



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Student Enrollment in Service Courses

NUMBER: REF-5886.1

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Jesus Angulo, Director
Academic & Counseling Services

ROUTING
Local District
Superintendents
Instructional Directors
Counseling Coordinators
High School Principals
Middle School Principals
Assistant Principals School
Counseling Service (APSCS)
Secondary School Counselors

DATE: August 17, 2016

PURPOSE: The purpose of this Reference Guide is to provide directions to secondary schools to ensure that only students who are academically proficient are enrolled into service courses. Students who meet the specified requirements will be able to take service courses for the designated number of credits.

MAJOR CHANGES: This Reference Guide replaces REF-5886.0 of the same title dated October 15, 2012. The content reflects changes in policy in accordance with AB 1012 passed on October 9, 2015, which states that students may not be assigned to courses without educational content without parental written consent and other prerequisites outlined below.

With the termination of the California Standards test (CST) and the California High School Exit Exam (CAHSEE), these criteria will no longer be used to determine student placement in a service class.

INSTRUCTIONS: The following guidelines apply.

I. INTRODUCTION

Los Angeles Unified School District believes that every student should take advantage of a full schedule of courses. Counselors are expected to place each student in appropriate academic courses and intervention/support courses that meet the student’s needs. Service classes are not intended to fill vacancies in students’ schedules.

Student, parent, counselor and administrator must sign the Parent Authorization Form (Attachment I) and keep the documentation on file at the school site. This must be recorded on MiSiS under the Support tab, Counseling Communication link, add new record and check Program Scheduling. In the Comment box, note that the service agreement has been signed and returned on a specific date.



Title 5 §80005(b) allows an employing agency to select an individual that holds a credential based on a bachelor's degree and a teacher preparation program including student teaching and approved subject area knowledge and training. An individual who holds an emergency permit, teaching permit, internship, or waiver may not serve in this type of assignment.

II. DEFINITION AND COURSES

School Service courses are reserved for specific grade levels who meet all the required criteria. It is the school's responsibility to ensure that students meet the enrollment criteria for Service.

Starting in 2016-2017, Assembly Bill 1012 (AB 1012) provides that school districts shall not assign a pupil to any course period without educational content for more than one week in any semester unless all of the following conditions are met:

- The pupil's parent/guardian consents in writing to such an assignment.
- A school official has determined that the pupil will benefit from being assigned the course period.
- The principal or assistant principal has stated in a written document maintained at the school site for each of the relevant school year that no pupils are assigned to such courses unless that school has met the conditions specified above.

Under no circumstances shall a school district assign a pupil to a course period without educational content because there are not sufficient curricular course offerings for the pupil to take during the school day.

"Course period without educational content" is defined as one course period during which any of the following occurs:

- The pupil is sent home or released from campus before the conclusion of the designated school day.
- The pupil is assigned to a service, instructional work experience or an otherwise named course in which the pupil is assigned to a certificated employee, but not expected to complete curricular coursework.
- The pupil is not assigned to any course for the relevant course period.

AB 1012 does not apply to a pupil enrolled in: (1) an alternative school; (2) a community day school; (3) a continuation high school; or (4) an opportunity school.



III. SERVICE COURSES

- A. **Service** for grade 8 students, course number 460111, and grade 12 students, course number 460113

Students who are in grade 8 or grade 12 will be allowed to take one semester (5 credits). Criteria for placing students in Service must meet specific criteria (refer to attachment A for a list of criteria).

- B. **Library Practice** for eighth graders in middle school, course number 460301, or twelfth graders in high school, course number 460303

Students who are in grade 12 and students who are in grade 8 will be allowed to take one semester (5 credits). Criteria for placing students in Library Practice must meet specific criteria (refer to attachment B for a list of criteria).

- C. **Instructional Media** for eighth graders in middle school, course number 460501, or twelfth graders in high school, course number 460503

Students who are in grade 12 and students who are in grade 8 will be allowed to take one semester (5 credits). Criteria for placing students in Instructional Media must meet specific criteria (refer to attachment C for a list of criteria).

- D. **Office Technician** for grade 12 students in high school, course number 210521

Students who are in grade 12 will be allowed to take one semester (5 credits). Criteria for placing students in Instructional Media must meet specific criteria (refer to attachment D for a list of criteria).

- E. **Tutoring** for grade 8 students in middle school, course number 460401 and for grade 12 students in high school, course number 460403

Students who are in grade 12 and students who are in grade 8 will be allowed to take one semester (5 credits). Criteria for placing students in Tutoring must meet specific criteria (refer to attachment E for a list of criteria).

- F. **Peer Counseling** for students in grades 11 and grade 12 in high school, course number 460801. Beginning in the Fall of 2016 the course number will be 460803.

Students who are in grades 11 or 12 will be allowed to take a maximum total of two semesters (10 credits) of Peer Counseling. Criteria for placing students in Peer Counseling must meet specific criteria (refer to



attachment F for a list of criteria).

- G. **College Peer Counseling AB** for students in grades 11 and 12, course number 460901/02

Students who are in grades 11 or 12 will be allowed to take a maximum total of two semesters (10 credits) of Peer College Counseling.

Criteria for placing students in Peer College Counseling must meet specific criteria (refer to attachment G for a list of criteria).

- H. **Graduation Peer Counseling AB** for students in grades 11 and 12, course number 460811/12

Students who are in grades 11 or 12 will be allowed to take a maximum total of two semesters, (10 credits) of Graduation Peer Counseling.

Criteria for placing students in Graduation Peer Counseling must meet specific criteria (refer to attachment H for a list of criteria).

**RELATED
RESOURCES:**

Course descriptions are attached.

ASSISTANCE:

For assistance or further information, please contact your Local District Counseling Coordinator at the following Local Districts:

- Local District Central (213) 241-0100
- Local District East (323) 224-3100
- Local District Northeast (818) 252-5400
- Local District Northwest (818) 654-3600
- Local District South (310) 354-3400
- Local District West (310) 914-2100

or you may call the Office of College and Career Education at (213)-241-7510.



SCHOOL SERVICE COURSE DESCRIPTION

Service for qualified eighth graders, course number 460111 – one semester or 5 credits limit
Service for qualified twelfth graders, course number 460113 – one semester or 5 credits limit

The major emphasis of this course is to provide students with opportunities to develop the knowledge, skills, and attitudes that will prepare them for the world of work and to achieve personal fulfillment through productive service.

Criteria:

- Students who are in grade 12 and students who are in grade 8 will be allowed to take one semester (5 credits) of Service if they meet the following criteria:
- No “Ds”, “Fails”, or “Us” on the previous semester marks.
- Student is on schedule to culminate or graduate with their “Class Of” year and is taking the required courses.
- Student is not in need of academic intervention according to MiSiS and MyData, At Risk Reports.
- Student meets the attendance goal for LAUSD of 96% in school attendance.
- Student is in good standing with the school’s Code of Conduct.

Representative Objectives

In accordance with his or her present capacities, the student grows in ability to:

- Relate in a positive manner to certificated and classified staff members, students, and the public.
- Practice and develop skills in recordkeeping, organizing material, communicating with peers and adults.
- Design and arrange bulletin boards and display case exhibits.
- Practice and develop skills in merchandising, bookkeeping, managing inventory, and selling.
- Appreciate the importance of service to personal fulfillment, independence, maturity, and a positive self-image.

Application of Basic Skills

The student will use:

- Mathematical skills in a variety of practical applications.
- Listening skills to comprehend and use information.
- Reading skills effectively in a variety of disciplines and printed materials.
- Oral and written communication skills in a variety of work situations.
- Oral and written communication skills to provide school information to new students and adults visiting the school.

Supervision

A certificated teacher, counselor, or administrator will supervise students enrolled in a service course.



LIBRARY PRACTICE COURSE DESCRIPTION

Attachment B

Library Practice for grade 8 students, course number 460301, one semester or 5 credits limit
Library Practice for grade 12 students, course number 460303, one semester or 5 credits limit

The major emphasis of this course is to provide students with opportunities to develop a working knowledge of the use of books and other library materials, as well as research techniques. The course emphasizes leadership and citizenship responsibilities and encourages personal enrichment through acquisition of knowledge.

Criteria:

- Students who are in grade 12 and students who are in grade 8 will be allowed to take one semester (5 credits) of Service if they meet the following criteria:
- No “Ds”, “Fails”, or “Us” on the previous semester marks.
- Student is on schedule to culminate or graduate with their “Class Of” year and is taking the required courses.
- Student is not in need of academic intervention according to MiSiS and MyData, At Risk Reports.
- Student meets the attendance goal for LAUSD of 96% in school attendance.
- Student is in good standing with the school’s Code of Conduct.

Representative Objectives

In accordance with his or her present capacities, the student grows in the ability to:

- Demonstrate positive attitudes toward libraries, books, and reading.
- Demonstrate the ability to locate various sections and resources in the library.
- Recognize and use the major divisions of the library classification system.
- Use the computer search system for finding books.
- Use basic reference books effectively.
- Practice library procedures and library management skills.
- Identify career opportunities and training requisite for employment in related fields.
- Appreciate the importance of service to personal fulfillment, independence, maturity, and a positive self-image.

Application of Basic Skills

The student will use:

- Mathematical skills in a variety of practical applications.
- Listening skills to comprehend, gain, and use information.
- Reading skills in a variety of disciplines and materials.
- Oral and written communication skills in meeting other students and teachers and in completing a variety of assignments.
- Oral and written presentation skills to conduct library orientation and mini lessons to students.

Supervision

A certificated Librarian with an EL authorization will supervise and train students enrolled in Library Practice.



INSTRUCTIONAL MEDIA COURSE DESCRIPTION

Instructional Media for grade 8 students, course number 460501 – one semester or 5 credits limit
Instructional Media for grade 12 students, course number 460503 – one semester or 5 credits limit

The major emphasis of the course is to provide instruction in basic communication theory, both visual and verbal. This includes instruction and activities in the use of photography and graphics, in the operation of multi-media/computer equipment, and in the use of various duplicating processes and machines.

Criteria:

- Students who are in grade 12 and students who are in grade 8 will be allowed to take one semester (5 credits) of Service if they meet the following criteria:
- No “Ds”, “Fails”, or “Us” on the previous semester marks.
- Student is on schedule to culminate or graduate with their “Class Of” year and is taking the required courses.
- Student is not in need of academic intervention according to MiSiS and MyData, At Risk Reports.
- Student meets the attendance goal for LAUSD of 96% in school attendance.
- Student is in good standing with the school’s Code of Conduct.

Representative Objectives

In accordance with his or her present capacities, the student grows in the ability to:

- Select appropriate types of equipment to be used in given situations.
- Practice and develop skills in the operation of instructional media equipment, including computers and tablets.
- Identify career opportunities and training requisite to employment in related fields.
- Appreciate the importance of service to personal fulfillment, independence, maturity, and a positive self-image.

Application of Basic Skills

The student will use:

- Mathematical skills in a variety of practical applications.
- Listening skills to comprehend and use information.
- Reading skills in a variety of disciplines and printed materials.
- Oral and written communication skills in a variety of assignments.

Supervision

A certificated teacher or administrator with a credential in Industrial and Technology Education (previously Industrial Arts) with an EL authorization, will supervise and train students enrolled in Instructional Media.



OFFICE TECHNICIAN COURSE DESCRIPTION

Office Technician for grade 12 students, course number 210521 – one semester or 5 credits limit

The major emphasis of this course is to provide students with an opportunity to apply skills learned in computer programming, business organization, word processing, and data processing to business situations in school offices.

Criteria:

- No “Ds”, “Fails”, or “Us” on the previous semester marks.
- Student is not in need of academic intervention according to MiSiS and MyData At Risk report.
- Student will have demonstrated computer literacy skills.
- Student meets the attendance goal for LAUSD of 96% in school attendance.
- Student is in good standing with the school’s Code of Conduct.
- Student is on track to graduate with their “Class Of” year and is taking the required courses

Representative Objectives

In accordance with his or her ability and capacities, the student will demonstrate the ability to:

- Produce business correspondence and complete forms.
- Sort, file and retrieve correspondence and other materials.
- Design appropriate flyers and announcements.
- Operate duplicating machines, fax machines, scanning machines, poster makers and laminating machines.
- Meet employment-level competency in written and oral communications and in computational skills.

Application of Basic Skills

The student will use:

- Reading skills in following written instructions and in proofreading accurately.
- English usage skills in written and oral communication.
- Computational skills in general office recordkeeping.
- Listening and speaking skills in telephone communications.
- Composition skills in writing business correspondence.

Supervision

A certificated teacher or administrator with a credential in Business and an EL authorization will supervise and train students enrolled in Office Tech.



TUTORING COURSE DESCRIPTION

Tutoring for grade 8 students, course number 460401 – one semester or 5 credits limit
Tutoring for grade 12 students, course number 460403 – one semester or 5 credits limit

The major emphasis of this course is to provide capable students with opportunities to teach other students the concepts and skills required in their studies. Students may be assigned to their own or nearby schools to tutor students. The school site principal is responsible for maintaining records, ensuring the safety and access of students and certifying the educational value of each curricular trip. Students must be under the immediate supervision and control of a certificated District employee. For further information, please refer to REF-2111.1, Field Trip Handbook and Revised Procedures.

Criteria:

- No “Ds”, “Fails”, or “Us” on the previous semester marks.
- Student has an interest in teaching or working with other students and demonstrates skills and knowledge in the subject he or she will tutor.
- Student is on schedule to culminate or graduate with their “Class Of” year and is taking the required courses.
- Student is not in need of academic intervention according to MiSiS and MyData At Risk report.
- Student meets the attendance goal for LAUSD of 96% in school attendance.
- Student is in good standing with the school’s Code of Conduct.

Representative Objectives

In accordance with his or her present capacities, the student grows in the ability to:

- Develop and use tutorial skills.
- Understand, interpret, and apply new information.
- Develop a sense of responsibility, initiative, and resourcefulness in assisting students to acquire concepts and skills.
- Improve communication skills and interpersonal relationships.
- Identify career opportunities and training requisite for employment in related fields.
- Appreciate the importance of service to personal fulfillment, independence, maturity, and a positive self-image.

Application of Basic Skills

The student will use:

- Mathematical skills related to subject content.
- Listening skills to comprehend and use information.
- Reading skills in a variety of disciplines and printed materials.
- Oral and written composition skills related to teaching techniques and to subject content.
- Research skills to find appropriate internet resources for students needing special assistance, resources, and additional practice.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Supervision

A credentialed teacher with an EL authorization will supervise and provide continuous training for the students enrolled in Tutoring. A certificated individual holds a credential based on a bachelor's degree and a teacher preparation program including student teaching and approved subject area knowledge and training.



PEER COUNSELING COURSE DESCRIPTION

Peer Counseling for students in grades 11 and 12, course number 460801 – 2 semesters or 10 credits maximum. Beginning in the Fall of 2016 the course number will be 460803.

The major emphasis of the course is to provide students with the knowledge and skills to assist students who are in crises or who have emotional and social challenges in relating to peers and/or adults. Peer counselors learn problem-solving skills, goal-setting skills and communication skills to use with students in trouble.

Criteria:

- No “Ds”, “Fails”, or “Us” on the previous semester marks.
- Student has an interest in counseling or working with students.
- Student is on track to graduate with their “Class Of” year and is taking the required courses.
- Student is not in need of academic intervention according to MiSiS and MyData At Risk report.
- Student meets the attendance goal for LAUSD of 96% in school attendance.
- Student is in good standing with the school’s Code of Conduct.

Representative Objectives

In accordance with his or her present capacities, the student grows in the ability to:

- Develop and use counseling skills.
- Understand, interpret, and apply new information.
- Develop a sense of responsibility, initiative, and resourcefulness in assisting students to acquire decision-making skills, inter-personal communication skills, goal-setting skills, and self-evaluation skills.
- Identify career opportunities and training requisite for employment in related fields.
- Appreciate the importance of service to personal fulfillment, independence, maturity, and a positive self-image.

Application of Basic Skills

The student will use:

- Listening skills to comprehend and to understand another student’s perspective.
- Reading skills in a variety of disciplines and printed materials.
- Oral and written communication skills related to work with students.
- Oral and written presentation skills related to classroom presentations on health and social issues.

Supervision

A certificated teacher with an EL authorization will supervise and provide continuous training for the students enrolled in Peer Counseling. A certificated individual holds a credential based on a bachelor’s degree and a teacher preparation program including student teaching and approved subject area knowledge and training.



COLLEGE PEER COUNSELING COURSE DESCRIPTION

College Peer Counseling AB for students in grades 11 and 12, course numbers 460901/02
2 semesters or 10 credits maximum

The major emphasis of the course is to provide students with the knowledge and skills to assist peers through the college application and admission process, including financial aid applications and testing. College Peer Counselors support students with class presentations and leading group discussions around these topics.

Criteria:

- No “Ds”, “Fails”, or “Us” on the previous semester marks.
- Student has an interest in counseling and helping students through the college admission process.
- Student is on schedule to graduate with their “Class Of” year and is taking the required courses.
- Student is not in need of academic intervention according to MiSiS and MyData At Risk report.
- Student meets the attendance goal for LAUSD of 96% in school attendance.
- Student is in good standing with the school’s Code of Conduct.

Performance Standards

Students will grow in the ability to:

- Use research methods from primary and secondary sources to investigate colleges, scholarships, and college majors.
- Make oral presentations of college and college major research to students in grades 9 and 10.
- Lead discussions around topics of setting goals beyond high school, determining criteria for colleges, researching colleges, and researching majors.
- Direct and assist students through the process of completing college applications, FAFSA applications, and test registration.

Instructional Units:

Graduation Requirements

A-G Requirements

Setting Goals

College Major Research and Exploration

College Research and Exploration

Scholarship Research and Exploration

Special College Programs and Summer Programs

As students study each instructional unit they will develop a plan to outreach to each of their advisees and present information from their research. Peer Counselors will make class presentations, work with small groups, and provide information to students and families.

Supervision

A certificated teacher with an EL authorization will supervise and provide continuous training for the students enrolled in College Peer Counseling. A certificated individual holds a credential based on a bachelor’s degree and a teacher preparation program including student teaching and approved subject area knowledge and training.



GRADUATION PEER COUNSELING COURSE DESCRIPTION

Graduation Peer Counseling AB for students in grades 11 and 12, course numbers 460811/12
2 semesters or 10 credits maximum

The major emphasis of this course is to provide students with the knowledge and skills to assist students in meeting the graduation requirements, meeting A-G requirements, learning about the pathways to graduation, learning about school and community resources to support achievement. Graduation Peer Counselors help students to set short-term and long-term goals and to research careers. Graduation Peer Counselors will provide information to students about strategies to graduate from high school with a career goal. They make class presentations and lead group discussions about life choices, positive behavior, study skills, and the benefits of maintaining good attendance.

Criteria:

- No “Ds”, “Fails”, or “Us” on the previous semester marks.
- Student has an interest in counseling, teaching, or helping other students successfully complete high school.
- Student is on schedule to graduate with their “Class Of” year and is taking the required courses.
- Student is not in need of academic intervention according to MiSiS and MyData At Risk report.
- Student meets the attendance goal for LAUSD of 96% in school attendance.
- Student is in good standing with the school’s Code of Conduct.

Performance Standards

Students will grow in the ability to:

- Use research methods from primary and secondary sources to investigate 21st century careers.
- Make oral presentations of career research to students in grades 9 and 10.
- Lead discussions around topics of setting goals, overcoming obstacles, learning to manage time, and developing study skills and positive work ethics.
- Research and use school and community resources.
- Research and use internet resources.

Instructional Units:

Graduation Requirements

A-G requirements

School and Community Resources

Setting Goals to Achieve Lifestyle Choice

Time Management

Study Skills and Work Ethics

Decision-making Skills

Career Research and Exploration

As students study each instructional unit they will develop a plan to outreach to each of their advisees and present information from their research and study. Graduation Peer Counselors will make class presentation, work with small groups, and provide information to at-risk students and their families.



Supervision

A certificated teacher with an EL authorization will supervise and provide continuous training for the students enrolled in Graduation Peer Counseling. A certificated individual holds a credential based on a bachelor's degree and a teacher preparation program including student teaching and approved subject area knowledge and training.



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

Attachment I

Permission to Enroll in Service Class or Other Similar Class

Dear Parent/Guardian:

Your child is requesting **permission to enroll in Service class**. We are legally responsible to inform you of the pending request. **Only students in grades 8 and 12 may enroll in Service classes as outlined in Reference Guide 5886.1 if they meet ALL of the following:**

- No “Ds”, “Fails”, or “U’s” on the previous semester marks
- Student is in good standing with the school’s Code of Conduct
- Student is not in need of academic intervention according to MiSiS and MyData At Risk report.
- Student meets the attendance goal for LAUSD of 96% in school attendance
- Student is on schedule to culminate or graduate with their “Class Of” year and is taking the required courses

All students must

- Obtain parent’s approval/signature
- Obtain counselor and administrator approval/signature

Return completed form and a copy of the student’s schedule **with** photo ID in person to [*principal or designee*] in the [*office name*] Office

.....**Cut Along Dotted Line; Return Bottom Half**

ID# _____

I authorize [name of school]_____ to enroll my son/daughter in a Service class (or other similar class with no curricular assignments).

Student Name (Print): _____ Grade: _____ Semester/Quarter: _____

Student Signature: _____

Service Class Title: _____ Room/Period/Teacher: _____

Parent Name (Print): _____ Signature: _____ Date: _____

For Office Use:

It has been determined and agreed by the school staff signatures below that the student above will benefit from this type of class assignment. This will also be documented in the Counseling Communication field in MiSiS.

Counselor _____ Date _____

Administrator _____ Date _____