

Interim Superintendent

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Secondary Literacy Coordinator

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Title IX and Assessment

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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

December 2003

Superintendent's Message

Although the month of December is best known for holiday celebrations, fattening food and fellowship, quality instruction is the best gift we can give our students. Please continue to monitor classroom practice every day – making sure that the time you have spent in professional development has been worthwhile and that there is evidence of it in instructional delivery. As you well know, it is the monitoring that makes the difference.

The arrival of the holidays reminds us of what we hold dear – family, friends, good health, and fulfillment in our work. May all of those be yours.

Focus on Literacy

Secondary

DRW/LANGUAGE!

Follow-Up Sessions – All teachers who participated in the five-day *LANGUAGE!* professional development are required to attend three follow-up sessions.

All *LANGUAGE!* teachers are strongly encouraged to attend the optional follow-up sessions. Please refer to Memorandum-403 for session and registration information.

5-Day Session – There will be a five-day professional development for new teachers in February. The tentative dates are February 9 – 13.

DRW Expert – Michael Fahy has joined District E as an additional expert to help with *LANGUAGE!* implementation. Both Michael and Esther Gass are available to provide demo lessons and staff support. While either Michael or Esther is happy to assist anyone who asks, they have divided the schools as follows:

Michael: Burbank, Burroughs, and Irving Middle Schools, Eagle Rock, Los Angeles High, and Hollywood High Schools. His contact information is (323) 932-2626 or michael.fahy@lausd.net.

Esther: Arroyo Seco, King, Le Conte, Mt. Vernon, and Pio Pico Middle Schools, Franklin and Marshall High Schools. Her contact information is (323) 932-2626 or (323) 997-2616, or esther.gass@lausd.net.

High Point – All teachers must attend a mandated **5-Day High Point training**. The next training is scheduled for February 23-27, 2004 at the Wilshire Grand Hotel. Teachers must register online at <http://sib.lausd.net/drp> prior to the professional development, as walk-in registration will **not** be available. The next 2-Day High Point Follow-up (Level-specific) Training will be held on February 10 and 11, 2004 at the Chamber of Commerce.

Focus on Math

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 2 Assessment Testing Dates:

Year Round Schools: Concept 6 Tracks A/B – December 15-17
 90/30 Tracks A/B/C – December 15-17

Single Track Schools: Secondary – January 26-28
 Elementary – February 9-11

Instructional Guides – Instructional Guides should be available online now.

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

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

Master Plan Survey – All information for the Master Plan Survey has to be updated in SIS by Friday, December 5th at 5:00 p.m. Elementary schools should be reviewing their test runs to rectify the issues indicated in the warning messages. Friday, December 12th is the due date to submit elementary survey materials to the designated Testing Center. Secondary schools should be reviewing their FS16 reports to correct their errors. The secondary survey and related materials (annotations) are due to the designated testing center on Monday, December 8th.

There is no Coordinators' Meeting for December. The next meeting will be January 22, 2004.

Special Education

MEMORANDUM NO. MEM-528, REVISED SPECIAL EDUCATION FORMS, Dated October 6, 2003 – This memo contains ordering information for the following new forms: *Special Education Assessment Notification, Special Education Assessment Plan and Notification to Participate in an Individualized Education Program Meeting*. These forms are available in multiple languages.

Gifted/Talented and SAS Programs

Screening and Identification – Please continue to screen for potentially gifted students at your school site. Forward all intellectual referrals to Julia Dalton, Psychologist, at Local District E, Suite 212. All High Achievement and Specific Academic referrals should be forwarded to Pat Pepe, Psychological Services, at Beaudry Site, 16th Floor. For SIS directions, refer to Bulletin No. BUL-269 (*Assessing and Identifying Students for Gifted/Talented Programs*) or *Gifted/Talented Program News, Volume 4, No. 5*.

Schools for Advanced Studies (SAS) – The following schools have renewed their SAS status:
Elementary – Dorris Place, Franklin, Ivanhoe, Mt. Washington, Third Street, and Wilton Place
Middle School – Burroughs, Irving, and King
High School – Marshall

Gifted/Talented and SAS Programs (continued)

Gifted/Talented Conference – LAUSD, Professional Advocate for Gifted Education (PAGE), and the California Association for the Gifted (CAG) are sponsoring the *30th Annual City/County Conference – Talent Comes in Many Guises!* The conference is scheduled for Saturday, December 13th, 8:30 a.m. – 2:05 p.m., at the Los Angeles Convention Center. The registration fee is \$75 and includes breakfast and lunch. Spaces are still available so please sign-up. Katherine Choe will be at the conference to sign teachers' professional development records.

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

Testing Information

Advanced Placement Test Results – Memorandum No. MEM-556, Student Achievement on the Advanced Placement Examinations, 2003, October 31, 2003:

- The following high schools increased in the number and percentages of AP exams taken:

<u>High School</u>	<u>2002 Number</u>	<u>2003 Number</u>	<u>%Increase</u>
Eagle Rock	429	562	31.0
Los Angeles	348	482	38.5
Marshall	1,001	1,256	25.5

- Over the last three years, Eagle Rock and Franklin have increased the percentage of students passing AP exams.
- None of Local District E high schools had more than 50% of students tested receive a score of 3 or more on the AP exams.
- Marshall, Los Angeles, and Franklin were named amongst the schools that offered exams in the largest number of subject areas.

Golden State Exam (GSE) – Please refer to Memorandum NO. 553, 2003 Golden State Examination Results, November 10, 2003, to obtain the following:

1. Attachment A: Sample letter through which parents may exercise their right to deny LAUSD permission to use the name and image of their child in connection with the Golden State Scholar Program. (Due to testing unit by December 15, 2003)
2. Attachment B: Request for additional GSE honor insignias and record of honors cards.

Ordering Spring Testing Materials – The deadline for ordering spring testing materials for CST, CAT/6, CAPA, SABE/2, and Aprenda 2 is **Friday, December 12, 2003**. Please refer to Memorandum No. 612, Ordering Sprig 2004 Testing Materials for Grades 1-11, November 12, 2003, for information on spring testing materials and students who need to be tested.

CAHSEE – The California Department of Education (CDE) will mail each high school LA and Mathematics Study Guides for the class of 2006. Study guides are also available at the CDE website <http://www.cde.ca.gov/statetests/cahsee>.

California High School Proficiency Examination (CHSPE) – CDE no longer offers the GED as an equivalency to a high school diploma. The new test is the CHSPE. For information on the test, testing schedules, and a copy of a sample test, please refer to Memorandum No. 594, California High School Proficiency Examination (CHSPE), November 3, 2003.

CHOICES Application – During the first week of December, CHOICES (OPCIONES) Applications will be mailed to the home of every LAUSD student who lives in our residential area. Parents may apply for Magnet, PWT, and Public School Choice Programs through the CHOICES Application. Schools will receive blank applications during the week of December 8th. Applications must be postmarked by January 16, 2004. Schools may refer to Memorandum No. MEM-567, CHOICES Timeline, 2004-2005, November 17, 2003, to request additional applications.

High School Issues

Service Learning – Service Learning is a graduation requirement for the class of 2007 and Instructional Support Services is hosting an Expo to be held at Junior Achievement of Southern California (6250 Forest Lawn Drive, Los Angeles 90068) on December 11, 2003, 2:30 p.m. to 5:00 p.m. For more information, please call Norma Rodden or Hideko Hiram, Senior High School Programs, at (213) 241-6895 or email hideko.hirami@lausd.net.

Commencement Guidelines – Every secondary school should develop a commencement policy that includes and defines the following: dress standards, academic citizenship requirements for participation, attendance at rehearsals, expected behavior and the consequences of failing to adhere to these policies. This policy shall be communicated in writing to both students and parents early in the school year. Please refer to Reference Guide No. REF-564, Commencement Guidelines, October 20, 2003 to review the latest District policies and guidelines.

Due Dates

What's Due	To Whom	When
Secondary Master Plan Survey (plus annotations)	Designated Testing Center	December 8, 2003
Proposed Resolution of Non-compliant Findings (Form CTS4) for CCR Schools	Audrey Wu	December 10, 2003
Elementary Master Plan Survey	Designated Testing Center	December 12, 2003
Title I Identification Roster	Audrey Wu	December 12, 2003

Kudos and Accolades

Congratulations to Marshall High School – According to the College Board, four LAUSD high schools placed within the top 100 schools in the nation in the number of AP examinations given in May 2003. Our very own, Marshall High School, placed 48th!



Meetings and Events

ADMINISTRATOR MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Administrators' Professional Development	Wednesday December 10, 2003 8:00 a.m. – 11:30 a.m.	Assistance League of Southern California	All Principals and Assistant Principals
GENERAL MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Gifted/Talented and SAS Coordinators' Meeting	Wednesday December 3, 2003 1:30 p.m. – 3:30 p.m.	Local District E Conference Room	Gifted/Talented and SAS Coordinators
Special Education Parent Conference	Thursday December 4, 2003 8:00 a.m. – 4:00 p.m.	Radisson Wilshire Plaza Hotel	Parents
Parent Training Conference for CEAC and ELAC Members	Thursday December 4, 2003 8:00 a.m. – 4:00 p.m.	Radisson Wilshire Plaza Hotel	Parents
Secondary Literacy Coach Meeting	Monday and Tuesday December 8 & 9, 2003 8:00 a.m. – 3:00 p.m.	Local District E Conference Room	Secondary Literacy Coaches
School Administrative Assistants' Meeting	Thursday December 11, 2003 8:00 a.m. – 12:00 p.m.	Assistance League of Southern California	School Administrative Assistants
Special Education Monthly Update	Thursday December 18, 2003 1:00 p.m. – 3:00 p.m.	Local District E Conference Room	All Teachers
Math Coach Professional Development	Friday December 19, 2003 7:30 a.m. – 4:00 p.m.	Local District E Conference Room	All Math Coaches