



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Guidelines for Issuing of L.A. Unified Pathway to Biliteracy Awards for the 2020-2021 School Year and Beyond

**NUMBER:** REF-062900.2

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Division of Instruction

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Executive Director  
Multilingual and Multicultural Education Dept.

**DATE:** May 10, 2021

**ROUTING**

Local District Superintendents  
Administrators of Instruction  
Community. of Schools  
Administrator  
Directors  
Principals  
Assistant Principals  
Assistant Principals, SCS  
EL Coordinators  
Secondary Counselors  
English Department  
Chairs WLC Department  
Chairs Biliteracy Award  
Designee UTLA Chapter

**PURPOSE:** The purpose of this reference guide is to provide guidelines for the 2020-2021 in the issuance of the L.A. Unified Pathway to Biliteracy Award. The Los Angeles Unified (L.A. Unified) Pathway to Biliteracy Award honors students in all instructional programs, who by the end of 5<sup>th</sup>/6<sup>th</sup> and/or 8<sup>th</sup> grade, have demonstrated a commitment to the path of becoming biliterate. These awards build upon the rich linguistic and cultural assets of the District’s students and communicate that the mastery of English and other world languages is an important skill that is advantageous in an ever-growing, interconnected global society.

**MAJOR CHANGES:** This reference guide replaces Ref-062900.1, *Guidelines for Issuing of the LAUSD Biliteracy Pathway Awards for the 2019-2020 School Year*, dated January 9, 2020. The information has been revised to reflect key dates for the 2020-2021 school year and to align with the 2019 World Languages Standards for California Public Schools.

The criteria have been revised to reflect the following:

- Elementary English Language Arts overall composite score of a “3” or better will be used to determine eligibility in English for the Elementary Pathway Award.
- Elementary 2nd reporting period grades will be used to qualify students for the Elementary Pathway Award.
- Reading log titles must be in a Language other than English (LOTE) at the “Intermediate Low” level or higher for Category I (e.g., Spanish and French) languages or at the “Novice High” level or higher for Category II - IV (e.g., Arabic, Korean, and Mandarin) languages.
- For students enrolled in Dual Language Education (DLE) programs, reading and writing assignments completed in class that meet the eligibility criteria as



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described in section C, would satisfy the LOTE requirements.

- Middle School English Language Development grades have been added as a qualifying criterion in demonstrating a degree of proficiency in English Language Arts (ELA) for English Language Learners (ELs).
- Middle School 15-week reporting grades will be used to qualify students for the Middle School Pathway Award.
- Elementary and Middle School Time-Task Calendar was added.
- Due to COVID-19 the Smarter Balanced Assessment (SBAC) and the California Spanish Assessment (CSA) were waived in SY 2020, and therefore will not be considered as criteria for ELA nor LOTE (respectively).

### **INSTRUCTIONS: I. ELEMENTARY PATHWAY TO BILITERACY AWARD GRADES 5/6**

All students in Grade 5 (or Grade 6 in TK-6 elementary schools), regardless of language classification or master plan program participation (e.g., Mainstream English, L<sup>2</sup>EAP, Dual Language, etc.), are eligible to apply for the L.A. Unified Pathway to Biliteracy Award and must meet the requirements for English and a LOTE as described in this reference guide.

The following guidelines are provided to help schools issue the L.A. Unified Elementary Pathway to Biliteracy Award:

#### **A. Establish a Pathway to Biliteracy Award Committee (PBAC)**

Each school site establishes a PBAC to implement the L.A. Unified Pathway to Biliteracy Award. An elementary school PBAC may include but is not limited to Grade 5 (or Grade 6 in TK-6 elementary schools) teachers, out-of-classroom certificated personnel (e.g., site coordinators, instructional coaches), as well as a site administrator or their designee.

PBACs are led by one key committee member, who also serves as the PBAC Designee and is the point-of-contact with the World Languages and Cultures (WLC) office in the Multilingual and Multicultural Education Department (MMED). The PBAC Designee provides support to the committee as needed. After the PBAC Designee or point-of-contact person is identified at the school site, required forms and supplementary documents may be accessed by joining the Schoology group, *Elementary and Middle School Pathway to Biliteracy Award*, using access code QNZ8R-XQ7BQ at <https://lms.lausd.net>.

The school-site PBAC's responsibilities include the following:

1. Adhere to the key dates for program implementation as listed in Time-Task Calendar (Attachment A).



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2. Disseminate information about the L.A. Unified Pathway Award to students, parents, and teachers.
3. Assist with the completion of reference guide forms.
4. Contact the WLC office for support with verification of eligibility for less common languages (Categories 2-4 based on WL Standards: Arabic, Armenian, Korean, Mandarin, etc.).
5. Verify that student eligibility requirements for the award are met.
6. Submit Student Nomination Roster (available in Schoology group resource folders) to request award medallions to Rebecca Cabrera, World Languages and Cultures Specialist, [rebecca.cabrera@lausd.net](mailto:rebecca.cabrera@lausd.net).
7. Record student scores (Attachment B) and file documentation in cumulative records.
8. Print and personalize certificates.
9. Include L.A. Unified Biliteracy Pathway Award in end-of-year ceremony.

### **B. Verification of Eligibility Criteria**

1. Proficiency in English by meeting one of two criteria:
  - a. An overall composite score of “Benchmark” or above on DIBELS Middle-of-year (MOY) report.  
or
  - b. A Text Reading Comprehension (TRC) or Reading Inventory (RI) score demonstrating grade-level ELA proficiency.  
or
  - c. A “3” or better ELA composite score on the second reporting period.  
and
2. Proficiency in LOTE demonstrated by meeting one of the following:
  - a. A reading log (Attachment C) documenting 10 or more titles in a LOTE at the “Intermediate Low” level or higher for Category I (e.g., Spanish and French) languages or at the “Novice High” level or higher for Category II - IV (e.g., Arabic, Korean, and Mandarin) languages.



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3. An essay written in a LOTE in response to a MMED prompt and scored using the MMED rubric accessed in the Schoology group *Elementary and Middle School Pathway to Biliteracy Awards* using access code QNZ8R- XQ7BQ. These documents should only be accessed by the PBAC committee members.

Expected performance is at “Intermediate-Low” level with a score of “3” or above for students studying Spanish, French and other languages closely related to English (category 1 based on the WL Standards).

Expected performance is at “Novice-High” level with a score of “2” or above for students studying Arabic, Armenian, Korean, Mandarin and other languages with significant linguistic or cultural differences from English (categories 2-4 based on the WL Standards).

Note: It is highly recommended that the team tasked to score student essays includes a certificated staff member with an appropriate authorization for the language being reviewed. If such staff member is not present at the school site, the committee shall collaborate with certificated personnel from their Local District office, neighboring L.A. Unified schools or contact MMED for guidance.

### For DLE students only:

After the second reporting period, MMED will send out verification forms to DLE program schools to certify that students have completed the required criteria.

### **C. Submission of Student Nomination Roster**

To request medallions, the PBAC designee must email the Student Nomination Roster for L.A. Unified Pathway to Biliteracy to World Languages and Cultures Specialist, Rebecca Cabrera at [rebecca.cabrera@lausd.net](mailto:rebecca.cabrera@lausd.net) by **May 20, 2021**.

Note: Faxes and PDFs of the roster are not accepted and will be returned, thus delaying the processing of the award materials to the school site.

### **D. Presentation of Award**

After the PBAC designee emails the request for award medallions to MMED, the following must occur:

- Notify award recipients and their families.
- Plan and hold end-of-year award ceremony.



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### **E. Recording Student Recognition on Cumulative Records**

The PBAC will designate an appropriate school staff member(s) to record the L.A. Unified Pathway to Biliteracy Award recognition on students' cumulative records by **June 1, 2021**.

## **II. MIDDLE SCHOOL PATHWAY TO BILITERACY AWARD - GRADE 8**

All students in Grade 8, regardless of language classification or master plan program participation (Mainstream English, L<sup>2</sup>EAP, Dual Language Two-Way, etc.) are eligible to apply for the L.A. Unified Pathway to Biliteracy Award.

The following guidelines are provided to help middle schools issue the Pathway to Biliteracy Award:

### **A. Establishment of PBAC**

Each school site establishes a PBAC to promote the L.A. Unified Pathway to Biliteracy Award at the school site. A middle school PBAC may include, but is not limited to, Grade 8 teachers of ELA, teachers of LOTE, out-of-classroom certificated personnel (e.g., site coordinators, instructional coaches), and a site administrator.

PBACs are led by one key committee member who also serves as the point-of-contact with the MMED WLC office. After the PBAC point-of-contact person is identified at the school site, required forms and supplementary documents may be accessed by joining the Schoology group, *Elementary and Middle School Pathway to Biliteracy Awards* using access code QNZ8R-XQ7BQ.

The school site PBAC's responsibilities include the following:

1. Adhere to the key dates for program implementation as listed in the Time-Task Calendar (Attachment A).
2. Disseminate information on the L.A. Unified Pathway to Biliteracy Award to students, parents, and teachers.
3. Contact the MMED WLC office for support with verification of eligibility for less common languages (Categories 2-4 based on WL Standards; Arabic, Armenian, Korean, Mandarin, etc.).
4. Assist with the completion of reference guide forms.
5. Verify that student eligibility requirements for the award are met. Record student recognition in MiSiS(job aide dated March 1, 2019) available here



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<https://achieve.lausd.net/Page/8380> entering *Biliteracy Pathway Award* in the Transcript Screen.

6. Record student scores (Attachment D) and file documentation in cumulative records.
7. Submit complete and accurate Student Nomination Roster to request award medallions by May 20, 2021 to World Languages Specialist, Rebecca Cabrera at [rebecca.cabrera@lausd.net](mailto:rebecca.cabrera@lausd.net).
8. Print and personalize certificates of achievement.
9. Include L.A. Unified Pathway to Biliteracy Award in end-of-year ceremony.

### **B. Criteria and Identification of Eligible Students**

The PBAC Designee disseminates information about the L.A. Unified Pathway to Biliteracy Award and identifies students in Grade 8 who could potentially meet the criteria to for the award.

### **C. Verification of Eligibility Criteria**

1. Proficiency in English as demonstrated by meeting the following:
  - a. Marks of “A” or “B” in Grade 8 ELA coursework for both semesters. The 15-week reporting period grade for Spring semester will be used for the Pathway Award.

or

  - b. Marks of “A” or “B” in Grade 8 English Language Development coursework for both semesters. The 15-week reporting period grade for Spring semester will be used for the Pathway Award.

2. Proficiency in a LOTE demonstrated through the completion of the following:

Option: 1

- a. Reading log of 10 or more titles at 2B LOTE level course (Attachment E).

and

- b. An essay written in a LOTE in response to a MMED prompt and scored using MMED rubric accessed in the Schoology group QNZ8R-XQ7BQ.



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Student entries should be ready for publishing (not drafts) and preferably typed.

Expected performance is at “Intermediate-Mid” level with a score of “4” or above for students studying Spanish, French and other languages closely related to English (category 1 based WL Standards).

Expected performance is at “Intermediate-Low” level with a score of “3” or above for students studying Arabic, Armenian, Korean, Mandarin and other languages with significant linguistic or cultural differences from English (categories 2-4).

or

Option 2:

- a. Completion of a 2nd year L.A. Unified “a-g” WLC course (e.g., Spanish2AB) with the final mark of “B” and above in the last semester. The 15- week reporting period grade for Spring semester will be used for the Pathway Award.

and

- b. Evidence of writing demonstrated either through one of the class’ assessments, or written product from Option 1b.
  - Note: It is highly recommended that the team tasked to score student essays includes a certificated staff member with a WLC teacher for the language being reviewed. If such staff member is not present at the school site, the committee shall collaborate with certificated personnel from their Local District office or neighboring L.A. Unified schools, or contact the MMED for guidance.

3. To request medallions, the PBAC designee must email the Student Nomination Roster for L.A. Unified Pathway to Biliteracy Award in Excel format to World Language and Cultures Specialist, Rebecca Cabrera, at [rebecca.cabrera@lausd.net](mailto:rebecca.cabrera@lausd.net) by **May 20, 2021**.

Note: Faxes and PDFs of the roster will not be accepted and will be returned, which will delay the processing of the award materials.

### **D. Presentation of Award:**

After the PBAC designee sends the request for honor medallions to the WLC office, the following steps need to be followed:





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1. Notify award recipients and their parents/guardians.
2. Plan and hold the Award ceremony.

### **E. Recording Student Recognition on Cumulative Records.**

1. The PBAC will designate an appropriate school staff member to record the L.A. Unified Pathway to Biliteracy Award recognition on students' cumulative records by **June 1, 2021**.
2. Record student scores in Attachment D and in MiSiS (refer to the job aide dated March 1, 2019) available here <https://achieve.lausd.net/Page/8380> entering *Biliteracy Pathway Award* in the Transcript Screen.

## **III. SUPPORT AND MATERIALS**

### **A. Support**

Upon request, support in the issuance of the L.A. Unified Biliteracy Pathway Award is available to schools. Please contact WLC Specialist, Rebecca Cabrera at [rebecca.cabrera@lausd.net](mailto:rebecca.cabrera@lausd.net).

### **B. Forms**

The following forms for the L.A. Unified Biliteracy Pathway Award are available upon request or may be accessed in the Schoology group:

- L.A. Unified Pathway to Biliteracy Award Student Attachments
- Reading Log
- Writing Prompt
- Scoring Rubric
- Student Nomination Rosters
- Award Certificate

### **AUTHORITY:**

This is a policy of L.A. Unified School District in alignment with the following Board Resolutions:

-June 20, 2017 - *Establishing a Commitment to Biliteracy for All*

-June 13, 2018 - *Realizing the Promise for All: Close the Gap by 2023* stating in part: *Prepare all English Learners and students enrolled in Dual Language programs since kindergarten or first grade to receive Seals of Biliteracy grades 5, 8 or 12*





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**RELATED RESOURCE:** [CDE State Seal of Biliteracy website](#) [Common Core English Language Arts Standards](#) – Kindergarten-Grade 12  
[World Language and Cultures Website](#)  
[World Languages](#) Standards for California Public Schools- Kindergarten-Grade 12

**ASSISTANCE:** 

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Materials to support issuance of the L.A. Unified Pathway to Biliteracy Award are available and will be sent electronically to schools upon request.

For assistance or additional information, please contact Rebecca Cabrera, World Languages and Cultures Specialist at [rebecca.cabrera@lausd.net](mailto:rebecca.cabrera@lausd.net), or Dr. Eva Arrechiga, World Languages and Cultures Coordinator at [eal0710@lausd.net](mailto:eal0710@lausd.net).



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ATTACHMENT A

## Time-Task Calendar

MONTH	TASK
September	School Site Informational Meeting
October	Establish Pathway to Biliteracy Committee (PBAC) and Designee
November	Identify “Met” and “Potential” Students (MOY) / (TRC) / (RI)/ Report Card Grades
December	Students’ Start with LOTE Reading Log
February - April	Teachers and/or PBAC Administer and Score Writing Task Using MMED Writing Prompt and Rubric
April 30th	Certify / Submit Student Roster to MMED and Order Medallions
May	Print Certificates and Annotate Student Transcript
June	End-of-Year Ceremony



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ATTACHMENT B

**L.A. UNIFIED PATHWAY TO BILITERACY AWARD  
VERIFICATION OF CRITERIA  
GRADES 5/6**

School Name: \_\_\_\_\_ Local District: \_\_\_\_\_

Complete the information for the eligible student in Grades 5/6. Please print legibly.

Student Name:		Grade Level and Program: <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 6
PBAC Designee:	Teacher:	Room #:

Students must meet one of the following requirements to demonstrate proficiency in English:

**Check the criterion used to demonstrate proficiency in ELA**

- Overall composite score of “Benchmark” or “Above Benchmark” on my Middle-of-the-year (MOY) DIBELS report **or**
- Text Reading Comprehension (TRC) or Reading Inventory (RI) score demonstrating grade level English Language Arts proficient **or**
- A “3” or better ELA composite score on the second reporting period.

**Confirm both criteria are met to demonstrate proficiency in a Language other than English (LOTE):**

- Completed Reading Log documenting 10 or more titles at “Novice-High” or “Intermediate-Low” based on 2019 *WL Standards for CA Public School*.
- An essay written in a Language other than English (LOTE) in response to the MMED prompts and scored using MMED rubric.

*\*For most students enrolled in an L.A. Unified Dual Language Education Program, this form does not apply.*

**I hereby certify that this student has met the criteria in English and LOTE for this award**

\_\_\_\_\_  
Print Teacher or Designee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**File - Cumulative Record Folder**



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ATTACHMENT C

**L.A. UNIFIED PATHWAY TO BILITERACY AWARD  
GRADES 5/6  
READING LOG**

Students applying for the L.A. Unified Pathway to Biliteracy Award must document at least 10 titles or more at “Novice-High” or “Intermediate-Low” level in LOTE. In support of the *2019 WL Standards for CA Public Schools*, we recommend that the student include and read a wide range of texts types and genres to reflect literature and informational texts.

**Please write down the information for each title below. Print legibly and use additional paper if necessary.**

Author(s)	Title	# of Pages	Date Read
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**I hereby certify that this student has met the criteria in LOTE reading for this award**

\_\_\_\_\_  
Print Teacher or Designee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**File - Cumulative Record Folder**



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ATTACHMENT D

**L.A. UNIFIED PATHWAY TO BILITERACY AWARD  
VERIFICATION OF CRITERIA  
GRADE 8**

School Name: \_\_\_\_\_ Local District: \_\_\_\_\_

Complete the information for the eligible student. Please print legibly.

Student's Name:		Grade Level and Program: <input type="checkbox"/> Grade 8 <input type="checkbox"/> Dual Language
PBAC Designee:	Teacher:	Room #:

Students must meet the following requirement to demonstrate proficiency in English:

**Check the Criteria used to demonstrate proficiency in ELA**

- Marks of "A" or "B" in English courses taken in Grade 8 for both semesters. The 15-week reporting period grade for Spring semester will be used for the Pathway Award **or**
- Marks of "A" or "B" in Grade 8 ELD coursework for both semesters. The 15-week reporting period grade for Spring semester will be used for the Pathway Award **or**

**Confirm one of the following criteria are met to demonstrate proficiency in a LOTE:**

**Option 1**

- Reading Log of 10 or more titles at 2B LOTE level course **and**
- An essay written in a LOTE in response to MMED prompts and scored using a MMED rubric. Student entries should be ready for publishing (not drafts) and preferably typed **or**

**Option 2**

- Completion of a second year 2B World Languages course with the final mark of "B" second semester. The 15-week reporting period grade for Spring semester will be used for the Pathway Award **and**
- Evidence of writing demonstrated either through class assessment, or written product from option 1b.

**I hereby certify that this student has met the criteria in LOTE for this award**

\_\_\_\_\_  
Print Teacher or Designee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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ATTACHMENT E

**L.A. UNIFIED PATHWAY TO BILITERACY AWARD  
GRADE 8  
READING LOG**

Students applying for the L.A. Unified Pathway to Biliteracy Award must document at least 10 titles or more at 2B LOTE level course. In support of the *2019 WL Standards for CA Public Schools*, we recommend that the student include and read a wide range of texts types and genres to reflect literature and informational texts.

**Please write down the information for each title below. Print legibly and use additional paper if necessary.**

<b>Author(s)</b>	<b>Title</b>	<b># of Pages</b>	<b>Date Read</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**I hereby certify that this student has met the criteria in LOTE reading for this award**

\_\_\_\_\_  
Print Teacher or Designee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**File - Cumulative Record Folder**