

**ADMINISTRATIVE CIRCULAR NO. 28**  
Office of School Site Support

**SAN DIEGO CITY SCHOOLS**

**Date:** September 30, 2005

**To:** Principals, Vice Principals, Site Administrators; Managers and Supervisors of Classified Personnel; Operations Specialists; Central Office Administrators; Program Managers; Site Leadership Teams

**Subject:** OCTOBER PROFESSIONAL DEVELOPMENT CONFERENCE

**Department and/or Persons Concerned:** Principals, Vice Principals, Site Administrators; Managers and Supervisors of Classified Personnel; Operations Specialists; Central Office Administrators; Program Managers; Site Leadership Teams

**Due Date:** October 12, 2005

**Reference:** None

**Action Requested:** Complete and return the attached Registration Form by the due date indicated above.

**Brief Explanation:**

The first Professional Development Conference of the 2005-2006 school year is scheduled for October 19-21, 2005, at the Marina Village Conference Center, 1936 Quivera Way, San Diego. Professional Development Conferences provide principals and other administrators the opportunity to gain knowledge and information to assist in the daily operation and leadership of school sites and other programs.

There are two mandatory topics offered at this conference that will not be offered again this year. They are offered multiple times during the October conference only:

Session 1     **“6 to 6” Program**, mandatory for principals and vice principals responsible for the “6 to 6” program at their sites

Session 2     **Federal Impact Survey Process**, mandatory for all principals

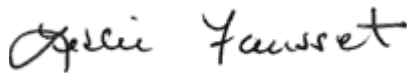
The remaining mandatory topics will also be offered at the February and/or May 2006 conferences, and we ask that you plan accordingly. Many informative voluntary sessions are also being offered in operations, student services, and instruction and curriculum. The attached documents will assist you in planning your professional development schedule:

- 1) **Conference Overview** (a list of all sessions, including dates/times, target audience, notice of mandatory attendance, titles, presenters, and content description). *Please read this carefully to determine which session(s), if any, are mandatory for you.*
- 2) **Conference Schedule** (chart of sessions offered each day)
- 3) **Registration Form** (3 pages)
- 4) **Map** of the Conference Center facility

Submit registrations via school mail to the Eugene Brucker Education Center, Room 2140, or fax to 619-692-3504. Conference questions should be directed to Lucy del Valle at 619-725-7142 or [ldelvall@sandi.net](mailto:ldelvall@sandi.net). Questions regarding previous conference attendance should be directed to Marty Stultz at 619-725-7116 or [mstultz@sandi.net](mailto:mstultz@sandi.net).

Mariam L. True  
Executive Director  
Teacher Preparation and Student Support Division

APPROVED:



Leslie Fausset  
Interim Superintendent

MLT:ms

Attachments

Distribution: Lists A, C, D, E, and F

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
OCTOBER 19, 20, AND 21, 2005**

**MANDATORY SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p><b>1. <u>"6 TO 6" PROGRAM</u></b></p> <p>This session will outline site administrators' responsibilities for their "6 to 6" programs and will include important background information and clarification on their role and the role of the site supervisor.</p> <p><i>Mariam True, Executive Director, Teacher Preparation and Student Support, and Christiane McPhee, Program Manager, Extended Learning Opportunities</i></p>	<p><b>Principals or vice principals responsible for "6 to 6" program</b></p>	<p>(1.1) October 19, 3-4 p.m. (1.2) October 20, 3-4 p.m. (1.3) October 21, 12-1 p.m.</p>
<p><b>2. <u>FEDERAL IMPACT SURVEY PROCESS</u></b></p> <p>The process of planning and completing the Federal Impact Survey Process at school sites will be reviewed, including district importance, staff involvement, school community communication, card review and deadlines.</p> <p><i>Michael Price, Principal on Special Assignment, and Suzanne Power, Assistant Superintendent</i></p>	<p><b>Principals</b></p>	<p>(2.1) October 20, 1-2 p.m. (2.2) October 20, 2-3 p.m. (2.3) October 21, 1-2 p.m. (2.4) October 21, 2-3 p.m.</p>
<p><b>3. <u>ADDRESSING THE SOCIAL AND EMOTIONAL NEEDS OF GIFTED CHILDREN: STUDIES IN STUDENT NEEDS AND PROBLEMS-STRATEGIES AND SOLUTIONS</u></b></p> <p>Gifted children often exhibit behaviors that are apart from the norm. Underachievement, perfectionism, dual exceptionalities (gifted and learning disabled), and over excitability are just a few of the behaviors demonstrated. A presentation of traits, resulting problems, and strategies for their resolution will begin the session. Specific case studies will also be discussed. Finally, an opportunity to ask questions of a panel of GATE psychologists will provide a forum for common school site dilemmas. A copy of the glossary of GATE terms and excerpts from Barbara Clark's, <i>Growing Up Gifted</i>, describing the "Differentiating Characteristics of Gifted Students and Related Issues" will be provided.</p> <p><i>Marcia Di Jiosia, Senior GATE Psychologist, GATE staff, and Earlene Dunbar, Program Manager, Counseling and Guidance</i></p>	<p><b>Mandatory for administrators of schools with GATE programs</b></p>	<p>(3.1) October 19, 3-5 p.m. (3.2) October 20, 3-5 p.m. (3.3) October 21, 3-5 p.m.</p> <p><i>This session will also be offered at the February and May 2006 Professional Development Conferences.</i></p>

**NOTE: MANDATORY SESSIONS ARE SHOWN IN BOLD CAPS.**

**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
OCTOBER 19, 20, AND 21, 2005**

**MANDATORY SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p><b>4. <u>SECTION 504 OF THE REHABILITATION ACT OF 1973 – ADMINISTRATOR RESPONSIBILITIES</u></b></p> <p>Administrators play key roles in the implementation of this civil rights statute. Learn what 504 is, what your responsibilities are, and hints for avoiding complaints.</p> <p><i>Sally Tucker, District 504 Coordinator/District Counselor</i></p>	<p><b>Mandatory for site administrators, principals, and vice principals who have not attended this session within the past two years.</b></p>	<p>(4.1) October 19, 12-1 p.m. (4.2) October 20, 12-1 p.m. (4.3) October 21, 12-1 p.m.</p> <p><i>This session will also be offered at the February and May 2006 Professional Development Conferences.</i></p>
<p><b>5. <u>CAL/OSHA REQUIREMENT: SAFETY TRAINING FOR SCHOOL STAFF</u></b></p> <p>The State of California requires every employer to establish, implement, and maintain an effective Bloodborne Pathogen Exposure Control Plan (ECP) and Injury and Illness Prevention Program (IIPP). This session includes an overview of mandated safety programs and training strategies.</p> <p><i>Glenn Boogren, Safety Program Supervisor, Risk Management</i></p>	<p><b>Principals</b></p>	<p>(5.1) October 19, 2-3 p.m. (5.2) October 20, 2-3 p.m. (5.3) October 21, 2-3 p.m.</p> <p><i>This session will also be offered at the February and May 2006 Professional Development Conferences.</i></p>
<p><b>6. <u>SUSPENSIONS, EXPULSIONS, AND SCHOOL-INITIATED PLACEMENTS</u></b></p> <p>Information on all aspects of student discipline and pupil placement will be provided to administrators. The session will include administrator responsibilities regarding suspensions, recommendations for expulsions, and procedures for requesting a SIP hearing.</p> <p><i>Laurie Lamb, Program Manager, and Deidre Walsh, Legal Specialist, Placement and Appeal</i></p>	<p><b>Mandatory for all new principals, new vice principals, and other new site administrators responsible for handling discipline who have not previously attended this session.</b></p>	<p>(6.1) October 20, 1-3 p.m. (6.2) October 21, 1-3 p.m.</p> <p><i>This session will also be offered at the February 2006 Professional Development Conference.</i></p>

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**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
OCTOBER 19, 20, AND 21, 2005**

**OPERATIONS SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>7. <u>Progressive Discipline and Evaluation of Classified Employees</u></p> <p>The step-by-step process for documenting, evaluating, and recommending discipline for classified employees will be presented. A question and answer period will be included.</p> <p><i>Donis Armenta, Classified Personnel Director, Human Resource Services Division</i></p>	Administrators, principals, vice principals, managers, and supervisors of classified personnel	<p>(7.1) October 20, 3-5 p.m. (7.2) October 21, 3-5 p.m.</p> <p><i>This session will also be offered at the February and May 2006 Professional Development Conferences.</i></p>
<p>8. <u>Professional Tools: Online Electronic Databases</u></p> <p>Educators need information from comprehensive, user-friendly, online resources to improve learning and increase student achievement. These state-of-the-art electronic resources provide a wealth of supplemental material that will engage students in curriculum related activities in the form of full-text articles, charts, graphics, etc. This hands-on session is a basic introduction to our districtwide GALE, ProQuest and Grolier electronic education resources.</p> <p><i>Barbara Baron, Curriculum Resource Librarian, and Darlene Bates, Program Manager</i></p>	Principals, vice principals	<p>(8.1) October 21, 12-2 p.m.</p> <p style="text-align: center;"><b>Montgomery Middle School Ed Tech Lab 2470 Ulric Street</b></p> <p><b>NOTE: Session at school site</b></p> <p><i>This session will also be offered at the February and May 2006 Professional Development Conferences.</i></p>
<p>9. <u>Basics of Grant Writing!</u></p> <p>Do you have successful programs in place that will require additional funding to continue? Do you have an idea for a valuable program and need to find a way to pay for it? This session will provide you with grant writing basics, assist you with district procedures, and provide resources needed to help secure a grant.</p> <p><i>Aly Evans, Program Development Specialist, Office of Resource Development</i></p>	Principals, vice principals, site leadership teams, program managers	<p>(9.1) October 19, 2-3 p.m.</p> <p><i>This session will also be offered at the February and May 2006 Professional Development Conferences.</i></p>

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**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
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<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>10. <u>Rx for Technology—Your Prescription for What Ails You</u></p> <p>In the first half of the session, attendees will gain knowledge on where to access and find key information and resources for Zangle and Outlook Email related issues and concerns. Tips, tricks, and shortcuts, where applicable, will be shared, and will include an open forum component, where attendees can get their Zangle and Email system related questions answered. The second half of the session will cover a brief overview of approval processes for PeopleSoft Financial systems, information on upcoming training classes, PAR design, layoff/bumping procedures, eRecruit and time reporting, plus an opportunity for questions and answers.</p> <p><i>Scott Kovacik, Information Technology Liaison, Scott Irwin, and Peyri Hamada, Project Resource Teacher, Karin Alvarado and Debra Sayble, Microcomputer Applications Training Specialists</i></p>	Principals, vice principals, operations specialists	<p>(10.1) October 19, 1-2:30 p.m. (10.2) October 20, 1-2:30 p.m. (10.3) October 21, 2:30-4 p.m.</p> <p style="text-align: center;"><b>Montgomery Middle School Room 306 2470 Ulric Street</b></p> <p><b>NOTE: Session at school site</b></p>
<p>11. <u>Mandated Cost Reimbursement Incentive Program</u></p> <p>This session will provide an overview of the Mandated Cost Reimbursement Incentive Program that will inform participants how to earn additional funds for their school sites by completing and turning in monthly time logs for certain activities.</p> <p><i>Jennifer Thompson and Edward Morris, Legislative Financial Accountants</i></p>	Principals, vice principals, administrators	<p>(11.1) October 20, 2-3 p.m.</p> <p><i>This session will also be offered at the February and May 2006 Professional Development Conferences.</i></p>
<p>12. <u>HOUSSE Certification For Special Education Teachers</u></p> <p>This session is designed to provide site administrators with up-to-date information on assisting special education teachers in meeting the highly qualified teacher requirement of NCLB through HOUSSE. This will be the only opportunity for SPECIAL EDUCATION MANAGERS, PRINCIPALS AND VICE PRINCIPALS to PARTICIPATE IN TRAINING ON this information prior to the December 1, 2005 deadline for completing and returning HOUSSE compliance forms.</p> <p><i>Mariam True, Executive Director, Teacher Preparation and Student Support, Cathy Evans, Human Resource Services Division, Staffing Administrator, and MarySue Glynn, Director, Special Education</i></p>	Principals, vice principals	<p>(12.1) October 19, 4-5 p.m. (12.2) October 20, 4-5 p.m.</p>

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**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
OCTOBER 19, 20, AND 21, 2005**

**INSTRUCTION AND CURRICULUM SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>13. <u>Collaborative Lesson Study</u></p> <p>Collaborative Lesson Study is a professional development model where a team of four teachers learns from each other through debriefing and reflecting upon a student learning. In Collaborative Lesson Study, teachers design, plan, and teach a lesson in two classrooms focusing on enhancing students' conceptual development and understanding of content. Teachers learn about and implement the idea of the conceptual flow within their curriculum and utilize the 5E lesson and Backwards Design while practicing teaching strategies that improve student discourse, the use of academic language and writing.</p> <p><i>Marisa Ramirez, Science Resource Teacher</i></p>	Principals, vice principals, central office administration	(13.1) October 19, 1-2 p.m.
<p>14. <u>Facilitated Learning in Science</u></p> <p>Add depth to your understanding of standards-based science instruction by experiencing a guided inquiry learning sequence from a student's perspective. Participate in out-of-the-box discussions of teacher behaviors and the researched-based rationale behind the instructional choices. Focus on helping teachers prepare to challenge misconceptions, use formative assessment practices and questioning strategies. You will leave with new insight into what to expect in science classes.</p> <p><i>Kim Luttgen and Felicia Ryder, Science Resource Teachers</i></p>	K-8 administrators responsible for overseeing science teaching/learning	(14.1) October 21, 2-5 p.m.
<p>15. <u>Learning in Chemistry: Writing, Reflection, and Cognitive Questioning to Enhance Learning</u></p> <p>Participants will engage in a standards-based instructional activity from the adopted curriculum, <i>Living by Chemistry</i> (Chemistry 1, 2). They will learn science department strategies for enhancing student learning through writing, and understand the components of the learning cycle used in the chemistry curriculum. Participants will learn what to look for and ask about when visiting chemistry classrooms.</p> <p><i>Jill Brownlee, Science Resource Teacher, and Danine Ezell, Science Program Manager</i></p>	High School principals and vice principals or other administrators responsible for science	(15.1) October 21, 1-2 p.m.

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**INSTRUCTION AND CURRICULUM SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>16. <u>Chemical Safety: How to Avoid Liability and County Safety Violations</u></p> <p>In this session we will examine county and state safety regulations, including restricted and prohibited chemicals for schools. Site responsibilities in maintaining a safe environment in chemistry and other science classrooms will be discussed, and how site administrators can work with the science department staff and site teachers to ensure that a safe environment is maintained for students and staff. We will consider county safety regulations/inspections, and how to avoid county safety citations.</p> <p><i>Jill Brownlee, Science Resource Teacher, and Danine Ezell, Science Program Manager</i></p>	<p>High School principals and vice principals or other administrators responsible for science</p>	<p>(16.1) October 20, 1-2 p.m.</p>
<p>17. <u>K-12 Literacy Units of Study/Inquiry: A System Support</u></p> <p>An overview of literacy units of study/inquiry across the grade levels, K-12. Participants will understand the reading and writing assessment demands for students and the relationship to graduation requirements.</p> <p><i>Rosemary Staley, Ginny Vanbenthuyzen, and Cindy Mark, Literacy Department</i></p>	<p>Principals, vice principals</p>	<p>(17.1) October 19, 3-5 p.m. (17.2) October 21, 3-5 p.m.</p>

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**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
OCTOBER 19, 20, AND 21, 2005**

**STUDENT SERVICES SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>18. <u>School Nursing Program Requirements and Priorities</u></p> <p>Overview of program components, mandates and school nurse role versus role of health assistants and other unlicensed staff providing health services in schools.</p> <p><i>Jennifer Gorman, Nursing Program, and Susie Horn, Project Nurse, Nursing and Wellness</i></p>	<p>New site principals and vice principals, sites with limited nurse allocation or no nurse</p>	<p>(18.1) October 19, 1-2:30 p.m.</p> <p><i>This session will also be offered at the February and May 2006 Professional Development Conferences.</i></p>
<p>19. <u>Working with Preschool Programs</u></p> <p>This session will provide principals who have State Preschool, School Readiness Preschool, and/or Child Development Centers at their sites with information about each program, its requirements, and how the Early Childhood Education Programs and the site work together to provide a quality preschool program. Topics to be covered include:</p> <ul style="list-style-type: none"> <li>• Role of the supervising principal</li> <li>• Role of the ECE Programs Director</li> <li>• Classroom licensing requirements</li> <li>• Staffing: teacher credential/permits, staffing ratios, substitute coverage</li> <li>• Assessment requirements (Desired Results)</li> <li>• Collaboration with Head Start</li> <li>• Budgets for sites with preschool programs</li> <li>• Site clerical responsibilities</li> </ul> <p><i>Viola Munoz, Director, Early Childhood Education Programs</i></p>	<p>Principals</p>	<p>(19.1) October 19, 2-4 p.m. (19.2) October 21, 2-4 p.m.</p>
<p>20. <u>Mental Health Intervention Team Presentation and Dialogue for ED Day Classes</u></p> <p>Presentation focusing on program goals and implementation process, dialogue between administrators and program team to discuss next steps.</p> <p><i>Shirley Culver, Program Manager, Mental Health Resource Center, and Pamela Hosmer, Program Manager, Special Education ED/LCI</i></p>	<p>Administrators at elementary and middle school sites with ED Special Day Classes</p>	<p>(20.1) October 19, 1-2 p.m. (20.2) October 21, 12-1 p.m.</p>

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OCTOBER 19, 20, AND 21, 2005**

**STUDENT SERVICES SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>21. <u>Domestic Violence: A Family Problem - The Effect on Children</u></p> <p>This session provides an overview of domestic violence, including the types of violence and the indicators of relationship violence (of the child, victim, and batterer). Also included are the effects of domestic violence on the child, from a development perspective. Mandated reporting for children exposed is also covered.</p> <p><i>Cindy Grossman, Program Supervisor, SANDAPP</i></p>	Principals, vice principals	(21.1) October 19, 4-5 p.m. (21.2) October 21, 4-5 p.m.
<p>22. <u>School Counseling 101: Content-Based Standards and Student Achievement</u></p> <p>Participants will gain a better understanding of the role of the professional school counselor in elementary, middle, and high school settings. Awareness will be raised pertaining to the National Center Standards of School Counseling and the American School Counselor Association's (ASCA) <i>National Modeling of School Counseling: A Framework for School Counseling Programs</i>. Participants will explore the utilization of school counselors as an integral part of a purposeful team dedicated to improving academics, behavior, attendance, and social-emotional learning to advance student achievement.</p> <p><i>Melissa Janak, Head Secondary Counselor, and Kristy Prchal, Elementary Resource Counselor</i></p>	Site and central office administrators	(22.1) October 19, 12-1 p.m. (22.2) October 20, 12-1 p.m. (22.3) October 21, 12-1 p.m.
<p>23. <u>How to Manage a Crisis</u></p> <p>Participants will gain knowledge in site crisis management. Information and resources will include:</p> <ul style="list-style-type: none"> <li>• Definition of a crisis, managing a site crisis</li> <li>• How to access the District Crisis Response Team</li> <li>• Site administrator procedures during a crisis</li> <li>• General principles of crisis intervention, guidelines for dealing with the loss of a staff or student</li> <li>• Crisis Resource Manual</li> </ul> <p><i>Bev Douglas, Crisis Team Coordinator</i></p>	Administrators and managers	(23.1) October 19, 1-2 p.m. (23.2) October 20, 12-1 p.m.

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**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
OCTOBER 19, 20, AND 21, 2005**

**STUDENT SERVICES SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>24. <u>Race/Human Relations and Advocacy Training</u></p> <p>In compliance with the 1996 Court Order that established the Race/Human Relations Department, the district must ensure that all school employees receive training on race/human relations issues. This session will increase principal awareness of new services being offered in 2005-2006.</p> <p><i>Agin Shaheed, Program Manager, Race/Human Relations and Advocacy</i></p>	Principals	<p>(24.1) October 19, 3-4 p.m.            (24.2) October 20, 3-4 p.m.            (24.3) October 21, 3-4 p.m.</p>
<p>25. <u>Student Advocacy</u></p> <p>Student Advocacy focuses on prevention and intervention involving cultural and ethnic issues for African American and Latino students. Advocacy outcomes include the five key concepts of identity, culture, diversity, prejudice/discrimination and conflict resolution. This component also provides strategies for academic, suspension, attendance, social behavior, conflicts, violence, parent and family and culturally relevant instructional strategies. Included are individual and group counseling activities. Group activities will emphasize male or female issues only and some co-educational.</p> <p><i>Student Advocacy staff</i></p>	Principals	<p>(25.1) October 19, 12-1 p.m.            (25.2) October 20, 12-1 p.m.            (25.3) October 21, 12-1 p.m.</p>
<p>26. <u>Our Village: An Intervention to Curtail Social and Racial School Violence</u></p> <p>The Race/Human Relations and Advocacy Department will discuss intervention for schools to curtail violence. This presentation will cover the focus and components of the “Our Village” model that replaces the Mini-Town program. Video clips of last year’s participating schools will be showcased.</p> <p><i>Race/Human Relations and Advocacy Staff</i></p>	Middle and high school level site administrators	<p>(26.1) October 19, 2-3 p.m.            (26.2) October 20, 2-3 p.m.            (26.3) October 21, 2-3 p.m.</p>

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**SAN DIEGO CITY SCHOOLS PROFESSIONAL DEVELOPMENT CONFERENCE OVERVIEW  
OCTOBER 19, 20, AND 21, 2005**

**STUDENT SERVICES SESSIONS**

<b>Session Title/Description/Presenters:</b>	<b>Target Audience</b>	<b>Session Numbers/Dates/Times</b>
<p>27. <u>Reducing Student Suspensions</u></p> <p>Components of the Board-approved suspension plan will be reviewed. A significant factor in the plan calls for a reduction in student suspensions at every school. Monthly suspension data that principals receive; the implementation of site and district efforts for students with multiple suspensions; interventions; and resources for supporting a reduction in school suspensions will be covered.</p> <p><i>Agin Shaheed, Program Manager, Race/Human Relations and Advocacy, and Race/Human Relations and Advocacy staff</i></p>	<p>Principals</p>	<p>(27.1) October 19, 1-2 p.m. (27.2) October 20, 1-2 p.m. (27.3) October 21, 1-2 p.m.</p>

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**Professional Development Conference Schedule  
October 19, 2005**

	Marine	Dockside	Coral	E10	E4	Montgomery Middle School Room 306
<b>9:00</b>						
<b>9:30</b>						
<b>10:00</b>						
<b>10:30</b>						
<b>11:00</b>						
<b>11:30</b>						
<b>12:00</b>	<b>4.1 Section 504</b>		23.1 School Counseling 101		26.1 Student Advocacy	
<b>12:30</b>						
<b>1:00</b>	21.1 Mental Health Interventon	24.1 How to Manage a Crisis	19.1 School Nursing Program	14.1 Collaborative Lesson Study	28.1 Reducing Student Suspensions	11.1 Rx for Technology <b>Note: Session at Montgomery Middle School Room 306</b>
<b>1:30</b>						
<b>2:00</b>	10.1 Basics of Grant Writing!	<b>5.1 CAL/OSHA Requirement: Safety Training</b>		20.1 Working with Preschool Programs	27.1 Our Village	
<b>2:30</b>						
<b>3:00</b>	<b>3.1 GATE- Addressing the Social and Emotional Needs of Gifted Children: Studies in Student Needs and Problems-Strategies and Solutions</b>	<b>1.1 "6 to 6" Program</b>	18.1 K-12 Literacy Units of Study/Inquiry		25.1 Race/Human Relations Advocacy	
<b>3:30</b>						
<b>4:00</b>		13.1 HOUSSE Certification for Special Education Teachers		22.1 Domestic Violence		
<b>4:30</b>						
<b>5:00</b>						

\*Mandatory sessions shown in bold. (See *Conference Overview*, Attachment 1, for details.)

**Professional Development Conference Schedule  
October 20, 2005**

	Marine	Dockside	Coral	E10	E4	Montgomery Middle School Room 306
<b>9:00</b>						
<b>9:30</b>						
<b>10:00</b>						
<b>10:30</b>						
<b>11:00</b>						
<b>11:30</b>						
<b>12:00</b>	<b>4.2 Section 504</b>	24.2 How to Manage a Crisis	23.2 School Counseling 101		26.2 Student Advovacy	
<b>12:30</b>						
<b>1:00</b>	<b>2.1 Federal Impact Survey Process</b>	17.1 Chemical Safety		<b>6.1 Suspensions, Expulsions, and School-Initiated Placements</b>	28.2 Reducing Student Suspensions	11.2 Rx for Technology <b>Note: Session at Montgomery Middle School Room 306</b>
<b>1:30</b>						
<b>2:00</b>	<b>2.2 Federal Impact Survey Process</b>	<b>5.2 CAL/OSHA Requirement: Safety Training</b>	12.1 Mandated Cost		27.2 Our Village	
<b>2:30</b>						
<b>3:00</b>	<b>3.2 GATE-Addressing the Social and Emotional Needs of Gifted Children: Studies in Student Needs and Problems-Strategies and Solutions</b>	<b>1.2 "6 to 6" Program</b>	7.1 Progressive Discipline and Evaluation of Classified Employees		25.2 Race/Human Relations and Advocacy	
<b>3:30</b>						
<b>4:00</b>		13.2 HOUSSE Certification for Special Education Teachers				
<b>4:30</b>						
<b>5:00</b>						

\*Mandatory sessions shown in bold. (See Conference Overview, Attachment 1, for details.)

**Professional Development Conference Schedule  
October 21, 2005**

	<b>Marine</b>	<b>Dockside</b>	<b>Coral</b>	<b>E10</b>	<b>E4</b>	<b>D6</b>	<b>Ed Tech Lab Montgomery Middle School</b>
<b>9:00</b>							
<b>9:30</b>							
<b>10:00</b>							
<b>10:30</b>							
<b>11:00</b>							
<b>11:30</b>							
<b>12:00</b>	<b>4.3 Section 504</b>	21.2 Mental Health Intervention	<b>1.3 "6 to 6" Program</b>	23.3 School Counseling 101	26.3 Student Advocacy		9.1 Professional Tools: Online Electronic Databases
<b>12:30</b>							
<b>1:00</b>	<b>2.3 Federal Impact Survey Process</b>	16.1 Learning in Chemistry	<b>6.2 Suspensions, Expulsions, and School-Initiated Placements</b>		28.3 Reducing Student Suspensions		
<b>1:30</b>							
<b>2:00</b>	<b>2.4 Federal Impact Survey Process</b>	<b>5.3 CAL/OSHA Requirement: Safety Training</b>		20.2 Working with Preschool Programs	27.3 Our Village	15.1 Facilitated Learning in Science	
<b>2:30</b>							11.3 Rx for Technology <b>Note: Session at Ed Tech Lab Montgomery Middle School</b>
<b>3:00</b>	<b>3.3 GATE- Addressing the Social and Emotional Needs of Gifted Children: Studies in Student Needs and Problems- Strategies and Solutions</b>	7.2 Progressive Discipline and Evaluation of Classified Employees	18.2 K-12 Literacy Units of Study/Inquiry		25.3 Race/Human Relations and Advocacy		
<b>3:30</b>							
<b>4:00</b>				22.2 Domestic Violence			
<b>4:30</b>							
<b>5:00</b>							

\*Mandatory sessions shown in bold. (See *Conference Overview*, Attachment 1, for details.)

SAN DIEGO CITY SCHOOLS  
PROFESSIONAL DEVELOPMENT CONFERENCE

October 19 – 21, 2005  
Marina Village Conference Center

REGISTRATION FORM  
**Registration Deadline: October 12, 2005**

Please select the session(s) of your choice. **Mail to: Education Center, Room 2140 or Fax to 619-692-3504.**

Name: (Print): \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Location: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Mandatory Sessions:**

√	Date	#	Title	Time	Room
	Oct. 19	1.1	<b>“6 to 6” Program</b> (mandatory for principals or vice principals responsible for “6 to 6” program)	3 – 4 p.m.	Dockside
	Oct. 20	1.2	<b>“6 to 6” Program</b> (mandatory for principals or vice principals responsible for “6 to 6” program)	3 – 4 p.m.	Dockside
	Oct. 21	1.3	<b>“6 to 6” Program</b> (mandatory for principals or vice principals responsible for “6 to 6” program)	12 – 1 p.m.	Coral
	Oct. 20	2.1	<b>Federal Impact Survey Process</b> (mandatory for all principals)	1 – 2 p.m.	Marine
	Oct. 20	2.2	<b>Federal Impact Survey Process</b> (mandatory for all principals)	2 – 3 p.m.	Marine
	Oct. 21	2.3	<b>Federal Impact Survey Process</b> (mandatory for all principals)	1 – 2 p.m.	Marine
	Oct. 21	2.4	<b>Federal Impact Survey Process</b> (mandatory for all principals)	2 – 3 p.m.	Marine
	Oct. 19	3.1	<b>Addressing the Social and Emotional Needs of Gifted Children: Studies in Student Needs and Problems-Strategies and Solutions</b> (mandatory for administrators of schools with GATE programs)	3 – 5 p.m.	Marine
	Oct. 20	3.2	<b>Addressing the Social and Emotional Needs of Gifted Children: Studies in Student Needs and Problems-Strategies and Solutions</b> (mandatory for administrators of schools with GATE programs)	3 – 5 p.m.	Marine
	Oct. 21	3.3	<b>Addressing the Social and Emotional Needs of Gifted Children: Studies in Student Needs and Problems-Strategies and Solutions</b> (mandatory for administrators of schools with GATE programs)	3 – 5 p.m.	Marine
	Oct. 19	4.1	<b>Section 504 of the Rehabilitation Act of 1973</b> (mandatory for site administrators, principals, and vice principals who have not attended this session within the past two years)	12 – 1 p.m.	Marine
	Oct. 20	4.2	<b>Section 504 of the Rehabilitation Act of 1973</b> (mandatory for site administrators, principals, and vice principals who have not attended this session within the past two years)	12 – 1 p.m.	Marine
	Oct. 21	4.3	<b>Section 504 of the Rehabilitation Act of 1973</b> (mandatory for site administrators, principals, and vice principals who have not attended this session within the past two years)	12 – 1 p.m.	Marine
	Oct. 19	5.1	<b>CAL/OSHA Requirement: Safety Training for School Staff</b> (mandatory for all principals)	2 – 3 p.m.	Dockside

Registration Form continued on next page or reverse.

**Note: Mandatory sessions shown in bold print.**



Name: \_\_\_\_\_ Location: \_\_\_\_\_

**Mandatory Sessions:**

√	Date	#	Title	Time	Room
	Oct. 20	5.2	<b>CAL/OSHA Requirement: Safety Training for School Staff</b> <i>(mandatory for all principals)</i>	2 – 3 p.m.	Dockside
	Oct. 21	5.3	<b>CAL/OSHA Requirement: Safety Training for School Staff</b> <i>(mandatory for all principals)</i>	2 – 3 p.m.	Dockside
	Oct. 20	6.1	<b>Suspensions, Expulsions, and School-Initiated Placements</b> <i>(mandatory for all new principals, new vice principals and other new site administrators responsible for handling discipline who have not previously attended this session)</i>	1 – 3 p.m.	E10
	Oct. 21	6.2	<b>Suspensions, Expulsions, and School-Initiated Placements</b> <i>(mandatory for all new principals, new vice principals and other new site administrators responsible for handling discipline who have not previously attended this session)</i>	1 – 3 p.m.	Coral

**Voluntary Sessions: Operations**

	Oct. 20	7.1	Progressive Discipline and Evaluation of Classified Employees	3 – 5 p.m.	Coral
	Oct. 21	7.2	Progressive Discipline and Evaluation of Classified Employees	3 – 5 p.m.	Dockside
	Oct. 21	8.1	Professional Tools: Online Electronic Databases	12 – 2 p.m.	Ed Tech Lab Montgomery Middle School
	Oct. 19	9.1	Basics of Grant Writing!	2 – 3 p.m.	Marine
	Oct. 19	10.1	Rx for Technology-Your Prescription for What Ails You	1 – 2:30 p.m.	Montgomery Middle School Room 306
	Oct. 20	10.2	Rx for Technology-Your Prescription for What Ails You	1 – 2:30 p.m.	Montgomery Middle School Room 306
	Oct. 21	10.3	Rx for Technology-Your Prescription for What Ails You	2:30 – 4 p.m.	Montgomery Middle School Room 306
	Oct. 20	11.1	Mandated Cost Reimbursement Incentive Program	2 – 3 p.m.	Coral
	Oct. 19	12.1	HOUSSE Certification For Special Education Teachers	4 – 5 p.m.	Dockside
	Oct. 20	12.2	HOUSSE Certification For Special Education Teachers	4 – 5 p.m.	Dockside

**Voluntary Sessions: Instruction and Curriculum**

	Oct. 19	13.1	Collaborative Lesson Study	1 – 2 p.m.	E10
	Oct. 21	14.1	Facilitated Learning in Science	2 – 5 p.m.	D6
	Oct. 21	15.1	Learning in Chemistry: Writing, Reflection, and Cognitive Questioning to Enhance Learning	1 – 2 p.m.	Dockside
	Oct. 20	16.1	Chemical Safety: How to Avoid Liability and County Safety Violations	1 – 2 p.m.	Dockside
	Oct. 19	17.1	K-12 Literacy Units of Study/Inquiry: A System Support	3 – 5 p.m.	Coral
	Oct. 21	17.2	K-12 Literacy Units of Study/Inquiry: A System Support	3 – 5 p.m.	Coral

Registration Form continued on next page or reverse.

**Note: Mandatory sessions shown in bold print.**

Attachment 3, Page 2 of 3

Name: \_\_\_\_\_ Location: \_\_\_\_\_

### Voluntary Sessions: Student Services

√	Date	#	Title	Time	Room
	Oct. 19	18.1	School Nursing Program Requirements and Priorities	1 – 2: 30 p.m.	Coral
	Oct. 19	19.1	Working with Preschool Programs	2 – 4 p.m.	E10
	Oct. 21	19.2	Working with Preschool Programs	2 – 4 p.m.	E10
	Oct. 19	20.1	Mental Health Intervention Team Presentation and Dialogue for ED Day Classes	1 – 2 p.m.	Marine
	Oct. 21	20.2	Mental Health Intervention Team Presentation and Dialogue for ED Day Classes	12 – 1 p.m.	Dockside
	Oct. 19	21.1	Domestic Violence: A Family Problem – The Effect on Children	4 – 5 p.m.	E10
	Oct. 21	21.2	Domestic Violence: A Family Problem – The Effect on Children	4 – 5 p.m.	E10
	Oct. 19	22.1	School Counseling 101: Content-Based Standards and Student Achievement	12 – 1 p.m.	Coral
	Oct. 20	22.2	School Counseling 101: Content-Based Standards and Student Achievement	12 – 1 p.m.	Coral
	Oct. 21	22.3	School Counseling 101: Content-Based Standards and Student Achievement	12 – 1 p.m.	E10
	Oct. 19	23.1	How to Manage a Crisis	1 – 2 p.m.	Dockside
	Oct. 20	23.2	How to Manage a Crisis	12 – 1 p.m.	Dockside
	Oct. 19	24.1	Race/Human Relations and Advocacy Training	3 – 4 p.m.	E4
	Oct. 20	24.2	Race/Human Relations and Advocacy Training	3 – 4 p.m.	E4
	Oct. 21	24.3	Race/Human Relations and Advocacy Training	3 – 4 p.m.	E4
	Oct. 19	25.1	Student Advocacy	12 – 1 p.m.	E4
	Oct. 20	25.2	Student Advocacy	12 – 1 p.m.	E4
	Oct. 21	25.3	Student Advocacy	12 – 1 p.m.	E4
	Oct. 19	26.1	Our Village: An Intervention to Curtail Social and Racial School Violence	2 – 3 p.m.	E4
	Oct. 20	26.2	Our Village: An Intervention to Curtail Social and Racial School Violence	2 – 3 p.m.	E4
	Oct. 21	26.3	Our Village: An Intervention to Curtail Social and Racial School Violence	2 – 3 p.m.	E4
	Oct. 19	27.1	Reducing Student Suspensions	1 – 2 p.m.	E4
	Oct. 20	27.2	Reducing Student Suspensions	1 – 2 p.m.	E4
	Oct. 21	27.3	Reducing Student Suspensions	1 – 2 p.m.	E4

# Marina Village Conference Center

