



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: 2004-2005 SECONDARY SUMMER
SCHOOL/INTERSESSION PROGRAMS
FOR SECONDARY SCHOOLS

NUMBER: MEMORANDUM NO. M-922

ISSUER: John Liechty, Associate Superintendent
Beyond The Bell Branch

DATE: April 9, 2004

ROUTING
Local District
Superintendents
Local District Instructional
School Support Directors
Local District Directors,
School Services
SBP/Intervention
Coordinators
EL Specialists
Principals/Assistant
Principals
School Coordinators
School Administrative
Assistants

PURPOSE: The purpose of this memorandum is to
provide information for the 2004-2005 Secondary
Summer School/Intersession Program.

**MAJOR
CHANGES:** Changes have been made in the course numbers for English Language
Learners and in the funding allocation for instructional materials. The
changes are described in this memorandum.

ASSISTANCE: For Assistance, please call the SBP/Intervention Coordinator at your Local
District Office (Attachment A).

INSTRUCTIONS: The Remedial Program and the Enrichment (SB 813) Program will be
offered at designated secondary summer school sites July 7 – August 17,
2004. The Remedial Program will provide an opportunity for students who
need additional instruction to pass one or more of the competency
examinations or for students who need to repeat courses in which they
received a grade of D or Fail. The same program is offered at all Multi-
track schools during each off-track period.

Board policy mandates a summer/intersession intervention for 8th grade
students enrolled in the *Developing Readers and Writers Course* (DRWC).
This intervention, referred to as the *Developing Readers and Writers
Summer/Intersession Program* (DRW Summer/Intersession Program), is
a component of the District's Standards-Based Promotion Policy (SBP).

The *Developing Readers and Writers Summer/Intersession Program* will
also be offered to sixth, seventh and ninth grade students currently enrolled
in the *Developing Readers and Writers Course*. For additional information,
please refer to Memorandum No. MEM-860 titled *Developing Readers and
Writers English-Language Arts Summer/Intersession Course Grades 6-9*,
dated March 15, 2004.



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A. SUMMER SCHOOL/INTERSESSION PROGRAMS

1. Each secondary school principal is responsible for publicizing the Summer School/Intercession programs, counseling and registering students. Single Track schools must forward applications to the appropriate summer school sites.
2. The names and phone numbers of Local District staff to call for assistance regarding the summer school programs are listed in Attachment A.

B. SUMMER SCHOOL/INTERSESSION APPLICATIONS

All secondary schools will generate the Summer School/Intercession Application for students using the SIS program Summer Application (SUMAPP). Students may be selected by any extract including the Single Student (S) extract. It is suggested that Student Applications (Attachment B) be printed on NCR paper (duplicate). Once the application form has the proper signatures, copies may be made for the student and the counselor.

C. CRITICAL DATES

Please refer to the Time Task Calendar for Single Track 2004 Summer School (Attachment C-1) and Time Task Calendar for Multi-track Schools (Attachment C-2).

D. ELIGIBILITY FOR SUMMER SCHOOL/INTERSESSION

For the 2004 Summer School, only students in Grades 6-12 who are in attendance (June 2004) at single-track calendar secondary school or secondary school converting (7/1/04) to multi-track are eligible to attend these summer school programs. Students attending other multi-track schools must attend intercession programs at their school of attendance.

Students who resided full time within the boundaries of the Los Angeles Unified School District (Spring Semester 2004), may apply for admission to summer school/intercession. The criterion is where the students resided within the District's boundaries and not whether the student is enrolled in a District school.



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Students who reside full time outside the boundaries of the Los Angeles Unified School District may apply for summer school/intercession only if they were enrolled in a District school the preceding semester.

Adults may not be admitted to summer school/intercession. They should be referred to the nearest Community Adult School or Community College.

Special education programs and related services are provided on an Extended School Year (ESY) basis for each individual with exceptional needs.

All traveling students attending single track secondary schools may enroll in a traditional calendar summer school program at the nearest single-track calendar summer school site. The school of attendance will send the completed application with the counselor's signature to the summer school site selected by June 2, 2004.

The only traveling students eligible for summer transportation from their resident middle or high school to their receiving school are:

- Students in grades 11 and 12 who have failed specific required courses needed for graduation, which they cannot take in the fall to be eligible for graduation with their class.
- Students in grades 6th through 9th enrolled in *Developing Readers and Writers Course* Spring 2004.
- Students eligible for the EIEP summer program.

Students needing transportation should have field 142 marked with a "Y" as classes are entered in ID71, but no later than June 18, 2004.

E. SENIOR HIGH ELIGIBILITY FOR SUMMER SCHOOL/INTERSESSION

Priority in assignment of senior high students (Grades 9-12) will be for those who need to make up deficiencies.

1. Eligibility for Remedial Proficiency Program

- a. Students in Grades 9-12 are eligible if they need additional instruction to pass one or more of the competency examinations or the California High School Exit Exam, or is they received a mark of D or Fail in a course previously taken.



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- b. English Learners needing to gain proficiency in English/Mathematics skills required in the competency testing program, or if they received a mark of D or Fail in a course previously taken.
- c. Students in Grades 11 or 12 are eligible if they have failed specific required courses needed for graduation, which they cannot take in the fall to be eligible for graduation.
- d. Students in Grade 12 are eligible if they have completed all but 5 or 10 credits needed for graduation and will graduate by completing the summer school.
- e. Students in Grade 9 are eligible to enroll in 120 hours of Literacy Connections if they were enrolled in *Developing Readers and Writers Course* Spring 2004.

2. Eligibility for the Enrichment (SB 813) Program

First priority is reserved for the Remedial Program. All students in Grades 9-11 are eligible; however, if the program is oversubscribed, students will be selected by a random selection process.

This eligibility also includes eighth grade (June 2004) middle school graduates from Grades 6-8 middle schools.

F. MIDDLE SCHOOL ELIGIBILITY FOR SUMMER SCHOOL/ INTERSESSION

1. Eligibility for the Remedial Program

- a. Students in Grades 6-8 are eligible for the Remedial Program with the following criteria:
 - CAT 6 score which is equivalent to Stanine 1, 2, or 3
 - Received a final mark of D or Fail in core courses
 - Require bilingual/ESL instruction to achieve proficiency in English/mathematics skills required for the competency testing programs.
 - Students in 8th grade, enrolled in *Developing Readers and Writers* who enroll for 120 hours in *Literacy in Action*.



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2. Eligibility for the Enrichment Program (SB 813)

First priority is reserved for the Remedial Program. Students in Grades 6-8 are eligible. However, if the program is oversubscribed, students are selected by a random selection process.

Students in Grades 6-8 are eligible for the Enrichment Program (SB 813) with the following criteria:

- Students in Grades 6-8 who are eligible to enroll in courses not previously taken, with counselor's approval.
- Students in 8th grade (June 2004) middle school non-graduates from Grades 6-8 middle schools.

NOTE:

- a) Students who were in Grade 8, June 2004 at single-track schools and are matriculating to a multi-track school should not be enrolled in a summer program at their former single-track calendar site. These students are to enroll at their multi-track site.
- b) Eighth grade (June 2004) middle school may enroll at senior high summer school sites.

G. COUNSELING STUDENTS

It is the responsibility of the counseling staff to:

1. Identify students who are in danger of failing or who need to make up a graduation requirement and to alert these students of the opportunities offered in the mandated/proficiency summer school/intersession program, to counsel them to attend summer school/intersession, and to judge the appropriateness of the subjects requested on the summer school/intersession application form.
2. Assist non-reconfigured elementary staff with the appropriateness of the subjects requested on the summer school application form for Grade 6 course offerings for students who will attend summer school at a middle school site.
3. Counsel students in the core program on the appropriate courses to take, to identify the courses to be taken the following year in place of



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the course completed, and to judge the appropriateness of the subjects requested on the application form.

4. Counsel university-bound 11th grade students to take an intensive academic program in Grade 12.
5. Identify English Learners (ELs) not making adequate progress (Fail or D in ESL courses) and ELs still awaiting reclassification PRP and promote appropriate course offering.
6. Identify students who need support in order to pass the California High School Exit exam (CAHSEE).
7. Identify and encourage grade 6 through 9 students currently enrolled in *Developing Readers and Writers Course* to continue the summer school/intersession program.

H. COURSES WHICH MAY BE OFFERED

- Middle school courses, which may be offered in the 2004 Remedial Summer School/Intersession Program, are listed (Attachment D). Middle School Enrichment (SB 813) courses which are listed (Attachment E).
- Senior high school courses, which may be offered in the 2004 Remedial School Program, are listed (Attachment F). Senior High School Enrichment (SB 813) courses, are listed (Attachment G).
- Health Remedial may only be taken by students in Grades 10, 11 and 12 who have documentation of receiving a final grade of Fail in Health in Senior High. Approval from the Local District Office is required to offer more than two periods of Health in Senior High.
- Health Core Academic class may be taken by students in Grades 10 and 11 currently enrolled at magnet schools that do not offer health classes.
- Schools desiring to offer more than six periods of The Principles of American Democracy, must obtain prior approval from the Local District Office.

I. ADDITIONAL COURSES WHICH MAY BE OFFERED

For questions on additional courses which may be offered, please contact the Secondary Education Office at (213) 241-8291.

J. SUMMER SCHOOL SITES



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Please be advised that due to Proposition BB and Maintenance and Operations projects, programs at sites may be limited or reduced or sites may be change to alternate sites within the same geographic area after the issuance of this memorandum. In addition, some sites may be designated as Grades 6-12 sites (Attachment H).

K. PROCEDURES FOR ALL SUMMER SCHOOL/INTERSESSION SECONDARY SCHOOLS

Schools offering Remedial Program and Enrichment (SB 813) Programs are to:

1. Encourage eligible students to register and be in attendance daily for the entire summer school/Intersession.
2. Counselors must complete Summer School/Intersession Student Application, keep a copy and send the original home for a parent signature.
3. When the student returns the signed application, make a copy for your school files.
4. Multi-track schools must complete the Request to Offer Intersession (Attachment I).

L. PROCEDURES FOR DESIGNATED SUMMER SCHOOL SITES

1. Remedial and Enrichment Programs, counselors and staff are to:
 - a. Analyze student applications from the local school and from all contributing schools for subjects requested.
 - b. Construct a master program to meet the indicated needs for remedial and intervention programs.
 - c. Run TR31SUM to transfer student records from the home school into the Summer School database. If TR31SUM is not used, student demographics and classes will need to be entered manually into ID71.
 - d. Disciplinary records as required by the "Mandated Reporting of Certain Student Behavior", Bulletin No. 38 (Rev.), dated January 3, 1994, Office of the Deputy Superintendent, Operations, will be sent electronically to the schools. TR31SUM will include 49079



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data when those files are requested by the summer school site. In addition a file of all LAUSD students with 49079 data will be compiled and sent to each summer school site during the first week of summer school. It is imperative that schools follow the directions in the Secondary SIS Technical Bulletin for "Students with EC49079 Offenses."

2. First priority is reserved for the Remedial Program.
3. Enrichment (SB 813) Program is subject to random selection if it is oversubscribed. If the program is oversubscribed, additional instructions will be issued prior to June 2004.

M. PROCEDURES FOR COMPETENCY TESTING PROGRAMS

1. Students in the Graduating Classes of 2003 or Earlier
 - a. Counselors need to verify that the students signing up for the Competency Tests have not passed the four competency requirements in the areas of reading, mathematics, language, and writing. The requirements for the class of 2003 may have been met by passing the Competency tests SHARP, TOPICS, WRITE Sr: Objective, or a score of: "proficient" or "advanced" on the California Standards tests or grades of C or better in 4 semesters of English and Math or a passing score on STEPS. Students from classes earlier than 2003 must meet the requirements of their class. In addition, the students must pass the WRITE Sr: Writing Examination. Encourage students who need to be retested during the summer school to review basic skills before taking the competency examinations which will be given near the end of summer school (August 2-6). Students are to complete the Summer School Competency Test Registration Form (See Attachment J). This may be the last opportunity for students to take the SHARP, TOPICS, WRITE Sr: Objective and WRITE Sr: Writing at their school site. Students on all tracks are eligible to test at this time.
 - b. Students who do not plan to attend the summer school/intersession, but need the exams should be encouraged to take the competency test. Students must complete a Competency Test Registration Form. (See Attachment J).
 - c. On or before June 2, 2004, send the original Competency Test Registration Form to the appropriate summer school site. Retain



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a copy of the Competency Test Registration Form at the home school.

- d. Schools holding summer school/intersession are to order competency tests for all pre-registered students. During the first week of summer school, survey the students to find out if additional students (who are not pre-registered) are planning to take the competency examinations. Schools should order enough tests for the students who pre-registered and any additional students identified during the survey.
 - e. If students are not pre-registered, request pass/fail verification from the credit clerk at the students' regular school.
 - f. Schools holding summer school/intersession are to send notification of the competency test dates to all students registered to take the competency test during the third week of the summer school.
2. Students in the graduating class of 2004 and after, should not be administered the SHARP, TOPICS or WRITE: Sr.

N. SUMMER SCHOOL/INTERSESSION STAFFING AND RESOURCES

Summer school funds and program codes are referenced in Summer School Resources At A Glance for Middle Schools and Senior High Schools (Attachment K-1) and Intersession Resources At A Glance for Middle Schools and Senior High Schools (Attachment K-2).

1. Clerical Assignments
 - a. Summer School Sites
 - An A-Basis, 8-hour position must be assigned exclusively to the summer school office to support the summer program. In granting any vacation requested during the summer school, principals are reminded to refer to Article XIX, Section 1.4 of the Unit D Collective Bargaining Agreement.
 - Principals whose schools will be summer school sites are requested to complete the Clerical Assignments—2004 Summer School form (Attachment L) and return it to the Local District's Summer School Coordinator's Office by May 11, 2004.



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- Summer School Principals may request additional clerical assistance for July 7, 8, 9 and August 13, 16, and 17, 2004. Assignment of additional clerical staff will be made based on enrollment. Please complete the Request for Additional Clerical Assistance (Attachment M) and return to the Local District Office by May 11, 2004.
- Summer School Principals are requested to complete the Payroll Time Reporting System Summer School Survey (Attachment N-1 and N-2) and return it by May 11, 2004 to Information Technology Division, Beaudry Bldg, 10th Floor, or Fax to ITD, at (213) 241-1085.
- The Student Information Systems Branch (SISB) will be used for summer School attendance accounting and reporting. Clerical staff who do not have summer SISB experience are to contact SISB support staff at (213) 241-4850 to schedule a training school (Attachment O).

b. Non-Summer School

Because of the heavy clerical workload at summer school sites, all middle school and senior high principals of non-summer school sites are asked to determine the A-Basis position established at all secondary schools to support the summer program. The A-Basis, 8-hour clerical employee(s) who will be assigned to this position may be reassigned from a non-summer school site to assist in meeting the operational needs at a designated summer school site (Attachment P) due by May 11, 2004.

c. Intersession

- A currently assigned A-Basis clerical personnel will perform responsibilities for each intersession.
- Clerical relief/overtime provided for Middle Schools and Senior High Schools.

2. School Supervision Aide

Schools must first verify an employee's eligibility to serve in a School Supervision Aide position prior to making an assignment. District employees cannot be given multiple or extra School Supervision Aide assignments without the school first verifying



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eligibility with the appropriate processing office. Intersession School Supervision Aide, if Intersession is offered after school.

Assignments are processed following the same procedure as during the regular school year.

Applications are to be completed and forwarded to the appropriate Youth Service Field Office for processing.

YOUTH SERVICES FIELD OFFICES:

<u>District Assigned Locations</u>	<u>Phone</u>	<u>Fax</u>
South Youth Services-I, J, K	(310) 515-3010	(310) 527-7147
East Youth Services-E, F, H	(213) 763-1476	(213) 749-6599
West Youth Services-D, G	(310) 478-2093	(310) 478-6013
Valley Youth Services-A, B, C	(818) 904-2152	(818) 713-8554

Principals are reminded that these initial allocations are part of the total school allocation based on the 33:1 (DRWC norm 25:1) student/teacher ratio.

Initial allocations may be used for general supplies and instructional materials.

3. Textbooks

The Truck Operations/Distribution Unit will pick up and deliver textbooks upon request to support the summer school program.

Principals are asked to assist teachers who need to have textbooks transported to summer school sites by authorizing the transfer in writing. This written correspondence should be on school letterhead and include:

- Number of copies to be transferred
- International Standard Book Number (ISBN)
- Author
- Title
- Copyright date
- Receiving school