

ACTION, REQUIRES RESPONSE

LOS ANGELES UNIFIED SCHOOL DISTRICT Instructional Support Services

DISTRIBUTION:	All Elementary Schools	<u>ROUTING</u>
SUBJECT:	MEMORANDUM NO. M-49 DISTRICT READING PLAN PROFESSIONAL DEVELOPMENT ACTIVITIES SPRING/SUMMER 2003 FOR TEACHERS WHO ARE NOT PARTICIPATING IN THE <i>READING</i> <i>FIRST GRANT</i>	Local District Superintendents Local District Directors of Support Services Principals Literacy Coach Coordinators Instructional Coaches, Literacy 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 at schools participating in *The District Reading Plan*. Schools using *Reading Mastery* and *Success for All* have been allocated substitute days to support professional development. The content of this memorandum applies to teachers using the complete *Open Court Reading* program and are not participating in the *Reading First* grant.

Professional development of teachers has been extensively addressed in *The District Reading Plan*. All teachers in schools fully implementing *Open Court Reading* programs are required to participate in a three-day District 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 selected by their school, 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 implementation of *The District Reading Plan* for Grades K-5 at schools that are not participating in the *Reading First* grant.

II. PROFESSIONAL DEVELOPMENT

All teachers at schools participating in the *District Reading Plan* are required to participate in a three-day, grade-level specific professional development program.

Teachers will need to bring the Teacher's Edition, first guide, for their grade level with them to their workshop. Attachment A outlines eligibility for professional development workshops.

III. TEACHERS WHO HAVE PREVIOUSLY PARTICIPATED IN AN *OPEN COURT* PROFESSIONAL DEVELOPMENT WORKSHOP OR INSTITUTE.

Teachers who have already attended a three-day workshop or a five-day institute for K-5 are not required to attend further *Open Court* professional development.

IV. DISTRICT THREE-DAY PROFESSIONAL DEVELOPMENT MODEL FOR TEACHERS OF *OPEN COURT READING*

Teachers of Grades K-5 who are not participating in the *Reading First* grant and have not already attended a professional development program must enroll in a District three-day workshop. 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.

Teachers of Grades K-5 who are NEW to the District are required to attend a District three-day professional development workshop specific to their grade level. Three-day workshops are not offered for K-5 teachers who previously attended three-day or five-day training and have now changed grade levels.

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 *District Reading Programs* website.

In collaboration with the site administrator, new site-based special education teachers of Grades K-5 should select one grade level professional development workshop to attend.

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.

V. 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/drpf/>.

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 program 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.

VI. ATTENDANCE

Registration priority will be given to register-carrying classroom teachers, Resource Specialist Teachers, and Special Day Class teachers who will be implementing the *Open Court* programs. 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."

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LOS ANGELES UNIFIED GRANT DISTRICT
Instructional Support Services

MEMORANDUM NO. M-49
May 5, 2003

ATTACHMENT A

THREE DAY WORKSHOPS FOR K-5 TEACHERS WHO ARE
NOT PARTICIPATING IN THE READING FIRST GRANT

<u>Open Court 3-Day Workshops</u>	<u>Locations</u>	<u>OCR 2000</u>	<u>OCR 2002</u>	<u>Who May Attend</u>	<u>Off-Track Teachers</u>
June 18-20, 2003	Wilshire Grand	K-5	K-5	On-Track Teachers Non-Reading First Grant	Off-Track Teachers will be paid a stipend of \$100 per day
July 30-Aug. 1, 2003	Wilshire Grand	K-5	K-5	On-Track Teachers Non-Reading First Grant	Off-Track Teachers will be paid a stipend of \$100 per day
Aug. 27-29, 2003	Wilshire Grand	K-5	K-5	On-Track Teachers Non-Reading First Grant	Off-Track Teachers will be paid a stipend of \$100 per day
Oct. 1-3, 2003	Wilshire Grand	K-5	K-5	On-Track Teachers Non-Reading First Grant (newly hired)	Off-Track Teachers will be paid a stipend of \$100 per day (newly hired)