



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

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

NUMBER: MEM-923.1 (Rev.)

ISSUER: John Liechty, Associate Superintendent
Beyond The Bell Branch

DATE: April 9, 2004

PURPOSE: The purpose of this Memorandum is to provide program information
for the 2004-2005 Mandatory and Voluntary Elementary Summer
School/Intersession programs at Single and Multi-track schools.

MAJOR CHANGES: Changes have been made in the Elementary Summer School/Intersession
Program including the number of hours the program is offered, revision of
the instructional curriculum and the addition of Mathematics for Grades
4/5. The changes are described in this memorandum. The revised
attachment J reflects the change in instructional hours from 120 to 80.

ASSISTANCE: For assistance regarding Elementary Summer School Intervention
Programs, call the Local District Standards-Based Promotion/Intervention
Coordinator. For assistance regarding Master Plan issues, call the Local
District English Learner Specialist. For assistance regarding Special
Education, call the Local District Special Education Coordinator. Refer to
SBP Local District Staff Directory (Attachment A).

INSTRUCTIONS: The following information provides the guidelines for the 2004-2005
Mandatory and Voluntary Elementary Summer School/Intersession
programs at Single and Multi-track schools.

ROUTING
Local District Superintendents
Local District Directors of
Instruction
Local District Directors of
School Support Services
Standards-Based Promotion/
Intervention Coordinators
English Learner Specialists
Principals
Assistant Principals
School Coordinators School
Administrative Assistants
UTLA Chapter Chairs

I. GUIDELINES

The Summer School Intervention Program will be offered for 80 hours
at designated single-track elementary summer school sites from July 7,
2004 through August 3, 2004.

The Intersession Intervention Program is offered for a total of 80 hours
per track at all multi-track schools. Intersession Intervention Programs
are offered during each off track period. Multi-track schools must
submit the Request for Approval to offer Intersession (Attachment B)



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to the Local District SBP/Intervention Coordinator 4 weeks before Intersession begins.

Eligible students will participate in a four hour per day instructional program for a total of 80 hours. The session will provide an intensive, phonics-based reading/language arts program for all students, mathematics for grades 4/5, and appropriate English language development for English Learners.

The Time Task Calendar for Summer School is referenced in Attachment C-1. The Time Task Calendar for Intersession is referenced in Attachment C-2.

II. PROGRAM INFORMATION

A. Summer School/Intersession Intervention Programs include:

- Mandatory Standards-Based Promotion (SBP) Program for Grade 2-5/6.
- Voluntary Intervention Program for Grade 2-5/6.
- Emergency Immigrant Education Program (EIEP).
- Extended School Year (ESY) for eligible special education students with an Individualized Education Program (IEP) that specifies ESY. Students with disabilities qualify to participate in the Standards-Based Promotion mandatory and voluntary summer school/intersession programs if they meet the eligibility criteria as indicated on their IEP. Resource Specialists (RSP) students will participate in general education intervention programs as determined by their IEP.

B. Class Size

Summer School/Intersession Intervention Mandatory and Voluntary class size is 20:1. Schools will continue enrollment of new students through the first five days of Summer School/Intersession to maintain the required class size.

C. Teacher Selection

1. Priority and selection processes for teachers, Elementary Summer School/Intersession Programs is referenced in Article XX 2.0, District/UTLA Contract (Attachment D).



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2. Summer School Teacher Application process is on-line at www.teachinla.com.
3. Intersession teacher selection is determined at the school site. Teachers must complete the Intersession Teacher Application (Attachment E).

D. Staffing and Resources

Summer School/Intersession funds and program codes are referenced in Resources At A Glance for Summer School (Attachment F-1) and Resources At A Glance for Intersession (Attachment F-2).

1. School Administrative Assistant for Summer School, 6-hour position. Principals are requested to submit the completed Summer School SAA Application (Attachment G) to the Local District Standards-Based Promotion/Intervention Coordinator by May 14, 2004. Principals/SAA are requested to complete Payroll Time-Reporting System Summer School Survey (Attachment H-1) and Request for UserID (Attachment H-2) upon confirmation of SAA assignment.
2. School Supervision Aide (SSA) Assignments for Summer School/Intersession
 - Summer School sites are allocated (2) School Supervision Aides, assigned for 5 hours per day.
 - Intersession sites are allocated (1) School Supervision Aide for 2 hours per day if Intersession is held after school or on Saturdays.
3. Bus Supervision Aide(s) for Summer School/ Intersession
 - Bus Supervision Aides are allocated on the basis of (1) 6 hour position per bus for transporting students to attend Summer School/Intersession.
 - Bus Supervision Aides are to accompany and supervise students to /from Summer School/Intersession.

It is the responsibility of the sending school to submit the completed Bus Supervision Aide Application (Attachment I) to the Summer School/Intersession site and to the Local



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District Standards-Based Promotion/Intervention Coordinator
by June 11, 2004.

Schools must verify employee's eligibility to serve as a
Supervision Aide or Bus Supervision Aide prior to assignment.

Verify eligibility by contacting the appropriate Youth Services
Field Office:

	<u>Telephone No.</u>	<u>Fax No.</u>
South Youth Services	(310) 515-3010	(310) 527-7147
East Youth Services	(213) 763-1476	(213) 749-6599
West Youth Services	(310) 478-2093	(310) 478-6013
Valley Youth Services	(818) 904-2152	(818) 713-8554

III. STUDENT ELIGIBILITY CRITERIA

- EO, IFEP, RFEP, AND ELD 5:
Final Progress Report Reading score of 1 or 2 or Periodic Writing Assessment Score of 1 or 2 and/or Final Progress Report Mathematics score of 1 or 2 **and** a score of *Basic*, *Below Basic* or *Far Below Basic* on the Mathematics California Standards Test from the previous year (Grades 4/5)
- BASIC BILINGUAL/DUAL LANGUAGE PROGRAM:ELD 1-4:
Final Progress Report Primary Language Reading score of 1 or 2 or Spanish Periodic Writing Assessment Score of 1 or 2 and/or Final Progress Report Mathematics score of 1 or 2 and an Aprenda score below the 50%ile (Grades 4/5)
- ENGLISH LEARNERS: ELD 1-4:
Remains at same ELD level between one and two years based on the overall score of the annual CELDT **and** the ELD Performance Assignment and/or Final Progress Report Mathematics score of 1 or 2 **and** a score of *Basic*, *Below Basic* or *Far Below Basic* on the Mathematics California Standards Test from the previous year (Grades 4/5)
- Elementary intervention programs and student eligibility criteria for Standards-Based Promotion are referenced in Attachment J.



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**IV. NOTIFICATION, ORGANIZATION AND DOCUMENTATION
OF SUMMER SCHOOL/ INTERSESSION**

A. Notification of Parents

Schools are to inform parents of student eligibility for summer school/intersession using Standards-Based Promotion/Intervention Determination Parent Notification Letter (Attachments K), and enter parent confirmation into SIS Screen 26.

B. Organization of Classes

1. Mandatory Intervention Classes establish grades 2-5
Mandatory Standards-Based Promotion classes at 20:1 using appropriate assessments
 - EO, IFEP, RFEP, and ELD-5 students
 - Basic Bilingual/Dual Language classes
 - English Learners: ELD 1-4 students
 - Mathematics, Grade 4/5
2. Voluntary Intervention Classes establish grades 2-5 Voluntary Summer School/Intersession classes at 20:1 using appropriate assessments.
 - EO, IFEP, RFEP, and ELD-5 students grouped by grade level
 - Basic Bilingual/Dual Language students grouped by grade level
 - English Learners: ELD 1-4 students grouped by ELD level
 - Mathematics, Grade 4/5
3. EIEP classes are determined by Emergency Immigrant Education Program.
4. ESY classes are determined by Local District Special Education Office.

C. Documentation and Record Keeping

Documentation of student enrollment, attendance and academic progress in Summer School/Intersession Intervention program is required. Schools must maintain red folders for each participating student. Required contents include:

1. EO/IFEP/RFEP/ELD 5



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- Complete Summer School/Intersession Student Needs Literacy Profile
- End-of-year Reading Assessment (OCR, SFA, Reading Mastery)
- Periodic Writing Assessment with score of 1 or 2
- Complete Summer School/Intersession Student Needs Mathematics Profile for Grades 4 & 5.
- Standards-Based Promotion Log
- Parent Notification Letter
- Summer School/Intersession Progress Report
- Justification for Promotion Form (if applicable)

2. BASIC BILINGUAL/DUAL LANGUAGE:

- ELD Portfolio
- Spanish Periodic Writing Assessment score of 1 or 2
- Standards-Based Promotion Log
- Parent Notification Letter
- Summer School/Intersession Progress Report
- Justification for Promotion Form (if applicable)

3. ENGLISH LEARNERS – ELD 1-4:

- ELD Portfolio
- ELD Writing Assessment
- Standards-Based Promotion Log
- Parent Notification Letter
- Summer School/Intersession Progress Report
- Justification for Promotion Form (if applicable)

IV. INSTRUCTIONAL PROGRAM

A. Summer School/Intersession Curriculum:

- English/Language Arts
Open Court Reading Program-Unit 6
Teacher Created Materials/LAUSD Written Language Program
- English Language Development
Open Court Reading Program-Unit 6 using SADIE strategies
Into English ESL Program
Teacher Created Materials/LAUSD Written Language Program
- Basic Bilingual/Dual Language Program



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Photo Abierto Spanish Reading Program
Into English ESL Program

- Mathematics (Grades 4 & 5 only)
Compass Learning Mathematics Intervention Modules

B. Summer School/ Intersession Classroom Schedule:

- Grades 2/3
 - Literacy/ELD interventions 2.0 hours
 - Written Language 1.0 hours
 - Concepts and Conventions of Print and Independent Work Time (IWT) 1.0 hours
- Grades 4/5:
 - Literacy/ELD interventions 1.5 hours
 - Written Language 1.0 hours
 - Mathematics intervention 1.5 hours

V. PROCEDURES

A. Mandatory Intervention Classes

1. Implement the Summer School/Intersession Intervention Instructional Curriculum as outlined in Section IV.
2. Re-administer and score Periodic Writing Assessment/ELD Writing Assignment during the last week of summer school/ Intersession (2nd Session)
3. At the conclusion of Summer School/Intersession, update Students Needs Literacy Profile (Attachment L-1-4) and Summer School/Intersession Students Needs Mathematics Profile for Grades 4-5 (Attachment M-1-2) or ELD Portfolio.
4. Update Standards-Based Promotion Log (Attachment N)
5. Complete Summer School/Intersession Report of Student Progress (Attachment O) and re-evaluate student achievement to determine promotion/retention
6. Conduct parent conference for mandatory retention student. Complete End of Summer School/Intersession



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Promotion/Retention Determination Letter (Attachment P).
Advise parents an appeals process is available

7. Complete "Justification for Promotion Form" for students who meet retention criteria, but are being promoted. (Attachment Q-1 or Q-2).
8. Complete Standards-Based Promotion and Retention Forms at the conclusion of summer school and send to Local District and sending school (Attachments R-1 and R-2).
9. Complete SIS Information Sheet (Attachment S).

B. Voluntary Intervention Classes

1. Implement the Summer School/Intersession Intervention Instructional Curriculum as outlined in Section IV.
2. At the conclusion of Summer School/Intersession, update Students Needs Literacy Profile and Summer School/Intersession Students Needs Mathematics Profile for Grades 4-5 or ELD Portfolio.
3. Update Standards-Based Promotion Log
4. Complete Summer School/Intersession Report of Student Progress
5. Complete SIS Information Sheet

C. Enrollment and Attendance Procedure

1. Enrollment and attendance documentation are required for all Summer School/Intersession programs. It is the responsibility of the SAA to maintain all enrollment and attendance records and enter all data into the SIS. Enrollment and attendance are to be maintained on the Elementary Summer School/ Intersession Program Attendance Register.
2. The Classification Report is due on the third day of summer school/intersession and must be faxed to:



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Pupil Statistics and Report Section
Fax Number (213) 241-6831 and
Local District Standards-Based Promotion Coordinator.

3. The Statistical Report for Summer School/Intersession is due the last day of the session and must be faxed to:
Pupil Statistics and Report Section
Fax Number (213) 241-6831 and
Local District Standards-Based Promotion Coordinator.

VI. TRANSPORTATION

Transportation is provided for CAP, PWT, Magnet students and students who are assigned to Summer School/Intersession sites other than their school of attendance. The school of attendance enters a "Y" in screen 26 for students who are eligible for transportation.

Transportation Branch will notify sending schools and parents of transportation pick-up location and time.