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# The E-Mail

February 2004

## Superintendent's Message

February is quick upon us and it is hard to believe that this school year is half over. There is no better time to rededicate ourselves to achieving our goals for all students. To name a few:

- Rigorous, high quality standards-based instruction
- Faithful implementation of Open Court Reading
- Adherence to Instructional Guides and using data from periodic assessments to inform instruction
- Differentiated instruction and culturally relevant curriculum for EL and SEL students
- Use of all available time for teacher collaboration for the purpose of improving practice

February is also the month of Valentine's Day and a three-day weekend. Enjoy them both!

## Focus on Literacy

### Elementary

**Literacy Coach Meeting** – The full day Literacy Coach Meeting is scheduled for Thursday, February 5, 2004. The meeting will be held at the Wilshire United Methodist Church.

**Citywide Literacy Coach Meeting** – The location for the morning, half-day Citywide Literacy Coach Meeting has been changed to the Hyatt Regency, Los Angeles. This meeting will be held on Friday, February 20, 2004. Only breakfast will be provided.

**Reading First Action Seminar** – This monthly meeting for principals, assistant principals, and literacy coaches is scheduled for February 26, 2004 at Fletcher Drive Elementary. Reading First Leadership Team must register online at <http://sib.lausd.net/drpf> and click on the Administrators tab.

**OCR Writing Prompts and Rubrics** – Literacy coaches are to submit anchor papers for Grade 3, at the end of each unit. This would include the highest example of a 1, 2, 3, & 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 @ [http://www.district-e.lausd.net/elementary\\_literacy.htm](http://www.district-e.lausd.net/elementary_literacy.htm)

**Developing Readers and Writers Course Placement Testing** – Developing Readers and Writers Course placement testing of students who will be entering middle school next year may be done starting now. We now have an easier placement test - the Degrees of Reading Power test - and the literacy coaches have been trained. Please contact Mike Fahy or Esther Gass, DRW Specialists, with any questions at 932-2652 or 932-2626.

***Striving for Instructional Excellence***

## Focus on Literacy

### Secondary

**Developing Readers and Writers Course Placement Testing** – Developing Readers and Writers Course placement testing may be done starting in February. All current 6th, 7th and 8th grade students (except EL levels 1-4) who scored less than the 21st percentile on their CAT/6 Reading Total - and are not already in the DRW Course - need to be tested for reading and writing intervention (DRWC). We now have an easier placement test - the Degrees of Reading Power test - and school staff training is in progress. Our DRW Specialists, Esther Gass and Mike Fahy, will be contacting each school to arrange for staff training.

**Developing Readers and Writers Course Teacher Training** – New DRW teacher training in the *Language!* curriculum for teachers who are currently assigned to teach this course, but who have not yet received the 5-day initial training, will be held at the Wilshire Grand hotel at 8:00 a.m. to 3:00 p.m. on February 9-13. Special Ed teachers who are not yet trained and who are collaborating in a DRW class may also attend. Teachers who have taken over a class mid-year must bring teacher materials. DRW Specialists Esther Gass and Mike Fahy have coordinated teacher registration. Walk-ins will not be accepted. Central will pay for sub time. Please contact Esther or Mike with any questions at 932-2626 or 932-2652.

Follow-up training for *Language!* curriculum teachers will be held at the Wilshire Grand the week of February 9th from 8:00 a.m. to 3:00 p.m.: "Level 2 Implementation" on February 9, 10 and 11; "Accommodating EL and SEL Students' Needs in *Language!*" on February 12 and 13. If they see a need, teachers are urged to attend these follow-ups, even if they have already attended once. Walk-in registration is available. Central will pay for sub time.

**DRW-ELA Level 2 Intersession Teacher Training for Track B (Bridges Level 2 curriculum)**  
Training to teach the DRW-ELA intersession course for Track B DRW Level 2 students in grades 8 and 9 - "Bridges Level 2" - will be offered by central at the Wilshire Grand hotel 8:00 a.m. to 3:00 p.m. on February 11-12. This intersession course is mandated for DRWC Level 2 students in grades 8 and 9. It is a 2-hour course. Central will pay for sub time. Registration is through the DRW Specialists. School site administrators may identify their teachers to be trained to Esther Gass or Mike Fahy at 932-2626 or 932-2652 or FAX 932-2114.

## 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 on-going 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](http://www.lucimath.org/registration.html)

**Mathematics Quarter 2 Assessment Testing Dates:**  
Single Track Schools: Elementary – February 9-11

## Focus on Math (continued)

### Mathematics Quarter 3 Assessment Testing Dates:

Year Round Schools: Concept 6      Tracks B & C – February 23-25  
90/30                      Tracks B & D – March 8-10

**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

**ELD Institute:** Twelve elementary schools from Local District E sent A-track teacher participants to the ELD Institute, organized by the Language Acquisition Branch. The week-long training focused on using *Into English* for ELD. Completing Phase I of this training, the same 12 schools will send B, C, and D-track teachers to the Institute in March. The goal is to strengthen the delivery of ELD in those schools so that English Learners achieve ELD standards.

**Diagnosis and Placement Inventory (DPI):** Please refer to **Reference Guide REF-774** (on-line) for details regarding this assessment for matriculating 5<sup>th</sup>/6<sup>th</sup> grade students. Schools need to use DPI materials from last year's administration. The major changes include two different starting points for testing based on a student's ELD level and new testing windows.

**Secondary ELD Portfolios:** The latest information is that the new portfolios will be delivered very soon directly to school sites from Language Acquisition Branch.

If you have any questions regarding the EL Program at your school, please call Sue Florindez at (323) 932-2644.

## Psychological Services

### Tips to help you address team conflict

1. **Build trust:** This involves using positive communication skills, including active listening and validating feelings.
2. **Learn to value differences:** Each team member comes to the table with a different world view. It is important team members recognize other team member's values and respect the strength that each perspective brings to the process.
3. **Understand other's needs, preferences:** Team members bring a variety of agendas, needs and expectations. It is important to share individual needs and preferences so there is no misunderstanding between the needs of one individual and the needs of the team.
4. **Define team goals:** It is very difficult to get to your intended location if you don't know where you are going.
5. **Know the problem-solving process:** This allows the problem to be clearly defined, keeps members focused on the goal and expands the number of ideas that can turn into effective solutions.

## Psychological Services (continued)

6. **Brainstorm:** This frequently suggested solution is often ineffectively used. Establishing trust facilitates brainstorming because it reduces the fear individuals will be judged when they share their ideas. It involves team members sharing a multitude of ideas, then considering the advantages and disadvantages of each and finally synthesizing the ideas for an effective solution.
7. **Assess self/team effectiveness:** This allows members to be comfortable with managing conflict, to evaluate the skills they bring to the process and to facilitate innovative solutions for children and families.

## Special Education

**Intersession** – A list of students requiring transportation for intersession classes must be submitted to District E Special Education two weeks prior to intersession.

**Request for Records** – A written request for records by a parent shall be provided within five days.

**The IEP Team** – The minimum required members at an IEP team meeting are: Administrator, Special Education Teacher, General Education Teacher and Parent. District E was found out of compliance at the most recent Coordinated Compliance Review due to not having a general education teacher at each IEP.

## Gifted/Talented and SAS Programs

**Gifted and Talented and SAS Coordinators' Meeting** – The meeting dates for the months of February and March have been changed due to the scheduling of *Three-Day Monitoring Visits* to school sites. The new dates are as follows: Friday, February 20<sup>th</sup> and Wednesday, March 31<sup>st</sup>. The meetings will be held at Local District E Conference Room (second floor), 1:30-3:30pm. The February 20<sup>th</sup> meeting will be for NEW coordinators or any coordinator who would like information, suggestions, and materials to better organize and implement the gifted/talented program at the school site.

**Budgets for Screening Programs** – Schools that have applied for the *Potentially Gifted/Talented Students in the Primary Grades K-3* and *Able Underachieving Students from Diverse Backgrounds* screening budgets, unfortunately, have not received their allocation because these funds have been frozen by the district until further notice.

**Gifted/Talented Conference** – Coming up on February 27-29 is the gifted conference - *Gifted Learners, the Magic of the Mind* - sponsored by the California Association for the Gifted (CAG) at the Anaheim Convention Center. Registration forms can be obtained through the Local District E website (click *Instruction*, then click *Gifted/Talented*, and under Resources will be a button for CAG).

**Salary Point Class** – The Local District E Gifted and Talented Programs is offering a one point salary class for educators and administrators called *Meeting the Needs of Gifted Learners Through Differentiation: Part I* (appropriate for grades 1-8) on March 6 and 27 (Saturdays), 8:00 a.m.-5:00 p.m., at Dahlia Heights Elementary School. Class instructors are LaRoyce Bell and Lucy Hunt. Pre-registration is required as there are limited spaces available. Registration forms can be obtained from gifted coordinators at school sites or by calling (323) 932-2127.

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](mailto:katherine.choe@lausd.net).

## Testing

**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 and a copy of a sample test, please refer to Memorandum No. 594, California High School Proficiency Examination (CHSPE), November 3, 2003. For additional information, spring testing date and flyers for student distribution, refer to MEM-701, CHSP Spring 2004, December 22, 2004.

**Student Participation in STAR and CAHSEE (MEM-730)** – The state may audit the number of students reported for STAR and CAHSEE participation.

**STAR** – All students in grades 2-11 are required to participate in the STAR Program. If a student is enrolled in your school on the first day of your testing window, the student must have a STAR document completed.

**CAHSEE** – Any students who have earned credits equal to those of grade 10, as of testing date, are required to take the CAHSEE in the spring of 2004. This includes regular, continuation, span, alternative, options, charter, non-public, and adult (high) schools. CAHSEE answer documents must be submitted for every tenth grader enrolled at your school on the first day of testing.

**Mandatory STAR Meetings** – Meetings vary by local district, calendar, and level of school. Meetings begin as early as February.

|         |                                    |
|---------|------------------------------------|
| MEM-765 | Year-Round Elementary              |
| MEM-758 | Single-Track Elementary            |
| MEM-763 | Single-Track Middle Schools        |
| MEM-766 | Year-Round Middle and High Schools |
| MEM-764 | Single-Track High Schools          |

**Administration of the CAHSEE for 2004 (FEJ-747)** – This reference guide provides schools with information and instructions on the examination of the CAHSEE. 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.” Deadlines referenced in the guide begin as early as February.

**CAHSEE Parent/Guardian Flyers for 2003-2004 in Various Languages (MEM-708) and CAHSEE /Guardian Flyers for 2003-2004 in English (MEM583)** – Students graduating in the 2005-06 school year and after must satisfy the CAHSEE requirement in addition to meeting district and state requirements for graduation. Notifying parents of the requirements of the CAHSEE is required in Education Code Section 48980. The sample materials in these two memos may be used as models for notifying parents.

### **Central Testing Center New Telephone and Fax Number (MEM-703):**

Central Testing Center  
Supervising Clerk: Mr. John Lopez  
2151 North Soto Street, Los Angeles  
Phone: (323) 224-3160  
Fax: (323) 221-4887

**Questions:** Student Testing Unit (213) 241-4104

**Administration of the Statewide California Physical Fitness Test Spring 2004 (REF-676)** – All students in grades 5, 7 and 9 must participate in a physical performance test, even if they are

not enrolled in a physical education class. Materials were sent to schools in January and testing begins as early as February.

## Testing (continued)

**SAT/ACT Test Preparation Options for High School (REF-745)** – Although state funding for CPPP has been eliminated, the need for test preparation for low income, first generation college bound students is still significant. This Reference Guide will:

- Provide procedures for accessing the Master Contract for Test Preparation Workshops
- Identify free internet sources of SAT/ACT preparation and practice
- Provide information about test preparation courses that can be offered as electives during the school day or during summer school/intersession, as part of the Beyond the Bell Program after school/on Saturdays, or as part of the Adult School Program

## Parents

**State Audit** – In March 2004, CDE will select two schools from each local district and audit the following information in June 2004:

- School's master calendar of parent involvement activities, including monthly parent meetings
- List of names of parents elected to serve on ELAC and CEAC
- Copy of local district certification form indicating that each person on the council was properly selected
- Date the council or committee member was selected and the date the term of office ends
- Evidence of parent needs assessments that support the school plan and the training and materials that were conducted as a result of the assessment
- Copies of the agendas, minutes, and sign-in sheets for each meeting for the 2003-2004 school year
- Record of any non-compliant finding regarding the formation and functioning of councils, committees, the steps taken to achieve compliance, and the date the compliance was achieved

## High School Issues

**Application Procedures for Beyond the Bell Learning Centers Teaching Positions (MEM-491)** – Permanent teachers, probationary teachers, elementary teachers, substitutes, retirees, adult school teachers and administrators are being sought to teach for Saturday intervention programs at a ratio of 5:1. Apply on line if interested.

**Participation in Extracurricular and Cocurricular Activities (BUL-676)** – All students in grades 4-12 must maintain a "C" average in all subject areas as a condition of participation in extra/cocurricular activities.

## Meetings and Events

| ADMINISTRATOR MEETINGS                                                                                    | DATE AND TIME                                                                    | LOCATION                                       | PARTICIPANTS                                                                    |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------|
| Administrators' and Small School Learning Community Core Teams Professional Development                   | Wednesday<br>February 11, 2004<br>8:00 a.m. – 4:30 p.m.                          | Wyndham Bel Age Hotel                          | All Principals<br>Middle School Chapter Chairs<br>High School Core Teams        |
| 504 Training                                                                                              | Thursday<br>February 12, 2004<br>8:00 a.m. – 3:00 p.m.                           | Our Lady of the Angeles Cathedral              | Selected Assistant Principals and others                                        |
| Secondary Literacy Cadre – English Language Arts and History/Social Science Assistant Principals' Meeting | Wednesday<br>February 18, 2004<br>8:00 a.m. – 3:00 p.m.<br>1:00 p.m. – 4:30 p.m. | Assistance League of Southern California       | Assistant Principals supervising these content areas, and Content Cadre Members |
| Secondary Literacy Cadre – Mathematics and Science Assistant Principals' Meeting                          | Thursday<br>February 19, 2004<br>8:00 a.m. – 3:00 p.m.<br>1:00 p.m. – 4:30 p.m.  | Assistance League of Southern California       | Assistant Principals supervising these content areas, and Content Cadre Members |
| GENERAL MEETINGS                                                                                          | DATE AND TIME                                                                    | LOCATION                                       | PARTICIPANTS                                                                    |
| Grade 4-5 Math Intervention Kit Training                                                                  | Thursday<br>February 5, 2004<br>7:30 a.m. – 3:30 p.m.                            | Midtown Radisson                               | Math Coaches or Contacts at year Round Schools                                  |
| Elementary Literacy Coach Meeting                                                                         | Thursday<br>February 5, 2004<br>8:00 a.m. – 4:00 p.m.                            | Wilshire United Methodist Church               | All Elementary Literacy Coaches                                                 |
| ELAC/CEAC Meeting                                                                                         | Thursday<br>February 5, 2004<br>9:00 a.m. – 12:00 p.m.                           | Burbank Middle School                          | All ELAC and CEAC Representatives                                               |
| Behavior Intervention Case Manager Part 3                                                                 | Friday<br>February 6, 2004<br>8:00 a.m. – 3:00 p.m.                              | Local District E Conference Room               | Those who completed Parts 1 and 2 in January                                    |
| Year Round Middle School English Teacher Professional Development                                         | Friday<br>February 6, 2004<br>8:00 a.m. – 3:00 p.m.                              | Assistance League of Southern California       | Year Round Middle School English Teachers                                       |
| Secondary Literacy Coach Professional Development                                                         | Monday<br>February 9, 2004<br>8:00 a.m. – 3:00 p.m.                              | Local District E Conference Room               | Secondary Literacy Coaches                                                      |
| APSCS Secondary Counselors' Meeting                                                                       | Friday<br>February 13, 2004<br>1:00 p.m.                                         | Local District E Mary's Garden Conference Room | Secondary Counselors                                                            |
| Secondary Literacy Cadre – English Language Arts and History/Social Science                               | Wednesday<br>February 18, 2004<br>8:00 a.m. – 3:00 p.m.                          | Assistance League of Southern California       | Assistant Principals supervising these content areas, and Content Cadre Members |
| 7 <sup>th</sup> Grade B and C Track Math Teachers' Professional Development                               | Tuesday<br>February 17, 2004<br>8:00 a.m. – 3:00 p.m.                            | Local District E Conference Room               | B and C Track 7 <sup>th</sup> Grade Math Teachers                               |
| Secondary Literacy Cadre – Math and Science                                                               | Thursday<br>February 19, 2004<br>8:00 a.m. – 3:00 p.m.                           | Assistance League of Southern California       | Assistant Principals supervising these content areas, and Content Cadre Members |

## Meetings and Events

| GENERAL MEETINGS                                        | DATE AND TIME                                                                       | LOCATION                            | PARTICIPANTS                                        |
|---------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------|
| Special Education Monthly Update                        | Thursday<br>February 19, 2004<br>1:00 p.m. – 3:00 p.m. and<br>3:00 p.m. – 5:00 p.m. | Local District E<br>Conference Room | RST/SDC Teachers                                    |
| Gifted/Talented and SAS<br>Coordinators’ Meeting        | Friday<br>February 20, 2004<br>1:30 p.m. – 3:30 p.m.                                | Local District E<br>Conference Room | Gifted/Talented and SAS<br>Coordinators             |
| Math Coach Professional<br>Development                  | Wednesday<br>February 25, 2004<br>7:30 a.m. – 3:30 p.m.                             | Local District E<br>Conference Room | All Math Coaches                                    |
| Grade 4-5 Math Intervention Kit<br>Training             | Thursday<br>February 26, 2004<br>7:30 a.m. – 3:30 p.m.                              | Chamber of Commerce                 | Math Coaches or Contacts at Single<br>Track Schools |
| Elementary Categorical Program<br>Coordinators’ Meeting | Thursday<br>February 26, 2004<br>900 a.m. – 12:00 p.m.                              | Local District E<br>Conference Room | Elementary Coordinators                             |
| Secondary Categorical Program<br>Coordinators’ Meeting  | Thursday<br>February 26, 2004<br>1:00 p.m. – 3:00 p.m.                              | Local District E<br>Conference Room | Secondary Coordinators                              |