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The E-Mail

March 2004

Superintendent's Message

Whoever said that March comes in like a lion and leaves like a lamb never experienced the month from an educational point of view. With the arrival of March, the testing season is officially upon us and doesn't go away for quite some time. Therefore, it is imperative that all administrators supervise the administration of the testing program at their schools. Be certain that appointed personnel attend all necessary meetings have access to pertinent memorandums and bulletins.

Focus on Literacy

Elementary

Literacy Coach Meeting – The full day* Literacy Coach Meeting is scheduled for Thursday, March 4, 2004. The meeting will be held at the Wilshire United Methodist Church. *Coaches at Concept 6 schools who are presenting at the *Buy Back Day* are excused with the submission of an appropriate agenda.

Reading First Action Seminar – The March meeting for principals, assistant principals, and literacy coaches is scheduled for April 1, 2004 from 4pm-8pm at Los Angeles Elementary. The Reading First Leadership Team must register online at <http://sib.lausd.net/drp> (click on the Administrators tab).

Reading First Coaches' Institute #4 – The following dates have been scheduled for Reading First Coaches to attend a 2-day professional development: March 23-24, 2004 at the Wilshire Grand.

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

Secondary

Developing Readers and Writers Course Teacher Training – *Language!* curriculum teachers are encouraged to attend the one-day "Accommodating EL and SEL Students' Needs in Language!" follow-up training, which will be held at the Wilshire Grand during the week of March 8th from 8:00 a.m. to 3:00 p.m. Teachers can attend on any day of that week. Please register with either Mike Fahy or Esther Gass at 932-2652 or 932-2626 or FAX 932-2114. Central office will pay for substitutes.

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

Mathematics Quarter 3 Assessment Testing Dates:

Year Round Schools: 90/30 (Elementary) 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

Diagnosis and Placement Inventory (DPI) Testing – Elementary English learners matriculating to middle school are currently being tested with the DPI. The DPI level and DPI test date need to be entered into SIS by May 5, 2004 for all of these students, although our middle would appreciate receiving the information much before then. Please refer to Reference Guide 774 for more details; attachment B from this guide needs to be turned in to Sue Florindez as soon as all of these students are tested, by fax or school mail, no later than May 5, 2004.

ELAC – There are four issues that must be addressed during the school year at ELAC. These issues are: school plan, needs assessment, language census (R-30), and the importance of regular school attendance. EL coordinators have been asked to document that these advisement areas were ELAC agenda items for 2003-2004.

Reclassification – Schools need to monitor reclassified students for two years. Teachers need to be involved in this monitoring process. Intervention services need to be provided to those RFEP students who are not academically successful.

Transfer of Elementary Data – The last electronic transfer will occur on May 20, 2004. Elementary schools need to enter all data by that date in order for middle schools to get an accurate and complete picture of the matriculating students. Please consult Reference Guide 778 for more details.

FS 16 – All secondary EL coordinators have been asked to turn in an updated FS16 as soon as possible. Please send it, via school mail (No faxes) to Sue Florindez, EL Specialist, District E.

If you have questions or concerns regarding the EL program, please call Sue Florindez, EL Specialist, at (323) 932-2644.

Psychological Services

The **Strategic Instructional Model (SIM)** helps students with disabilities improve reading comprehension, sentence-writing and class participation. Recommendations include:

1. **Visual Imagery:** In reading a passage, students visualize the scenery, characters and action and describe the scenes to themselves.
2. **Self-questioning:** Students develop questions about the text, predict what the answers will be, look for the answers while reading and talk to themselves about the answers.
3. **Paraphrasing:** Students read a short passage, identify the main idea and details and rephrase the content in their own words.
4. **Sentence-writing:** After learning basic concepts such as “subject,” “verb,” “infinitive” and “preposition,” students identify sentence patterns with four kinds of sentences.
5. **Talking together:** Students learn the concept of a “learning community” and how to participate respectfully in class discussion.

March 9, 2004 Psychological Services Staff Development meeting – The meeting has been cancelled due to the psychologists needing to attend a mandatory Welligent training on March 25, and March 26. These trainings will be held in the morning and in the afternoon. Please check with your psychologist as to which session he/she will be attending. In addition the psychologists assigned to the Eagle Rock/Franklin Complex will be attending training at Local District E on March 2, at 1:30 and the psychologists assigned to the Los Angeles Complex will be attending training at Local District E on March 23 at 1:30.

Special Education

IEP Timelines – The Independent Monitor from the Modified Consent Decree is reviewing IEP timelines. It is important to complete IEPs within the State and Federal timelines. Call the Special Education Office if you have questions.

Technology Update

2004 California School Technology Survey Deadline – This survey must be completed by March 19, 2004 in order to qualify for this year’s government-funded programs. Failure to do so will prevent your school from receiving the agreed upon Microsoft Settlement awards (in the form of updated equipment) negotiated with the State of California.

To complete the online survey, visit the CDE website at the following web address and use the information provided below:

<http://www.cde.ca.gov/edtechsurvey/>

County: Los Angeles
District: Los Angeles Unified
District PIN (number): e76667
Survey System Password: network

Gifted/Talented and SAS Programs

Gifted and Talented and SAS Coordinators' Meeting – The next coordinators' meeting is scheduled for Wednesday, March 31st. This meeting date replaces March 3rd which was changed because of a conflict in scheduling with the *Scholastic Performance Monitoring Visit* to a school site. The meeting will be held at the Local District E Conference Room (second floor), 1:30-3:30pm.

Budgets for Screening Programs – You may have already heard the good news - Central Gifted/Talented Office has released the screening program budgets for *Potentially Gifted/Talented Students in the Primary Grades K-3* (\$800 for elementary schools only) and *Able Underachieving Students from Diverse Backgrounds* (\$800 for elementary and secondary schools). If your gifted/talented coordinator applied for either or both of these budgets, please check IFS to ensure that your monies were released.

Salary Point Class – The Local District E Gifted/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 20 (Saturdays), 8:00am-5:00pm, 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 GATE or SAS Programs, please contact Katherine Choe at (323) 932-2127 or via e-mail at katherine.choe@lausd.net.

Standards-Based Assessment

ELEMENTARY/MIDDLE SCHOOL 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

GRADE 9 PERFORMANCE ASSIGNMENT Reference Guide No. REF-677

CALENDAR	TEST ADMINISTRATION	DUE DATES 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

Turn samples in to: Central Testing Center
2151 North Soto Street, Los Angeles, 90032

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

Testing

Documentation of Students Who Previously Passed The CAHSEE And/Or Students To Be Tested With The CAPA (MEM-812) – The information requested in this memorandum is so that the District may be prepared to submit an appeal on your behalf if you do not make your AYP as a result of discrepancies between State and District record keeping.

CHSPE – Administration of the California High School Proficiency Examination, scheduled for March 20, has been cancelled. The test has been rescheduled for Saturday, April 24. The July and October dates have not changed. Information and registration materials are available through the CDE website at: www.cde.ca.gov/statetests/chspe.

CAHSEE Study Guides (MEM-829) – This memorandum informs schools of errors that have been found in the CAHSEE Study Guides.

Physical And Health Related Fitness Requirements, Grades K-12 (BUL-783) – This is a policy of the State Board of Education reauthorizing school districts to annually administer the *Prudential FITNESSGRAM* physical performance test to students in grades 5, 7, and 9.

Letter To Parents Regarding Star Testing (MEM-757) – This memorandum provides sample letters, in multiple languages, that schools **must** distribute to all parents regarding STAR testing.

Advanced Placement Fee Payment Program (MEM-822) – Due to the state budget crisis, the state will not subsidize the cost of the AP examinations. However, federal funding sources are available to help remove the barrier that prevents many low income students from taking the tests. Please follow the procedures described in this memorandum to determine student eligibility and district reimbursement procedures.

Parents

Eighth Annual Parent Summit 2004 (MEM-739) – Principals are asked to inform all parents at the local site through school newsletters, flyers, and parent meetings, of the opportunity to attend the Parent Summit at the Convention Center on May 1, 2004. Once interested parents are identified, principals will select and submit the names of seven parent delegates by March 30.

CEAC, ELAC, and SSC – Copies of the minutes, agendas, and sign-ins must be submitted to LDE by your categorical coordinators during their monthly trainings.

High School Issues

Spring Survey For Secondary SIS Schools (MEM-818) – This memorandum provides the instructions for completing the Secondary Spring Survey. Includes due dates as early as March 5, 2004.

Opportunities

Teach in Japan – Teach in Japan at a public high school. The Sister City Program seeks teacher experienced in ESL, foreign language, English or “Sheltered Instruction”, for a 2 year position with return rights to present school. Must have permanent status with the LAUSD, be a team player and have excellent references. For further information, call Ms. Anglin at (323) 290-2175 or Mr. Grant at (310) 305-1132. You may also send inquiries via email to teachjapan@aol.com. Applications due by March 15, 2004.

Meetings and Events

ADMINISTRATOR MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Principals' Professional Development Meeting	Wednesday March 10, 2004 8:00 a.m. – 4:30 p.m.	Assistance League of Southern California	All Principals
Elementary Assistant Principals' Professional Development	Thursday March 11, 2004 8:00 a.m. – 11:30 a.m.	Assistance League of Southern California	Elementary Assistant Principals
Secondary Literacy Cadre – Mathematics and Science Assistant Principals' Meeting	Wednesday March 17, 2004 8:00 a.m. – 3:00 p.m. 1:30 p.m. – 4:30 p.m.	Assistance League of Southern California	Assistant Principals supervising these content areas, and Content Cadre Members
Secondary Literacy Cadre – English Language Arts and History/Social Science Assistant Principals' Meeting	Thursday March 18, 2004 8:00 a.m. – 3:00 p.m. 1:30 p.m. – 4:30 p.m.	Assistance League of Southern California	Assistant Principals supervising these content areas, and Content Cadre Members
Elementary Road Show	Wednesday March 17, 2004	Local District E Conference Room	Selected Elementary School Principals
Elementary Road Show	Thursday March 18, 2004	Local District E Conference Room	Selected Elementary School Principals
Secondary Road Show	Friday March 19, 2004	Local District E Conference Room	Secondary Principals
GENERAL MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Elementary Science Cadre	Wednesday March 3, 2004 8:00 a.m. – 3:00 p.m.	Assistance League of Southern California	Elementary Science Cadre Members
Elementary Literacy Coach Meeting	Thursday March 4, 2004 8:00 a.m. – 4:00 p.m.	Wilshire United Methodist Church	All Elementary Literacy Coaches
ELAC/CEAC Meeting	Thursday March 4, 2004 9:00 a.m. – noon	Burbank Middle School	All ELAC and CEAC Representatives
High School A-Track Teachers' Buy-Back Professional Development	Thursday March 4, 2004 8:00 a.m. – 3:00 p.m.	Pasadena Hilton (AM Session) School Sites (PM Session)	High School A-Track Teachers
Secondary Literacy Coaches	Monday March 8, 2004	Local District E	Secondary Literacy Coaches
Math Intervention Kit Training	Monday March 8, 2004 7:30 a.m. – 3:30 p.m.	Wilshire United Methodist Church	Concept 6 Track B teachers
Middle School Scoring Training	Friday March 12, 2004 8:00 a.m. – 3:00 p.m.	Assistance League of Southern California	Selected Single Track and A Track Middle School English Teachers
Secondary Literacy Cadre – Math and Science	Wednesday March 17, 2004 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
Secondary Literacy Cadre – English Language Arts and History/Social Science	Thursday March 18, 2004 8:00 a.m. – 3:00 p.m.	Assistance League of Southern California	Assistant Principals supervising these content areas, and Content Cadre Members
Math Coach Professional Development	Friday March 19, 2004 7:30 a.m. – 3:30 p.m.	TBD	All Math Coaches
Special Education Monthly Update	Wednesday March 24, 2004 1:00 p.m. – 3:00 p.m. and 3:00 p.m. – 5:00 p.m.	Local District E Conference Room	RST/SDC Teachers
Categorical Program Coordinators' Meeting	Thursday March 25, 2004	Local District E Conference Room	Categorical Program Coordinators
7th Grade Math Teachers' Professional Development	Monday March 29, 2004 8:00 a.m. – 3:00 p.m.	Local District E Conference Room	A-Track and Single-Track 7 th Grade Math Teachers
Gifted/Talented and SAS Coordinators' Meeting	Wednesday March 31, 2004 1:00 p.m. – 4:00 p.m.	Local District E Conference Room	Gifted/Talented and SAS Coordinators

Due Dates

What's Due	To Whom	When
Elementary Arts Prototype Program Response Form – for those schools interested in applying to the program	Connie Covert at Local District E (FAX 323-932-2114)	No later than March 22, 2004

Kudos and Accolades

Congratulations to the following District E Schools

Most Improved Attendance – School Month 4

Allesandro ES +1.82

Le Conte MS +0.51

Los Angeles HS +1.50

Congratulations to the following District E Schools

Highest Actual Attendance School Month 4

Hobart ES 98.03

Irving MS 65.50

Eagle Rock HS 94.06

Local District E Offices Harbor Building 4201 Wilshire Blvd., Suite 200 Los Angeles, CA 90010