

ACTION, REQUIRES RESPONSE

LOS ANGELES UNIFIED SCHOOL DISTRICT
Instructional Support Services

DISTRIBUTION:	All Elementary Schools	<u>ROUTING</u>
SUBJECT:	MEMORANDUM NO. M-47	Local District Superintendents
	DISTRICT READING PLAN	Local District Directors of
	PROFESSIONAL DEVELOPMENT	Support Services
	ACTIVITIES SPRING/SUMMER 2003	Principals
	FOR TEACHERS OF WAIVER-TO-	Literacy Coach Coordinators
	BASIC AND DUAL LANGUAGE	Instructional Coaches, Literacy
	PROGRAM CLASSROOMS	Chapter Chairs
		School Administrative Assistants
DATE:	May 5, 2003	

DIVISION: Instructional Support Services

APPROVED:  RONNI M. EPHRAIM, Assistant Superintendent

For further information, please contact the Literacy Coach Coordinator in your Local District Office.

I. INTRODUCTION

In the winter of 1999, the Board of Education adopted the *Los Angeles Unified School District Reading Plan*. The goal of the plan is to assure literacy by the third grade for all students. *The District Reading Plan* mandates professional development for all teachers and administrators. In January 2003, the District adopted, *Foro Abierto Para La Lectura*, for all Waiver-to-Basic and Dual Language classrooms. The content of this memorandum applies to all K-5 teachers of students in Waiver-to-Basic and Dual Language programs.

Professional development of teachers has been extensively addressed in *The District Reading Plan*. All teachers are required to participate in a three-day District reading workshop. These workshops are designed to provide first-hand training for every teacher who will be implementing the program. The three-day workshop provides teachers with grade level specific information on the reading program, a foundational basis in current reading research and standards-based instruction, and a knowledge base for using the adopted program to address diverse student learning needs. This memorandum outlines professional development and registration instructions to support the new Spanish reading/language arts materials that will be used in Waiver-to-Basic and Dual Language program classrooms.

II. PROFESSIONAL DEVELOPMENT

All teachers of Waiver-to-Basic and Dual Language program classrooms are required to participate in a three-day, grade-level specific professional development program. Attachment A outlines eligibility for professional development workshops.

III. DISTRICT THREE-DAY PROFESSIONAL DEVELOPMENT MODEL FOR TEACHERS OF
FORO ABIERTO PARA LA LECTURA

District three-day professional development workshops are designed for teachers to attend during their on-track/assigned work time. Teachers who choose to attend during their off-track time will be paid a stipend of \$100 for each day of attendance.

LAUSD Salary Point credit and UCLA units are not available for attendance at three-day workshops (per Article XV, 5.0 – No Credit During Paid Time).

District three-day professional development workshop dates for grades K-5, on-track teachers on all calendars and tracks are outlined in Attachment A. Driving directions and parking information are available through a link at the online registration website.

At the culmination of the three-day workshop, participating teachers will be given an attendance verification form. This form must be returned to the site administrator and will include fund and program information to pay the substitute teacher.

IV. REGISTRATION PROCEDURE

ONLINE – DISTRICT THREE-DAY PROFESSIONAL DEVELOPMENT SESSIONS

Online registration will be available beginning on May 5, 2003 and can be accessed at <http://sib.lausd.net/drp/>.

Teachers who register online for a District three-day workshop will receive immediate notification regarding the availability of space at their desired session. If space is not available, the teacher will have to select an alternate date. Changes in professional development session dates are available through online registration when space is available. The Instructional Coach, Literacy at each school site is available to assist teachers who do not have access to online registration. Schools that do not have a Literacy Coach but need registration assistance should call the Elementary Literacy Advisor in the Local District Office.

V. ATTENDANCE

Registration priority will be given to register carrying classroom teachers, who will be implementing the *Foro Abierto Para La Lectura* program. A cost is incurred each time a teacher registers for a workshop but does not attend. All teachers and administrators are reminded to attend the institute for which they register. “No-shows” cost the District thousands of dollars each year. If it is necessary to cancel or change a professional development date, please go online and make the necessary change. Principals will receive notification of all “no-shows.”

###

LOS ANGELES UNIFIED SCHOOL DISTRICT
Instructional Support Services

MEMORANDUM NO. M-47
May 5, 2003

ATTACHMENT A

THREE DAY WORKSHOPS FOR K-5 TEACHERS
OF WAIVER-TO-BASIC AND DUAL LANGUAGE PROGRAM CLASSROOMS

<u>Foro Abierto</u> <u>3-Day Workshops</u>	<u>Location</u>	<u>Foro Abierto</u>	<u>Who May Attend</u>	<u>Off-Track</u> <u>Teachers</u>
June 9-11, 2003*	Wilshire Grand	K-5	On-Track Teachers	Off-Track Teachers will be paid a stipend of \$100 per day
June 18-20, 2003*	Wilshire Grand	K-5	On-Track Teachers	Off-Track Teachers will be paid a stipend of \$100 per day
July 30-Aug. 1, 2003	Wilshire Grand	K-5	On-Track Teachers	Off-Track Teachers will be paid a stipend of \$100 per day
Aug. 27-29, 2003	Wilshire Grand	K-5	On-Track Teachers	Off-Track Teachers will be paid a stipend of \$100 per day
Oct. 1-3, 2003	Wilshire Grand	K-5	On-Track Teachers (newly hired)	Off-Track Teachers will be paid a stipend of \$100 per day (newly hired)

* Registration priority will be given to teachers on tracks B, C, D at multi-track schools.