6 B	Craig Powers 4 A
10:10	Primary Recess	Primary Recess	Primary Recess	Primary Recess	Primary Recess
10:30	Upper Recess	Upper Recess	Upper	Upper Recess	Upper Recess
10:45	Jennifer Gallant 3 D & Yazmin Gonzalez 3 D	Michelle Torres 2 D & Jessica Wallace 2 D	Shannon Olsen 2 B & Bertha Ventura 2 B	Karen Chapin 3 B & Melissa Ramsey 3 B	Regina Smith/Maw 3 A & Doug McGuire 3 A
11:15	Arisha Rashti 5 D	Carolyn Drown TK	Kelly Newton 3 C & Tina Hofmann 3 C	Jenna Rice TK	Diana Hansen 5 B
11:45	Cassie Parilla 5 B	Rachunok & Scott C Andringa & Henley 6 D		Dilley & Edwards 6 A Cerswell & Talavera 6 B	Nicole Adelman A
12:15	Lunch	Lunch	Lunch	Lunch	Lunch
1:15	Stacy Harrell 4 A	Justine Day 4 D			Sarah Cruz 4 D
1:45	Christina McFadden 5 D	LeAnne Shanle 5 C		Kim Wilk 4 C	Michael Pate 5 C
2:15	Mary Nakamura 4 B	Estephania Cardenas 2 A & Rebecca Hill 2 A		Gina Stuart 2 C & Reanna Mosman 2 C	

COMPUTER LAB SCHEDULES

Original Computer Lab Schedule 2017-2018

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
First Grade	Sixth Grade	Kinder 8:35-10:35	Fourth Grade	Second Grade
TK 11:15-11:45		Sixth Grade		TK 11:15-11:45
First Grade				Second Grade

New Computer Lab Schedule B-10

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Second Grade	Third Grade	Kinder 8:25-10:35	Fifth Grade	First Grade
		Third Grade		



ROSA PARKS ELEMENTARY SCHOOL

Office Referral

Student: _____ **Teacher:** _____

Date: _____ **Time:** _____ **Grade:** _____ **Track:** _____

Reason for Referral- Not demonstrating:

_____ **Kindness** (Hurting/Threatening Self/Others) _____ **Integrity** (...inappropriate appropriate choices)

_____ **Responsibility** (Not following safety rules)

_____ **Respect** (Defiance)

Teacher Input:

Action taken by the administrator: _____

Administrator's Signature: _____

Student's Signature: _____ **Parent's Signature** _____

White – Office

Yellow – Parent

Pink – Teacher

Reward Menu

Life Skills Award- (Teacher Choice)

Office Treasure Box- Students must have at least 1 Honor slip

Front of the line Pass= 3 Honors slips

Sit with a friend pass = 3 Honors slips

Lunch with the Principal= 10 Honors slips

Honors Recess= 10 Honors slips

Rosa Parks Honors

ROSA PARKS
HONOR



You were demonstrating one of the
life skills. Way to go!

Perseverance _____
Respect _____
Responsibility _____
Integrity _____
Kindness _____

Student Name _____
Teacher Name _____

CITATIONS

Rosa Parks



Citation

Perseverance _____ Respect _____ Responsibility _____

Integrity _____ Kindness _____

Office Referral _____ Issued By: _____

Name _____

Teacher _____

Parent Signature _____

Please return to the teacher the following school day.

SCHEDULE FOR ORDERING SUPPLIES

By 09:00 AM day of ordering

July 08, 2016 6 th , Kdg. July & Aug. July 15, 2016 5 th , 1 st , July & Aug. July 22, 2016 4 th , 2 nd , 3 rd	Sept. 30, 2016 6 th , Kdg. Oct. 7, 2016 5 th , 1 st Oct. 14, 2016 4 th , 2 nd Oct. 21, 2016 3 rd , TK,	Jan 6, 2017 6 th , Kdg. Jan. 13, 2017 5 th , 1 st . Jan. 20, 2017 4 th , 2 nd Jan. 27, 2017 3 rd , TK,
Aug. 19, 2016 4 th , 2 nd . Aug. 26, 2016 3 rd , TK, RS	Oct. 28, 2016 6 th , Kdg. Nov. 04, 2016 5 th , 1 st Nov. 10, 2016 4 th , 2 nd Nov. 18, 2016 3 rd , TK,	Feb. 3, 2017 6 th , Kdg. Feb. 10, 2017 5 th , 1 st Feb. 17, 2017 4 th , 2 nd Feb. 24, 2017 3 rd , TK,
Sept. 2, 2016 6 th , Kdg. Sept. 09, 2016 5 th , 1 st Sept. 16, 2016 4 th , 2 nd Sept. 22, 2016 3 rd , TK,	Dec. 2, 2016 6 th , Kdg., 5 th , 1 st . Dec. 09, 2016 4 th , 2 nd , 3 rd , TK	March 2, 2017 6 th , Kdg. March 09, 2017 5 th , 1 st March 16, 2017 4 th , 2 nd March 23, 2017 3 rd , TK,
March 30, 2017 6 th , Kdg. April 06, 2017 5 th , 1 st April 13, 2017 4 th , 2 nd April 20, 2017 3 rd , TK,		

May-orders for start up
Art supplies for ART Walk

*The reason for 09 AM is that if I have to order from warehouse, it has to be done by 12 PM. Otherwise, it will have to wait a week.

Grade level is responsible for keeping track of monies. There will be nothing stored in cabinets if you forget something. Envelopes need to be ordered if you want them for report cards. EVERYTHING you need has to be ordered.

Budget/ Leadership Meeting 5/23/16

The purpose of this meeting is to discuss moving school money from supplies, to release time for teachers to collaborate with their grade level.

The start-up budget is being cut from \$20,000 to \$10,000.

Because the start-up budget for the following year comes from the previous year's budget, we are going to transition how we order start-up supplies this year.

1. Teachers will receive a \$170 budget for ordering start-up supplies for the 2016-2017 school year. Each teacher is allowed to order any supplies needed. You will not be limited to the "start-up" list as previous years.
2. Teachers will also receive a \$400 SUPPLY budget for the 2016-2017 school year. However, the \$400 includes start-up money for the 2017-2018 school year- so plan accordingly.
3. Grade levels will continue to compile a complete start-up order and monthly supply orders to turn into Rena. Each grade level will receive one supply order list published by the Purchasing Department.
4. **Please submit start-up supply order to Rena by June 8th.**

*The reason for 9:00 AM is that if I have to order from warehouse, it has to be done by 12 PM. Otherwise, it will have to wait a week.

Grade level is responsible for keeping track of monies. There will be nothing stored in cabinets if you forget something. Envelopes need to be ordered if you want them for report cards. EVERYTHING you need has to be ordered.

BUDGET FOR THE YEAR:

RSP – Orders from Special Ed

\$3600 6TH, SDC

\$3200 5TH

\$3200 4TH

\$3200 2ND

\$3200 3RD

\$3200 2ND

\$3000 1ST

\$3000 Kinder

\$800 TK



January	May	September
Christie Ponciano 1-2 Jackie Lakin 1-10 Reanna Mosman 1-16 Gina Stuart 1-19 Francesca Rife 1-31	Mary Ann Flores 5-5 Mary Nakamura 5-8 Marisa Henry 5-11 Steven Andringa 5-11 Jennifer Cerswell 5-12 Julie Navarro 5-24 Jillian Verdone 5-24	Kelly Newton 9-2 Regina Smith 9-8 David Velasquez 9-12 Jenna Rice 9-14
February	June	October
Karen Chapin 2-8 Nancy Calderon 2-9 Michael Valentino 2-10 Sarah Cruz 2-10 Estephanie Cardenas 2-23	Jodi Gonzales 6-5 Doug McGuire 6-6 Stephanie Zuniga 6-7 Patricia Eikleberry 6-9 Melissa Ramsey 6-10 Kim Wilk 6-15 Tracy Lay 6-18 Shannon Olsen 6-23 Tina McFadden 6-30	Esther Welker 10-12 Craig Powers 10-13 Sophia Chiu 10-14 Stacy Harrell 10-14 Brian Dias 10-19 Tina Hofmann 10-24 Dana Delaney 10-28 Cheri Borden 10-31
March	July	November
Jennifer Maw 3-2 Linda Young 3-5 Nicole Jones 3-7 Yazmin Gonzalez 3-18 Victor Reynoso 3-20 Cecilia Verduzco 3-23	Laurie Ralston 7-3 Carolyn Drown 7-9 Suzanne VanHeerde 7-14 Nicole Adelman 7-16 Maria Cortez 7-25 Justine Day 7-25 Jeremy Rachunok 7-28 Lindsay Romero 7-29	Michelle Jensen Torres 11-2 Careen Talavera 11-3 Marisol Graciano 11-3 Le Anne Shanle 11-4 Desiree Metoyer 11-5 Tiffany Dilley 11-9 Diana Hansen 11-14 Mike Pate 11-14 Julie Kim 11-28 Diane Barbour 11-28
April	August	December
Sue Nichols 4-8 Arshia Rashti 4-13 Ben Edwards 4-18 Christine Ponce 4-21 Cassie Parilla 4-2	Jennifer Scott 8-2 Becky Hill 8-4 Jessica Wallace 8-17 Rachel Fye 8-23 Eunice Sarlea 8-3	Bertha Ventura 12-5 Rebecca Wilfong 12-18 Karin Thompson 12-20 Katie Henley 12-21 Audrey Okonkwo 12-22



PROFESSIONAL
INFORMATION



ROSA PARKS

PLC CULTURAL/COMMUNITY NORMS

PROFESSIONALISM

Members of a “learning community” have the challenging task of creating norms by building shared knowledge regarding best practices and alternative strategies for implementing those practices. High performing teams are composed of members who consistently demonstrate the following characteristics:

- **Perspective taking.** Members are willing to consider matters from the other person’s point of view.
- **Interpersonal understanding.** Members demonstrate understanding of spoken and unspoken feelings, interests, and concerns of other group members.
- **Willingness to have difficult conversations.** Members speak up when an individual violates norms, but the conversation is done in a caring way aimed at building consensus and shared interpretations of commitments.
- **Caring orientation.** Members communicate positive regard, appreciation, and respect. A close personal relationship is not a prerequisite of an effective team, but mutual respect and validation are critical.
- **Team self-evaluation.** The group is willing and able to evaluate its effectiveness.
- **Seeking feedback.** The group solicits feedback and searches for evidence of its effectiveness from external sources as part of a process of continuous improvement.
- **Positive environment.** The group focuses on staying positive: positive affect, positive behavior, and the pursuit of positive outcomes. Members cultivate positive images of the group’s past, present, and future while keeping students at the forefront.
- **Proactive problem-solving.** Members actively take the initiative in finding solutions to issues that stand in the way of accomplishing team goals.
- **Organizational awareness.** Members understand their connections to and contribution to the larger organization.
- **Building external relationships.** The team establishes relationships with others who can support their efforts to achieve their goals.
- **Equal participation from all team members to ensure effectiveness.**

COMMUNICATION

When team members practice the following norms, they promote the productive dialogue essential to developing effective teams (Garmston and Wellman, 1999):

1. Pausing
2. Paraphrasing
3. Probing for specificity
4. Putting ideas on the table
5. Paying attention to self and others
6. Presuming positive intentions
7. Pursuing a balance between advocacy and inquiry
8. Accepting responsibility for own actions and responses

Protocols for Effective Advocacy

The Protocols for Effective Advocacy offer detailed suggestions to assist teams in moving from polite acquiescence to meaningful dialogue that help clarify the thinking of each member of the group.

- State your thoughts/ideas/feelings.
 - (*"Here is what I think."*)
- Describe your reasoning.
 - (*"Here are some reasons why I arrived at this conclusion."*)
- Give concrete examples.
 - (*"Let me explain how I saw this work in another school."*)
- Reveal your perspectives.
 - (*"I acknowledge that I am looking at this from the perspective of a veteran teacher."*)
- Acknowledge areas of uncertainty.
 - (*"Here is one issue you could help me think through."*)
- Invite others to question your assumptions and conclusions.
 - (*"What is your reaction to what I said? In what ways do you see things differently?"*)

Protocols for Effective Inquiry

- Gently probe underlying logic.
 - (*“What led you to that conclusion?”*)
- Use nonaggressive language
 - (*“Can you help me understand your thinking here?”*)
- Draw out their thinking.
 - (*“Which aspects of what you have proposed do you feel are most significant or essential?”*)
- Check for understanding.
 - (*“I’m hearing that your primary goal is…….”*)
- Explain your reason for inquiring.
 - (*“I’m asking about your assumption because I feel…….”*)

When creating norms:

1. **Each team should create its own norms.** Asking a committee to create norms that will be honored by all teams is ineffective. Committees cannot make commitments for us: we have to make them for ourselves. Furthermore, norms should reflect the experiences, hopes, and expectations of the members of a specific team.
2. **Norms should be stated as commitments to act or behave in certain ways rather than as beliefs.** The statement, “We will arrive to meetings on time and we will stay fully engaged throughout the meeting,” is more powerful than saying “We believe members should be considerate of each other.”
3. **Norms should be reviewed at the beginning and end of each meeting for at least 6 months.** Norms only impact the work of a team if they are put into practice over and over again. Teams should not confuse writing norms with living norms.
4. **Teams should formally evaluate their effectiveness at least twice a year.** Consider the following questions: Are we adhering to our norms? Do we need to establish a new norm to address a problem occurring on our team? Are we working interdependently to achieve our team goals?
5. **Teams should focus on a few essential norms rather than creating an extensive laundry list.** Less is more when it comes to norms. People do not need a lot of rules to remember, just a few commitments to honor.

6. **Violations of team norms must be addressed.** Failure to confront clear violations of the commitments members have made to each other will undermine the entire team process.
7. **Pursue SMART Goals.** Collaborative teams must develop and pursue SMART goals.
8. **Access to relevant and timely information.** Individual teachers and teams must have access to relevant and timely information (CFAs).

NEU CLASSROOM ADOPTIONS (WILL BE UPDATED)

A Track:

Navarro/Thompson	Columbia University
Borden	New York University
Wilfong	University of LaVerne
Hill	Brigham Young University
Zavala	UC Berkley
Prince	University of Tennessee
Smith	University of Arizona
Powers	Michigan State
Pardee	University of Michigan
Pate	University of Redlands
Valentino	Temple University
Algara/Ponciano	UC Irvine

B Track:

Calderon/Rife	Boise State University
Birlea	Colorado State
Eikleberry	Arizona State
Olson	Stanford
Ventura	UCLA
Chapin	Boston University
Ramsey	Embry Riddle
Dilley	San Diego State
Flores	University of Texas
Hansen	University of Oregon
Parilla	Point Loma Nazarene University
Cerswell/Talavera	Cal State Fullerton

C Track:

Lakin/Kim	University of Georgia
Gonzalez	Princeton University
Moureaux	Cal State Long Beach
Stuart	University of Hawaii
Neally	University of Southern California
Newton	University of Pittsburgh
Hofmann	Azusa Pacific University
Wilk	Cal Poly Pomona
Verdone	Duke University
Maw	University of Nebraska
Anderson	UMass Amherst
Rachunok/Scott	Cal Baptist University

D Track:

Sarlea/ Henry	Yale
Nakamura	University of Oklahoma
Barbour	Art Center College of Design, Pasadena
Milburn	UC Santa Barbara
Torres	UC Riverside
Shanle	North Dakota State University
Gallant	Notre Dame
Bugenhagen	University of Utah
Cruz	Western Michigan University
Romero	UC San Diego
Adelmann	Cal State San Bernardino
Andringa/Edwards	University of Washington

COMMITTEES

2017-2018 Rosa Parks Committees and Members

COMMITTEE	MEMBERS
PTA Teacher Rep.	Torres
Art Walk	Kinder/TK/Cruz/Wallace
CNTA	Pate/Flores/Talavera
Track Team	Edwards/Cardenas/Rachunok
ELD Contact	Okonkwo
GATE Coordinator	Newton Chapin
History Day	Andringa
Science Fair	
Math Field Day	Talavera/Edwards/Rachunok/Maw
Leadership	Cardenas, Ponciano, Talavera, Mikki, Flores, McFadden, Thompson
Spelling Bee	Verdone, Olsen, Hill, Stuart, Mosman, Day, Gonzalez, Cruz
Jump Rope for ♥ 🏆	Wallace, Nakamura, Powers, Smith, Ponciano, Desiree M., Harrell, Rashti
100 Mile Club	Okonkwo/Fujita/Edwards
Intervention Team	Okonkwo, Cardenas, Talavera, Rice, Ponciano, Flores, Borden, Calderon, Wilk, McGuire

xxx = stipend

Grade Level Socials

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
xxx	6 th grade	1 st grade	2 nd grade
DECEMBER	JANUARY	FEBRUARY	MARCH
xxx	office staff	3 rd grade	4 th grade
APRIL	MAY	JUNE	
5 th grade	kinder	xxx	