

ACTION, REQUIRES RESPONSE

LOS ANGELES UNIFIED SCHOOL DISTRICT Office of the Senior Deputy Superintendent, Educational Services

DISTRIBUTION: All Elementary and Middle Schools

SUBJECT: MEMORANDUM NO. MEM-600
GUIDELINES FOR THE EXTENDED
LEARNING PROGRAM FOR
THE 2003-2004 SCHOOL YEAR

DATE: October 31, 2003

Due Various Dates

BRANCH: Beyond the Bell Branch

APPROVED: JOHN LIECHTY, Associate Superintendent

ROUTING

Local District

Superintendents

Local District Instructional

Support Directors

Local District Directors

School Services

SBP/Intervention

Coordinators

Local District EL Specialists

Principals/Assistant

Principals

School Coordinators

School Administrative

Assistants

Chapter Chairs

For assistance regarding the Extended Learning Program, call your Local District Standards-Based Promotion Coordinator. For assistance regarding Master Plan issues, call your Local District Language Learner Specialist. For assistance regarding Special Education, call your Local District Special Education Coordinator. See Local District Staff Directory (Attachment A).

I. PURPOSE

The purpose of this memorandum is to provide program information on the 2003-2004 Extended Learning Program to be offered at all Elementary and Middle Schools for Grades K- 8.

II. OVERVIEW

Effective first teaching is the foundation for all instructional programs. The classroom teacher provides intervention and additional instructional support for students at-risk of not achieving grade-level standards. Following classroom program modifications, students who continue to need assistance should participate in the Extended Learning Program.

Extended Learning Program is designed to provide multiple sessions of standards-based instruction for on track students in grades K- 8.

III. PROGRAM INFORMATION

A. Student Eligibility for the Extended Learning Program (ELP)

1. On-track students are eligible to attend ELP classes if they meet the following criteria:
 - a. Grade K-1 students who are:
 - 1) Experiencing difficulty learning to read.
 - 2) English Learners not making adequate progress on the English Language Development (ELD) standards.
 - 3) Students with disabilities expected to meet grade-level standards as determined by their Individualized Education Program (IEP).
 - b. Grade 2-5 students who are:
 - 1) Scoring a one or two on their most recent progress report in reading and/or mathematics in grades 4-5 and judged through multiple measures by the classroom teacher to be in danger of not meeting grade-level standards.
 - 2) Scoring below the 25th percentile on the CAT 6 in reading/language arts and/or mathematics in grades 4-5.
 - 3) English Learners not making adequate progress on ELD standards.
 - 4) English learners who have completed ELD Level 5 and have not met the redesignation criteria.
 - 5) Students with disabilities expected to meet grade-level standards as determined by their Individualized Education Program (IEP).
 - c. Grade 6-8 students who are:
 - 1) Receiving an English or mathematics grade of D or F on the report card and judged through multiple measures by classroom teacher to be in danger of not meeting grade-level standards.
 - 2) Enrolled in the Developing Readers and Writers Course (DRWC) and scored 60% or below on one or more Summative Assessments in *LANGUAGE!*
 - 3) Enrolled in the DRWC and who showed no growth on the Scholastic Reading Inventory and no growth on the Individual Growth Report in *READ 180*.
 - 4) English Learners who received a mark of D or Fail in an ESL course.
 - 5) English Learners not making adequate progress in ESL.
 - 6) Preparing for redesignation (PRP) students not meeting the criteria for redesignation.
 - 7) Students with disabilities expected to meet grade-level standards as determined by their Individualized Education Program (IEP).

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B. Design for the Extended Learning Program

1. Instructional Models for Implementation will be determined by the ELP/English Language Acquisition Program (ELAP) allocation.
 - a. Class size 20:1
 - b. Before/after school
 - c. Saturday/Sunday
 - d. Local Design – with approval of Local District Superintendent
2. Authorization and Budget for ELP
 - a. Schools must complete the Extended Learning Program Authorization Form (Attachment B) and submit form to the Local District Standards-Based Promotion Coordinator.
 - b. Schools must complete the Extended Learning Program Budget Worksheet (Attachment C) and submit form to the Local District Standards-Based Promotion Coordinator.
 - 1) Schools must spend at least 85% of their allocated funds on certificated personnel salaries. Schools may budget for administrator's salary for Saturday ELP/ELAP Programs with the approval of the Local District Superintendent. Indicate administrator instruction supervision expenditure on ELP budget worksheet and complete the Extra Duty Pay Request Form (Attachment D).
 - 2) Schools should use English Language Acquisition Program (ELAP) funds for Intervention programs for English Learners in grades 4-8.
3. Organization of ELP/ELAP program and staffing guidelines
 - a. Organization of classes must be based upon specific identified student need by utilizing the current assessment data as follows:
 - 1) Results of the 6-week unit reading assessments for grades K-5.
 - 2) Periodic benchmark English assessments for grades 6-8.
 - 3) ELD Portfolios for grades K-8.
 - 4) Quarterly math assessments for grades 4-8.
4. Selection of staff for ELP/ELAP
 - a. Staff eligible to provide services to students in ELP/ELAP are to be selected from the following prioritized list:
 - 1) Classroom teachers (Secondary teachers of *LANGUAGE!* and *READ 180* must complete mandatory training)

- 2) Coordinators
 - 3) Retired teachers
 - 4) Long-Term Substitutes
- b. Day-to-day substitute teachers are not eligible to teach in the Extended Learning Program except in extreme circumstances. Should this occur, schools must contact Local District Standards-Based Promotion Coordinator.
- c. Teachers are required to complete the Extended Learning Program Teacher Application (Attachment E). Guidelines for Extended Learning Programs Teacher Selection (Attachment F) is based on the Agreement with UTLA.
5. Enrollment and Attendance Procedure for ELP
- a. Notify parents of eligible students using Standards-Based Promotion/ Intervention Parent Notification Form (Attachment G).
 - b. Input student information and intervention reason code into SIS System.
Refer to:
Memorandum No. BT-96 dated February 18, 2003, for Elementary
Memorandum BT-71 dated May 7, 2001, for Secondary
 - c. Complete attendance rosters for each ELP class and complete Statistical Report at the end of each ELP session. Refer to:
Reference Guide B-68, November 1, 2000, Elementary
Reference Guide B-57, January 2000, Middle School
 - d. Fax Statistical Report to Pupil Statistics (213) 241-6831 and to Local District Standards-Based Promotion Coordinator.
 - e. Mail original Statistical Report to Pupil Statistics and Reports Section, Attention: Juan Terronez, Beaudry Bldg., 26th Floor, Room 138, 213) 241-2165.
6. Payroll Procedures for ELP
- a. Time Reporting
 - 1) A time card must be kept for all teachers being paid by the ELP budget.

- 2) To report time for teachers and administrators, use the following codes:

<u>Teachers</u>	<u>Principals</u>	<u>Assistant Principals</u>
Program Code 1247	Program Code 1247	Program Code 1247
Fund 001	Fund 001	Fund 001
Status 02	Status 02	Status 02
Basis X	Basis X	Basis X
Class Code 0797	Class Code 0696	Class Code 0695

- b. Full time employees are compensated at their tenths hourly rate plus differential factor of 1.09224.
 - c. Retired teachers are compensated on a professional expert basis.
 - d. Day to day substitutes may be used only in extreme circumstances. Contact Local District Standards-Based Promotion Coordinator for approval and processing.
7. Transportation and Food Service
- a. Transportation funding will be provided by central office. Submit an Application for Auxiliary Transportation/Trip Form (78.20T Rev.) to your Local District Standards-Based Promotion Coordinator for approval and processing.
 - b. Arrange with cafeteria manager for snacks.
8. Closing Procedures for ELP Sessions
- a. Teacher will record student progress on the Standards-Based Promotion Log (Attachment H-1 or H-2) and place in student's Red Folder.
 - b. School Administrative Assistant will complete the following:
 - 1) Statistical Report to Pupil Statistics and to Local District Standards-Based Promotion Coordinator. (Attachment I)
 - 2) Ensure all student intervention information is entered into SIS.

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