

Interim Superintendent

Dr. Edgar Seal

Directors, School Services

Linda Del Cueto – SH

Philip R. Saldivar – SH

Larry Tash – MS

Maureen Diekmann – ES

Lucky Hemphill – ES

Director, Planning and Curricular Paths

James Kodani

Staff Relations Coordinator

Myra Fullerton

Director, Instructional Support Services

Jan Pickett

Administrators

Isa Martinez

Roberto Martinez

Reading Coach Expert

Beth Harker

Secondary Literacy Coordinator

Ursula Rosin

Mathematics Coordinator

Bea LaPisto

Title IX and Assessment

Eloisa V. Marquez

Special Education Coordinator

Pat Trenhaile

Psych. Services Coordinator

Tina Saunders

PSA Coordinator

Nathana Schooler

Early Education Coordinator

Linda Schwartz

English Learner Specialist

Sue Florindez

Specialists

William Bertrand

Katherine Choe

Delia Estrada

Janette Tovar

Audrey Wu

Thomas Yee

Experts

Esther Benjamins-Gass

Michael Fahy

Alicia Moran



The E-Mail

April 2004

Superintendent's Message

My heartfelt thanks to the members of Local District E's Small School Learning Community Core Team and all high school principals who have been working very hard to prepare Local District E's Strategic Plan. The Core Team has been working with Victoria Bergsagel and Rick Lear, of the Architects of Achievement, to pave the way for improved student achievement, via smaller learning communities for all our secondary students.

As we plow head on into spring, it is sometimes easy to get caught up in the daily operations of the school. I encourage us all to keep our eye on the target and promote faithful implementation of our reading and mathematics programs.

Focus on Literacy

Elementary

Reading First Action Seminar – There will be two meetings in the month of April for principals, assistant principals, and literacy coaches. The first meeting is scheduled for April 1, 2004 from 4pm-8pm at Los Angeles Elementary. The second meeting is scheduled for April 29, 2004 at Arlington Heights Elementary. Reading First Leadership Teams must register online at <http://sib.lausd.net/drp> (click on the Administrators tab).

OCR Writing Prompts and Rubrics – Literacy coaches are reminded to submit anchor papers for Grade 3, at the end of each unit. This would include the highest example of a 1, 2, 3, and 4. The OCR writing prompts are being field tested this year. As the year progresses, updates and revisions for various grade levels will be posted on the District E Literacy Coach website at http://www.district-e.lausd.net/elementary_literacy.htm

Secondary

Language! Curriculum New Teacher Training – New teacher 5-day trainings in the *Language!* curriculum will be given the weeks of May 10, June 7 and August 9 at the Wilshire Grand Hotel. Registration is available now through the Governor's Institute website: <https://banana.forest.net/~scoe/lareg51.html>. On this website, the training is listed as "Sopris West *Language!*" It is recommended that teachers attend at their earliest convenience before their DRW class assignment begins. Central will pay for substitutes or off-track stipends. For more information, please contact Mike Fahy or Esther Gass, DRW Specialists, at 997-0483 or 932-2626.

DRW-ELA Intersession Course for Track C – Teacher training for the Track C intersession ELA intervention courses for students in Developing Readers and Writers Levels 1 and 2 will be given on April 21-22, 2004. This two-day new teacher training in the Bridges curriculum will be held at the Wilshire Grand Hotel from 8:00 a.m. – 3:00 p.m. each day. Central will pay for substitutes. Pre-registration is required. Register at <http://insupport.lausd.k12.ca.us>. For more information or assistance, please contact Mike Fahy or Esther Gass, DRW Specialists, at 997-0483 or 932-2626.

Striving for Instructional Excellence

***Language!* Curriculum Teacher Follow-Up Trainings April 26-30** – One-day follow-up teacher trainings in *Language!* for Developing Readers and Writers Course teachers will be offered as follows at the Wilshire Grand Hotel:

“Planning Level 2” April 26, 27 and 28 - Mandated for first year teachers

“English Learners and Standard English Learners” April 29 and April 30 – Offered to 2nd year teachers.

Registration is through the District website: <http://insupport.lausd.k12.ca.us>. Central will pay for substitutes or off-track stipends. For more information or assistance with registration, please contact Mike Fahy or Esther Gass, DRW Specialists, at 997-0483 or 932-2626.

Focus on Math

Standards-based Promotion Policy for Grades 4, 5, and 8 Reminder – Elementary and secondary schools should be offering Math classes during intersession/summer school. This will also meet the retention criteria for the Standards-Based Promotion policy for grades 4, 5 and 8. Central is developing a Mathematics Intervention Program for Grades 4, 5 and 8. Students who do not meet the math criteria for promotion are mandated to attend intervention and will be retained unless the classroom teacher determines retention is not appropriate. During the retention year, students will participate in ongoing interventions and attend summer school or intersession classes.

LUCI classes through UCLA – Teachers (elementary and secondary) may receive pay and points for taking the LUCI Math classes – register now as **funding is due to run out at the end of June, 2004**. Teachers may register online at www.lucimath.org/registration.html

Mathematics Quarter 3 Assessment Testing Dates:

Year Round Schools:	90/30	Track C – April 26-28
	Concept 6	Track A – April 26-28

Traditional Schools: April 26-28

Mathematics Quarter 4 Assessment Testing Dates:

Year Round Schools: Concept 6 Track C – April 26-28

Mathematics Instructional Guides – Instructional Guides are available online at the LAUSD website under References.

ETS/Edusoft Mathematics Assessment – The Instructional Tool is available on the website. See your Math Coach or Math Contact regarding how to access the information.

Math Coach Applications – Applications are still being accepted for Elementary and Middle Schools. Please call Bea LaPisto at (323) 932-2629 for more information or an application.

English Learners

Testing Accommodations for English Learners – Accommodations may be provided for English learners for the CSTs and the CAT/6 in grades 2-11. This is a major change for spring 2004 testing. Please refer to reference guide REF-878 for more details.

Differential Rosters – Completed rosters, together with the required documentation, were due on Friday, March 26, 2004, to the Master Plan Verification Unit. For more information, please see reference guides REF-826 (sec.) and REF-825 (elem.).

CLAD/BCLAD Examinations – The next test date is May 8, 2004, and the registration deadline is April 2nd. Please contact the Master Plan Verification Unit at (213) 241-5862 for more information.

DPI Testing and Data Entry to SIS – Elementary schools must enter the DPI Date (field #90) and the DPI Level (field #179) on Screen 12-Academic Programs **as soon as possible** as middle schools need that information for their master schedule. A copy of the DPI Record also needs to be sent to Sue Florindez by May 5th (or earlier) for **all** matriculating students. See reference guide REF-774 for more details.

ELD Writing Assessment – When elementary schools use SIS to generate an ELD Standards-Based Promotion Roster, the English learners listed at ELD levels 1-4 need to be given the ELD Writing Assessment. This assessment is a crucial component in the process to determine promotion or possible retention. Please see reference guide REF-831 for more information.

Placement of Matriculating Elementary English Learners – Middle schools need to refer to memorandum MEM-861, dated March 15, 2004, for specific information regarding the placement of English learners assessed with the DPI in elementary school.

Budget Adjustments – For budget adjustments for your bilingual funds, please remember to get the signature of the SSC Chairperson, to check that ELAC was consulted, and to indicate how English learners will benefit from the movement of funds in the reason for the transfer.

If you have any questions or concerns, please call Sue Florindez at (323) 932-2644 or Ruth Kuo at (323) 932-2643.

Specially Funded Programs

Carryover of SB 1X Funds – The California Department of Education notified the Los Angeles Unified School District, on March 11, 2004, that immediate Intervention / Underperforming Schools Program (IIUSP) and High Priority Schools Grant (HPSG) recipients will carryover **ALL** unspent funds to the 2004-2005 school year. As of this correspondence date, Comprehensive School Reform (CSR) funds **will not** carry over.

2004-2005 Budget Development Materials Packet – The Specially Funded Programs Branch has informed us that the 2004-05 Budget Development packet will be available sometime in mid April. Each school will receive 6 packets: two to the Principal, one each to the UTLA Chapter Chair, the SSC, CEAC, and ELAC Chairpersons.

Parents

Special Education Multicultural Advisory Committee (SEMAC) Monthly Meeting Announcements (REF-846) – This reference guide provides information to schools on mandatory monthly posting of flyers to announce the monthly SEMAC meetings to staff and parents.

Psychological Services

Methodologies to use in multi-level instruction classrooms with inclusion – Multi-level instruction refers to learning environments where co-teachers plan activities to ensure all students, including those from diverse backgrounds and varying learning styles, are afforded benefits from receiving instruction in the general education curriculum while placed in the general education classroom. Instruction is based on a set of benchmarks and standards generally taught to typically developing peers but modified for students with disabilities and those struggling to meet the standards set forth in the curriculum. Typical multi-level classrooms provide five variations of instruction. They are:

1. Pace of instruction
2. Presentation of instruction concepts
3. Required class and homework assignments
4. Delivery of instructions and directions
5. Assessments, including those that are functional such as curriculum-based, authentic and portfolio

Researched-based methodologies and interventions are employed to ensure student learning.

April Training for Psychologists – The psychologists in the Hollywood Complex will be required to attend training on April 20, 2004 at 1:30 p.m. and the psychologists in the Eagle Rock/Franklin Complex will be required to attend training on April 27, 2004 at 1:30 p.m.

Special Education

NPS IEPs – An NPS IEP must have a representative from the Local District E Office in attendance. Call Gayle Glazer, Placement Specialist, at least 10 days in advance to assure that a Specialist is available to attend. Ms. Glazer's phone number is (323) 932-2662.

IEP Placement – If you are going to hold an IEP where the student placement may possibly be at another school, the Program Specialist must be involved in the process. Call your Program Specialist at (323) 932-2155.

New Guidelines – Refer to REFERENCE GUIDE-836, dated March 1, 2004 for a CD overview of "Determining Placement in the Least Restrictive Environment." Schools may also want to order the additional tabs and inserts for *Guidelines for the IEP Team*. The commodity code is 9665015455, Revisions and Additions—September 2003.

Gifted/Talented and SAS Programs

Evaluation of Student Progress – This is a reminder that schools with gifted/talented students must complete the following two items before the end of the school year:

- ♦ *Annual Review of Student's Progress* which includes individual progress data should be completed and filed in the Developmental Case Study Envelope of each identified student. Refer to Memorandum No. MEM-856, Attachment A (currently in draft form, but will be out some time in April).
- ♦ *Gifted/Talented Programs Student Evaluation Report* which includes school-wide summary progress data should be turned in to the Local District two weeks prior to the end of the year. The Student Evaluation Report will be mailed to each school site coordinator by the G/T Programs Office.

Application Calendar for SAS Program:

Enrollment application period begins.....May 3 – May 28, 2004
Notification of applicants.....June 1 – June 11, 2004
Deadline for receiving SAS application
(if enrollment space remains).....September 28, 2004

If you have any questions or concerns about the G/T or SAS programs, please contact Katherine Choe at (323) 932-2127 or via e-mail at katherine.choe@lausd.net.

Standards-Based Assessment

Elementary Periodic Writing Assessment

Reference Guide No. REF-689

CALENDAR	BEGINNING DATE	ENDING DATE	ENTERED INTO SOAR	SAMPLE DUE TO TESTING CTR.
Single Track	Feb. 17	Mar. 24	Apr. 2	Apr. 5
3-Tracks B,C	Feb. 10	Mar. 5	Mar. 19	Mar. 22
3-Track A	Apr. 5	Apr. 30	May 14	May 17
4-Track C	Jan. 20	Feb. 13	Feb. 27	Mar. 15
4-Track B,D	Feb. 2	Feb. 27	Mar. 12	Mar. 15
4-Track A	Mar. 22	Apr. 16	Apr. 30	May 3

Middle School Periodic Writing Assessment

Reference Guide No. REF-539

CALENDAR	ASSESSMENT 3A (WRITING SAMPLE)	NO writing samples due to testing center (not participating in rater-reliability)
3-Track A (the only remaining track to be tested)	Mar. 29 – Apr. 2	

Grade 9 Performance Assignment

Reference Guide No. REF-677

CALENDAR	TEST ADMINISTRATION	SAMPLE DUE TO TESTING CTR.
3-Track A	Mar. 22 – Apr. 16	Apr. 21
3-Tracks B, C	Jan. 20 – Feb. 17	Feb. 20
Single Track Schools	Feb. 17 – Mar. 15	Mar. 31

Samples should be turned in to:

Central Testing Center

2151 North Soto Street, Los Angeles, 90032

(323) 224-3160

(323)221-4887 FAX

If you have any questions or concerns about Standards-Based Assessment Education, please contact Katherine Choe at (323) 932-2127 or via e-mail at katherine.choe@lausd.net.

Testing

Grade One CAT/6 Barcode Labels Alert – All three-track C and four-track D elementary schools testing **Grade One CAT/6** between March 22-April 2 received Grade One CAT/6 pre-ID barcode labels that have CAT/6 Spring 2003 printed on the label under the student's ID number and name instead of CAT/6 Spring 2003. **These labels should be used.** This printing error from the vendor will not affect the scoring of these documents. This current error on the Grade One CAT/6 barcode labels will be corrected by the vendor for the subsequent testing windows.

STAR 2004 Parent Information Packet – The "STAR 2004 Parent/Guardian Information Assistance Packet for School Districts/Schools" is now available. This assistance packet includes a variety of documents that may be used to inform parents and guardians about the Standardized Testing and Reporting (STAR) Program for 2004. The materials include brochures, newsletter inserts, at-a-glance tables, and principal letters. Word versions of the various documents will be posted shortly so that school districts and schools can insert local information where appropriate. Most of the materials will also be available in Spanish. To view this information, please go to:

<http://www.cde.ca.gov/statetests/star/resources/2004/2004report.html>

Student Participation in the Early Assessment Program (EAP) for English Language Arts and Mathematics (MEM-833) – This memorandum provides schools with a letter, in multiple languages, to give to 11th grade students explaining the EAP components of the CSTs for their grade. Students who choose to participate will answer additional questions and write a 45 minute essay. The additional time required for this portion of the test has been built into the time-schedule. As a result of participating in the test, prospective CSU students will qualify for exemption from remedial courses upon entry, or will be given an early reminder to sharpen poor skills.

SABE Testing Dates and Reference Guide (REF-798):

4-Track

ES, MS	Track B	March 18-25
ES, MS	Tracks A, C & D	April 26-30

3-Track

SH	Track C	March 15-19
ES, MS	Track C	April 19-23
SH	Track A	April 19-23
ES, MS, SH	Track B	May 6-14
ES, MS	Track A	May 10-14

Single Track

ES, MS, SH & Sp Ed		March 22-26
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APRENDIZAJE 2 Testing, Grades 1-11, Spring 2004 (REF-795):

4-Track

ES, MS	Track D	April 19-23
ES, MS	Tracks A, B & C	June 7-11

3-Track

ES, MS, HS	Track C	April 12-16
ES, MS, HS	Tracks A & B	June 14-18

Single Track

ES, MS, HS		June 1-7
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CST & CAT/6 Testing Dates and Reference Guide (REF-878):

4-Track

ES, MS	Track D	March 22 April 2
ES, MS	Tracks A, B & C	May 17-28

3-Track

ES, MS, HS	Track C	March 22 – April 2
ES, MS, HS	Tracks A & B	May 24 – June 7

Single Track

ES, MS		May 3-14
HS, Sp Ed, NPS		May 10-21

Make-up Test Dates – Make-up tests may be administered anytime during the scheduled testing period.

Administration of the CAHSEE for 2004 (REF-747) – This 48 page Reference Guide provides schools with information and instructions on the administration of the CAHSEE. The information in this Reference Guide should be used in conjunction with the “California High School Exit Examination School Coordinator’s Manual” and “California High School Exit Examination Directions for Administration.”

<u>Testing Schools</u>	<u>Testing Dates</u>	<u>Grade</u>
Single Track & Non-comprehensive	May 11-12 (Make-up)	10
Track A	May 11-12 (Make-up)	10
Track B	May 11-12 (Make-up)	10
Track C	March 16-17 (Make-up)	10

High School Issues

In-House Teacher Recruitment Program Scholarship (REF-761) – This Reference Guide provides information on the In-house Teacher Recruitment Program (ITRP) Scholarships which are granted on a competitive basis to high school students graduating in June 2005 who are committed to becoming teachers. Deadline for completed application is Friday, April 30, 2004.

AP Courses & Exams – In order to better communicate to students and parents in low-income communities the value and benefits of taking AP courses and exams, the College Board has created a brochure titled: *The Value of AP Courses and Exams*. For free copies of this brochure, please contact:

Email: puborderinfo@collegeboard.org

Fax: 212/713-8143

Post: College Board Publications
7th Floor – Fulfillment
45 Columbus Avenue
New York, NY 10023-6992

Indicate the quantity, the name and address to which the brochure should be shipped, and be sure to include the title and item number: *The Value of AP courses and Exams* (Item #: 99382)

Required Secondary SIS Data for Standards-Based Promotion (SBP) and Intervention

Programs for 2003-04 (REF-843) – Major changes have been made in the requirements for SBP and mandatory intervention. The Degrees of Reading Power is now one of the multiple measures used for SPB/Intervention placement. It is consistent with the Secondary Literacy Plan (SLP). SIS has been modified to accommodate the new requirements. This reference guide outlines the schools’ responsibilities for maintaining and entering promotion and intervention data in SIS and to inform schools on the SIS processes to assist in placement of students in accordance with SBP and SLP.

Targeting the Purchase of Textbooks, High Schools (MEM-850) & Middle Schools (MEM-840) – Effective 1/1/03, the state’s Instructional Materials Fund Realignment Program (IMFRP) prioritized the purchase of textbooks and instructional materials in core subjects. As a result of the budget crisis, specified procedures must be followed in order to meet this guideline. These reference guides provide instructions on appropriate expenditures for state textbook funding and instructions for ordering them.

Free Waste Reduction and Recycling Workshops For Secondary Schools – Generation Earth, an environmental education program of the County of Los Angeles presented by TreePeople, is hosting a free workshop for secondary school teachers, faculty members, students and non-formal educators to assist them in setting up waste reduction and recycling programs on campus. The program offers free curriculum and resources, along with project support and meetings throughout the school year. Topics covered include organizing a recycling team, promoting the program, working with maintenance staff and other community partners and setting program goals. This workshop is offered to all public and private Los Angeles County middle schools and high schools interested in implementing environmental programs on their campus.

When: Saturday, April 24 from 9 a.m. to 12:30 p.m.

Where: Call for location

Cost: Free

For additional information contact Steve Howe at 818/623-4882, 310/402-7400 (cellular) or showe@treepeople.org, or contact Loyda Ramos at 818/623-4856.

Size of Physical Education Classes in Secondary Schools (BUL-820.1) – This Bulletin explains LAUSD policy on the size of physical education classes.

Student Body Budgets for 2004-2005 (REF-875) – This reference guide provides schools with updated student body budget forms for the coming school year.

Due Dates

What's Due	To Whom	When
Elementary Arts Prototype Program Application for returning schools	Connie Covert at Local District E (For information contact Connie at 323-932-2640)	May 10, 2004

Kudos and Accolades

Two District E schools have been nominated for Getty House Foundation's 2003-2004 Above and Beyond School Awards. Congratulations to Allesandro Elementary School which is a finalist for the Above and Beyond Award (\$25,000) and Rockdale Elementary School which is a finalist for the Innovative Programs Award (\$5,000). Go District E!

Congratulations to all eligible Title I Achieving Schools who completed the application process: Buchanan, Eagle Rock, Glenfeliz, Los Feliz, Mayberry, Ramona, Rockdale, San Pascual, and Wilton Place elementary schools. These schools will receive designation as a 2004 Title I Academic Achievement Award School. The application process is designed to determine the level of designation – i.e., honorable mention, recommended, or highly recommended. The level of designation for each school will be announced at the Title I Academic Achievement Awards Ceremony on Thursday, April 29, 2004 in Burlingame.

Meetings and Events

ADMINISTRATOR MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Principals' Professional Development Meeting	Wednesday April 14, 2004 8:00 a.m. – 4:30 p.m.	Assistance League of Southern California	All Principals
Elementary Assistant Principals' Professional Development	Thursday April 15, 2004 1:00 p.m. – 4:30 p.m.	Assistance League of Southern California	Elementary Assistant Principals
Secondary Assistant Principals' Professional Development	Thursday April 15, 2004 1:00 p.m. – 4:30 p.m.	Assistance League of Southern California	Secondary Assistant Principals
GENERAL MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Elementary Literacy Coach Meeting	Thursday April 1, 2004 8:00 a.m. – 12:30 p.m.	Local District E Conference Room	All Elementary Literacy Coaches
Special Education Parent Conference	Thursday April 1, 2004 8:00 a.m. – 3:00 p.m.	Radisson Midtown Hotel	Parents (Need RSVP)
Parent Conference	Thursday April 1, 2004 8:00 a.m. – 3:00 p.m.	Radisson Midtown Hotel	Parents
District E SSLC Core Team	Friday April 2, 2004 8:00 a.m. – 3; 30 p.m.	Assistance League of Southern California	Core Team Members and High School Principals
Secondary Literacy Coaches	Monday April 12, 2004 8:00 a.m. – 3:00 p.m.	Local District E Conference Room	Secondary Literacy Coaches
Psychologists' Staff Development Meeting	Tuesday April 13, 2004 1:15 p.m. – 4:30 p.m.	Local District E Conference Room	Psychologists
CAPA Training	Wednesday April 14, 2004 8:00 a.m. – 10:00 a.m. or 1:00 p.m. – 3:00 p.m.	Local District E Room 208	Need RSVP
Special Education Monthly Update	Thursday April 15, 2004 1:00 p.m. – 3:00 p.m. or 3:00 p.m. – 5:00 p.m.	Local District E Conference Room	RST/SDC Teachers
Arts Prototype Schools Cadre Chairpersons Meeting	Thursday April 15, 2004 3:15 p.m. – 4:00 p.m.	Local District E Conference Room in Suite 203	Arts Prototype Cadre Chairpersons
Math Coach Professional Development	Friday April 16, 2004 7:30 a.m. – 3:30 p.m.	Local District E Conference Room	All Math Coaches
Categorical Program Coordinators' Professional Development	Thursday April 22, 2004 8:00 a.m. – 4:00 p.m.	Local District E Conference Room	Categorical Program Coordinators
Small School Learning Communities Professional Development	Thursday April 29, 2004 8:00 a.m. – 3:00 p.m.	Pasadena Hilton – AM School Sites – PM	B-Track High School Teachers

