TITLE: ELOS - Extended Learning Opportunity Summer Program for Elementary and Middle Schools

NUMBER: REF-065701.0

ISSUER: Vivian Ekchian, Deputy Superintendent
Office of the Deputy Superintendent

Alvaro Cortés, Senior Executive Director
Beyond the Bell Branch

DATE: February 22, 2019

PURPOSE: This reference guide provides directions and information regarding the ELOS - Extended Learning Opportunity Summer program for select elementary and middle schools. Title I funds have been allocated for eligible schools to provide summer extended learning opportunities for their students at risk and students not meeting grade level standards.

MAJOR CHANGES: This is a new reference guide.

INSTRUCTIONS:

I. Background

Title I funds have been provided to make extended learning opportunities available for students at risk and students that are not meeting grade level standards in core subject areas in accordance with Every Student Succeeds Act guidelines, California School Dashboard results, and LAUSD school data. Students enrolled at eligible schools may participate in ELOS to reduce academic regression and support continued learning.

Additional assistance is referenced in the ELOS Support Staff Directory (Attachment A).

II. Guidelines

The ELOS program is designed to provide supplemental instruction in core subject areas for students in grades K-8 that are not meeting grade level standards at eligible participating schools (Attachment B) based on priority of need.
ELOS provides supplemental academic instruction in English Language Arts for elementary students (grades K-5/6). Middle school students may receive instruction in either ELA or Mathematics (grades 5-8).

The ELOS program is a Title I program and is funded through the Beyond the Bell Branch: Program Code 7279T.

General funded districtwide Summer School for elementary and middle school students continues to be suspended due to budget restrictions.

Extended School Year (ESY) special education programs for eligible students, as indicated on their current Individualized Education Plan (IEP), will be offered by the Division of Special Education at designated school sites. Detailed information is available through the Division of Special Education office.

### III. Program Schedules

The ELOS instructional program for students will begin on Wednesday, June 19, 2019 and provide 3.5 hours of daily instruction for 21 days, from June 19, 2019 to July 19, 2019. There will be no school on Thursday and Friday, July 4 and 5, 2019, in observance and celebration of the Independence Day Holiday. Tuesday, June 18, 2019, has been set aside as a Pupil Free Day for teacher planning and preparation.

Program hours:

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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Student hours</td>
<td>8:00 a.m. - 11:50 a.m.</td>
</tr>
<tr>
<td>Teacher hours</td>
<td>7:50 a.m. - 12:00 p.m.</td>
</tr>
<tr>
<td>Principal hours</td>
<td>7:30 a.m. - 12:30 p.m.</td>
</tr>
</tbody>
</table>

Students will be provided either a 20-minute recess break or Community Feed brunch meal during the instructional day.

An ELOS program Time Task Calendar is referenced in Attachment C.

### IV. Student Eligibility

Only LAUSD students currently enrolled during the spring semester at a participating school in Grades K-5/6 may be considered eligible to attend ELOS at that school. Eligible matriculating students entering Grade 6/7 at a participating middle school may enroll in ELOS at that middle school. All enrollment is based upon priority of need and available space.
Students completing Transitional Kindergarten (TK) and Extended Transitional Kindergarten (ETK) programs are not eligible to attend.

Schools are to establish prioritized lists of eligible students based on the following criteria.

A. Elementary School
   Priority for student enrollment should include in this order:
   1. Students currently in Grades K-5/6 that:
      a. Receive a final progress report card grade of “1” in English Language Arts, Reading and/or Writing.
      b. Receive a final progress report card grade of “2” in English Language Arts, Reading and/or Writing.
      c. Are considered to be “at risk” of not meeting grade level California State Standards in the fall based on current school data/information.

B. Middle School
   Priority for enrollment should include in this order:
   1. Students currently in Grades 5/6-8 that:
      a. Receive a final progress report card grade of “1” or “F” in Mathematics or English/English Language Arts, Reading and/or Writing.
      b. Receive a final progress report card grade of “2” or “D” in Mathematics or English/English Language Arts, Reading and/or Writing.
      c. Are considered to be “at risk” of not meeting grade level math standards or English standards in the fall based on current school data/information.

V. Organization of Classes

Composition of classes is determined by student eligibility and academic need. The class size for Grades 1-8 is 20:1. Kindergarten classes are to be organized at 12:1. There are to be no combination classes. Classes with less than 20 students (or 12 in Kindergarten) on Norm Day, the fifth school day of the program, may be subject to closure or reorganization.

Elementary ELOS classes provide English language arts instruction. Middle school students may be enrolled in only one class, an English language arts class or a mathematics class. Students may not be enrolled in more than one class and may not receive instruction in two subjects during ELOS.
Schools shall use their prioritized list of eligible students as a “Waiting List” for filling all classroom vacancies through Norm Day, the fifth school day of the program (Tuesday, June 25, 2019).

VI. **Enrollment**

All students are to be enrolled in MiSiS in the “2018-2019 Summer School” term for ELOS. The grade level of a student during the spring semester is the *same course grade* the child is to be enrolled in during the summer. (TK and ETK children are *not eligible* for ELOS.)

Schools may continue to enroll eligible students at the discretion of the ELOS summer administrator throughout the summer program to fill vacancies.

A. Elementary school student MiSiS courses are:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>110199</td>
<td>GRADE K</td>
</tr>
<tr>
<td>110111</td>
<td>GRADE 1</td>
</tr>
<tr>
<td>110122</td>
<td>GRADE 2</td>
</tr>
<tr>
<td>110133</td>
<td>GRADE 3</td>
</tr>
<tr>
<td>110144</td>
<td>GRADE 4</td>
</tr>
<tr>
<td>110155</td>
<td>GRADE 5</td>
</tr>
<tr>
<td>110166</td>
<td>GRADE 6</td>
</tr>
</tbody>
</table>

B. Middle school student MiSiS courses are:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>422306</td>
<td>MS SUM INTERVEN ELA 6</td>
</tr>
<tr>
<td>422307</td>
<td>MS SUM INTERVEN ELA 7</td>
</tr>
<tr>
<td>422308</td>
<td>MS SUM INTERVEN ELA 8</td>
</tr>
<tr>
<td>423106</td>
<td>MS SUM INTERVEN MATH 6</td>
</tr>
<tr>
<td>423107</td>
<td>MS SUM INTERVEN MATH 7</td>
</tr>
<tr>
<td>423108</td>
<td>MS SUM INTERVEN MATH 8</td>
</tr>
</tbody>
</table>

C. Students matriculating into Grade 6 may be enrolled in one of the following MiSiS ELOS courses at a middle school:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>422305</td>
<td>MS SUM INTERVEN ELA 5</td>
</tr>
<tr>
<td>423105</td>
<td>MS SUM INTERVEN MATH 5</td>
</tr>
</tbody>
</table>

D. The MiSiS course for the Beyond the Bell 9th Grade Summer Bridge Program at high school is:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>420107</td>
<td>LIFE SKLS 21ST</td>
</tr>
</tbody>
</table>
VII. Parent Notification

Elementary and middle school students that meet program eligibility criteria are to be invited to attend the ELOS program. Schools will inform parents of the opportunity to enroll their child in the program using the Parent Notification Letter (Attachment D). Schools shall enroll students in MiSiS. Information regarding students invited to participate, but whose parents decline the invitation, is to be entered in the appropriate MiSiS field (Parent Confirmation).

Schools are to send confirmation of enrollment to parents using the ELOS Program Confirmation Letter available through MiSiS or as Attachment E. If more students apply than can be enrolled, schools are to draft a letter, notifying parents of their child’s inclusion on a waiting list for enrollment.

VIII. Staffing

All ELOS positions require an online application available at [http://summer.lausd.net](http://summer.lausd.net). Employees may apply for only one summer assignment. Employees may not apply for, or work, an assignment outside their current position. Positions listed in the Resources At-A-Glance (Attachment F) are the only authorized ELOS positions.

It is imperative that administrators follow selection guidelines and staff schools appropriately.

A. Administrator Selection
      a. The online administrator application is open from February 1 to February 28, 2019. The summer ELOS Principal position is a 5 hour assignment, 7:30 a.m. to 12:30 p.m.
      b. Due to basis overlap, E-Basis administrators are restricted from working any time prior to June 26, 2019.
      c. The Local District Administrator of Instruction will notify all applicants of their assignment status. Local District Superintendents provide final approval for all administrative assignments.
      d. Administrators selected for summer Principal assignments are required to attend training. The schedule of meetings is included in REF-061106.0 as Attachment D. Principals are
to attend training according to their Local District. A separate training is scheduled for 1st and 2nd year ELOS Principals.

B. Teacher Selection

All teachers must submit an online application to be considered for an ELOS position.

1. The initial online application for ELOS teacher positions is February 1 to April 12, 2019.

2. Teachers may only apply to a position for which they are credentialed to teach. Teachers may only apply for one position in the summer.

3. Teachers currently employed at ELOS schools have priority for positions at their home school. The teacher priority and selection process for ELOS is referenced in the current UTLA contract, Article XX Sections 2.0 and 13 (Attachment G). The ELOS Summer Principal, with input from the home school Principal, will select teachers from the online applications received.

4. Teachers are required to attend professional development training specific to the course/class that they are assigned to teach.
   a. Teachers are compensated for training at their regular hourly rate.
   b. Registration for ELA and Math training will take place through MyPLN.
   c. Elementary and middle school teachers may be required to complete online Social Emotional Learning training through MyPLN.

5. Tuesday, June 18, 2019 is a Pupil Free Day set aside for teacher preplanning and preparation. Teachers will be compensated at their regular hourly rate.

6. ELOS teacher positions are 3.5 hours paid instructional assignments, 8:00 – 11:50 a.m.
   a. Teachers are compensated at the summer intervention rate which is equal to 1.09224 times their scheduled hourly rate (.09224 stipend/differential).
   b. Teacher work hours are from 7:50 a.m. – 12:00 p.m. Teaching assignments include a 20-minute unpaid break. By contract, teachers are required to be on campus 10
minutes before and after their teaching assignment and provide reasonable supervision (unpaid).

c. Teachers who provide instructional support during a field trip shall be compensated for additional time worked.

7. Teachers hired for an ELOS teaching assignment are eligible for up to 4 hours of additional Teacher X-Time for special planning (hourly rate with no differential). This time must be completed under the supervision of the ELOS Principal and must be completed no later than July 12. Planning time must be used to support the ELOS instructional program; developing special activity based lessons or culminating activities. This time may not be used for faculty meetings, regular lesson planning, scoring pre/posttests, or completing Student Progress Reports.

C. ELOS Teacher Substitutes
Classroom teachers who do not want a regular ELOS assignment and are interested in working as an on-call day-to-day substitute in the summer must apply online.

1. Teachers may only apply for one position online, ELOS Teacher or Summer Substitute, but not both. Teachers may choose to be considered for substitute assignments, if not offered an ELOS position, by checking a box on their ELOS teacher online application.

2. Regular teachers may not be called in to substitute for absent ELOS teachers unless they are registered to be a summer day-to-day substitute.

3. All substitute assignments are paid the hourly summer substitute rate of payment, regardless of the length of service.

D. Office and Support Personnel Selection
All office and support staff must apply online. The application period will be open from February 1 to June 28, 2019.

1. School Administrative Assistant (SAA)
   a. Home SAAs are to support the ELOS program throughout their regular basis assignment. The ELOS Program SAA position is a 5 hour per day assignment, beginning on June 26, 2019 and ending July 19, 2019.
   b. ELOS SAAs will receive pay for the July 4th holiday per contract.

2. Senior Office Technician or Office Technician
   a. Home school office personnel are to support the ELOS program throughout their regular basis assignment.
   b. Each school will receive a single ELOS office support position that may be filled by either a Senior Office Technician or an Office Technician.
c. The position is a 5 hour per day assignment. Principals may arrange an agreeable hourly schedule with the employee within the school’s assignment calendar window. The Senior/Office Technician may not exceed 8 hours on any given day or their total number of assignment hours.
d. The total number of scheduled workdays (total hours) is dependent upon the size of the school’s ELOS program.

<table>
<thead>
<tr>
<th>Number of Classes</th>
<th>Sr./Office Tech Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 or fewer classes</td>
<td>5 days: July 15 – 19, 2019 (25 total hours)</td>
</tr>
<tr>
<td>10 or more classes</td>
<td>10 days: July 8 – 19, 2019 (50 total hours)</td>
</tr>
<tr>
<td>K-12 span schools</td>
<td>16 days: June 26 – July 19, 2019 (80 total hours)</td>
</tr>
</tbody>
</table>

e. The Senior/Office Technician shall support the SAA and specifically perform tasks associated with the closing of the ELOS program. Tasks may include: completing and submitting the Excel spreadsheet (Attachment H) of pre/posttest data for every class, final MiSiS data entry, collecting and storing curriculum, managing Student Progress Reports, and completing the MiSiS Intervention Service Report.

3. Teacher Assistant (TA)
ELOS schools will be funded one Teacher Assistant position for every three classes to support the instructional program.
a. Teacher Assistants may not perform work tasks outside their job description.
b. Special Education Assistants may not fill TA assignments.
c. TA positions are 3.5 hour assignments. TAs that provide instructional support during a field trip shall be compensated for additional time worked.
d. Summer administrators are to set TA work schedules.

4. Educational Resource Aides (ERA)
To support the ELOS instructional program, each school will be funded one ERA position.
a. Due to the small pool of eligible candidates within the District, schools are encouraged to select staff for this position quickly. Most schools will not be able to fill this position as the candidate list will become exhausted.
b. Employees eligible to apply for a summer ERA position include:

<table>
<thead>
<tr>
<th>Educational Aide 3</th>
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<tbody>
<tr>
<td>Instructional Aide I</td>
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</tbody>
</table>
c. ERAs may not be hired to fill TA positions and TAs may not be hired to fill ERA positions.
d. The ERA summer position is a 4-hour assignment. Aides that assist during a field trip shall be compensated for additional time worked.
e. Employees selected for an ERA assignment will receive their regular position pay rate.

5. Campus Aides
ELOS schools will be provided a Campus Aide position based on need and budget considerations.
a. Campus Aide positions are 4 hours a day from June 19 – July 19, 2019
b. Summer administrators are to set the Campus Aide’s work schedule.
c. Campus Aides may not attend field trips.

6. Custodial Support
A-Basis custodial positions are to support the implementation of the ELOS program as part of their ongoing assignment.

7. Library Support
School libraries are to be closed during summer school programs.

E. Staff Emergency Information Roster
An ELOS Staff Emergency Contact Information Roster (Attachment I) of summer site employees must be submitted on the first day of the program to Beyond the Bell and the Local District Administrator of Operations.

IX. Payroll and Preplanning Time

A. For payroll information, refer to the 2019 Summer School Payroll Procedural Guide.
1. ELOS employees, when selected online, will be issued a summer Personnel Employment Record Number (PERNR) for payroll purposes.
2. Time cards must be used and kept for all ELOS summer staff. Each employee will need two separate time cards: one for June 2019 and another for July 2019.
3. Teachers are compensated at the summer school intervention rate which equals their hourly rate times 1.09224 when working directly with students.
4. ELOS is a Title I funded program and schools must complete mandated time-reporting periodic certification twice
(Attachment J-1); once for fiscal year 2018-19 (ending June 28th) and once for fiscal year 2019-2020 (beginning July 1st).


5. See Attachment J-2 for certification for preplanning Teacher and Counselor time worked.

B. Pre-Planning Support at Elementary Schools

Each elementary ELOS school will receive an allocation of Teacher X-Time hours to be used for preplanning based upon the number of ELOS classes allocated to the school. This is not a position.

<table>
<thead>
<tr>
<th>Number of Classes</th>
<th>Teacher X-Time Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 7 classes</td>
<td>20 hours</td>
</tr>
<tr>
<td>7 or more classes</td>
<td>25 hours</td>
</tr>
</tbody>
</table>

1. One teacher should be selected by the home school Principal to receive additional compensation for ELOS preplanning and preparation tasks completed beyond their regular workday. Tasks assigned by the school Principal may include the following:
   a. Identification or enrollment of eligible students.
   b. Identification or referral of eligible students matriculating to a middle school in the fall that is hosting ELOS in the summer.
   c. Communicating ELOS program information with students and families.
   d. Receiving, preparing and/or distributing instructional materials.

2. Preplanning funds are restricted and may only be used for a regular classroom teacher. Out of classroom employees receiving any stipend(s) or differentials and clerical employees may not be paid with these funds.

3. The teacher selected, when possible, should have prior experience with the ELOS program and be familiar with ELOS curriculum and program components.

4. Preplanning hours are paid at the teacher’s regular hourly rate as X-time.

5. Preplanning hours must be worked prior to June 19th and payroll must be reported no later than June 28, 2019.

6. See Attachment J-2 for certification for preplanning Teacher time worked.
C. Pre-Planning Support at Middle Schools and K-12 Span Schools

Each ELOS middle school will receive an allocation of teacher and counselor X-Time hours to be used for preplanning and support tasks as assigned by the school Principal. These are not positions.

<table>
<thead>
<tr>
<th>Number of Classes</th>
<th>Teacher X-Time Hours</th>
<th>Counselor X-Time Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10 classes</td>
<td>20 hours</td>
<td>15 hours</td>
</tr>
<tr>
<td>10 or more classes</td>
<td>20 hours</td>
<td>20 hours</td>
</tr>
</tbody>
</table>

Each ELOS K-12 span school will receive an allocation of teacher and counselor X-Time hours to be used for preplanning and support tasks as assigned by the school Principal.

<table>
<thead>
<tr>
<th>Teacher X-Time Hours</th>
<th>Counselor X-Time Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 hours</td>
<td>20 hours</td>
</tr>
</tbody>
</table>

1. One teacher and one counselor should be selected by the home school Principal to receive additional compensation for preplanning tasks completed beyond their regular workday. Preplanning hours are paid at the employee’s regular hourly rate as X-time.
2. Preplanning funds are restricted and may only be used for a regular classroom teacher and counselor. Out of classroom employees receiving any stipend(s) or differentials and clerical employees may not be paid with these funds.
3. The teacher and counselor selected should have prior experience teaching or working with the ELOS program and be familiar with program components and curriculum materials if possible.
4. Teacher preplanning tasks may include:
   a. Assisting with the identification or enrollment of eligible K-8 students.
   b. Communicating program information with students and families.
   c. Receiving, preparing, and/or distributing instructional materials.
5. Teacher preplanning hours must be completed prior to June 19, 2019 and time reported no later than June 28, 2019.
6. Counselor preplanning tasks shall include:
   a. Recruitment and enrollment of eligible matriculating elementary school students that will enroll into that middle school in the fall.
   b. Identification and referral of eligible 8th grade students to Beyond the Bell 2019 High School Summer Bridge
Programs at select high school campuses (limited space available).

c. Entering 8th grade students’ Bridge course requests into MiSiS.
d. Support the filling and balancing of classroom enrollment by Norm Day, Tuesday, June 25, 2019.

7. Counselor hours at middle and K-12 span schools must be completed no later than Norm Day, June 25, and payroll must be reported no later than June 28, 2019.

8. See Attachment J-2 for certification for preplanning Teacher and Counselor time worked.

X. Instructional Program

Beyond the Bell works collaboratively with participating schools in the organization and preparation of the ELOS instructional program. Schools received an ELOS Instructional Organization Plan (Attachment K) request in January and an ELOS Inventory (Attachment L) request in February. The returned information is used by Beyond the Bell to purchase and replace needed instructional materials and plan appropriate field trips for the schools.

A. Curriculum

All classes will provide daily intensive academic instruction in either English language arts (K-8) or mathematics (5/6-8) using the prescribed curriculum.

ELOS teachers will provide a Learning Out Loud lesson daily using Culturally Authentic and Responsive texts and Social Emotional Learning lessons. All ELOS students are to receive daily sight word, word knowledge, and/or academic content vocabulary practice. In addition, every teacher is to provide regular activity based lessons aligned to their field trip destination and the academic needs of their students.

Readers Theater scripts provide purposeful re-reading practice to promote increased fluency for students enrolled in ELA classes.

Middle school math classes include student math readers and games that provide authentic practice of skills.

1. Elementary grades K-5/6
   a. Focused Reading Intervention
      1) One 2-hour lesson is to be covered each day which includes sight word and word knowledge practice.
2) Kindergarten classes will follow a prescribed set of lessons provided during the Kindergarten professional development.

3) Grades 1-5/6 will select daily lessons based upon a pretest analysis of student need.

b. LOL! – Learning Out Loud

1) Teachers will provide a daily 10-20 minute Read-Aloud lesson utilizing a provided culturally authentic and responsive book.

c. Activity Based Projects and Social Emotional Learning Lessons – 1.25 hours daily

1) Readers Theater

2) Student group work based on field trip related project(s) and reading books.

3) Creative extension of classroom lessons.

4) Social Emotional Learning lessons

2. Middle school grades 5-8

a. Focused Mathematics Intervention or Focused Reading Intervention

1) One 2-hour lesson is to be covered each day which includes sight word and word knowledge (ELA) or academic vocabulary (math) practice.

2) Teachers will select daily lessons based upon a pretest analysis of student need.

b. LOL! – Learning Out Loud

1) Teachers will provide a daily 15-20 minute Read-Aloud lesson utilizing a provided culturally authentic and responsive book.

c. Activity Based Projects and Social Emotional Learning Lessons – 1.25 hours daily

1) Readers Theater (ELA)

2) Mathematics Readers lessons/activities (Math)

3) Student group work based on field trip aligned projects and books.

4) Creative extension of classroom lessons.

5) Social Emotional Learning lessons

ELOS curriculum is provided solely for use during summer ELOS programs. Schools are to collect and store all ELA and math teacher materials and unused student workbooks at the completion of the ELOS program. Students may take home their used practice workbooks. Field Trip aligned literature/reading books, Readers Theatre scripts, and supplemental math readers and materials are to be distributed among classrooms for use during the regular school year. These materials may not be sent home with students.
ELOS curriculum (Focused Reading Intervention and Focused Mathematics Intervention) may not be used during the regular school year for intervention.

B. Assessments
All teachers will administer the prescribed pre and post-test assessments to measure student progress and program effectiveness.

Pre and post-test raw score results are included on the Report of Student Progress (Attachment M) that is given to parents at the conclusion of the ELOS program.

Student pre and post-test results are submitted to Beyond the Bell in an electronic Excel file, (Attachment H) at the conclusion of the program. Schools are to email one Excel file, using separate worksheet tabs for each individual class, when submitting data. Be sure to follow directions, listing students in alphabetical order by last name with raw scores only. Do not enter zero unless that is the actual student score.

C. Marking Practices
Summer ELOS Student Progress Reports are to be completed (Attachment M) and given to the student’s parents at the end of the program. A copy is to be placed in the student’s cumulative folder at the conclusion of the program, and the final Academic Achievement ★ mark is to be entered in the MiSiS Intervention Screen.

D. Instructional Activities
ELOS teachers are given the flexibility to select and develop special activity based lessons that meet the academic needs and interests of their students. Active group work time is to be provided daily in the ELOS program. Activity based projects are to support the instructional field trip or creatively extend classroom curriculum lessons. They may not replace the provided core curriculum.

A set of high interest content leveled readers or literature books, correlated to an assigned instructional field trip, are provided for each class. Teachers are to initiate lessons and activities around the content of the book during group work time to enrich and support the students’ curricular trip experience.

At the conclusion of the summer program, supplemental math readers and materials, Readers Theater, and field trip readers or
literature books become the property of the ELOS school and shall be added to appropriate classroom libraries.

E. Field Trips
Each student will have an opportunity to participate in a curricular field trip during ELOS. Beyond the Bell will provide each school information on the curricular trips they have been assigned. Trips are booked centrally and applicable fees are paid directly by the Beyond the Bell Branch.

1. Generally, one bus will be scheduled for every two classes.
2. Field trips will be scheduled between June 25 and July 17, 2019.
3. Schools will be notified of assigned field trips as soon as reasonably possible. Principals are responsible for assigning field trips to classes based upon information provided by Beyond the Bell, grade level, and teacher interest (Middle School).
4. Every teacher is to receive a class set of a paperback reader or literature book designed to support the curricular field trip. A list of trips and their aligned book titles will be given to the principal to assist in distributing the correct book set to each class.
5. Departures will occur no earlier than 9:00 a.m. and busses will generally return no later than 2:30 p.m.
6. Teachers, TAs and ERAs that supervise and instructionally support curricular trips will be compensated for additional time worked beyond their regular ELOS assignment.
7. Principals are to remain on site to supervise the return and safe dismissal of students attending a field trip and will be compensated for additional time worked beyond their ELOS assignment.
8. Schools must make arrangements two weeks in advance with their cafeteria manager to provide sack lunches for all students participating in the excursion.
9. Entrance fees and transportation costs are managed by Beyond the Bell. Schools may not ask parents or students to assume any cost of the trip for their students.
10. Parents must be notified in advance of a field trip, including special instructions about lunches and when students are expected to return. Only students with signed permission slips may attend (Attachment N). See REF-2111.1 which contains
the Parent’s or Guardian’s Permission for a Field Trip and Authorization for Medical Care – Section XI, Attachments H-K.

11. Students not attending a planned trip are to attend school and shall receive instruction in another class.

12. Curricular trips are designed to enhance the summer instructional program. Teachers are required to deliver lessons in preparation of and at the conclusion of the trip to maximize the learning experience for the students. Teachers shall provide appropriate instruction and supervision throughout the field trip.

13. Parents may attend a field trip and ride the bus as chaperones by the decision of the summer principal. Parents must pay their own entrance fee or any associated cost for the field trip as appropriate.

14. Principals are to complete and sign a Request for Approval of School Organized Trip for Students Form 34-EH-57 Rev. 10/15 for each trip and fax a copy to their Local District Administrator of Operations and Division of Risk Management and Insurance Services at (213) 241-8956 for safety purposes (emergency contact information). Beyond the Bell secures all prior approval for scheduled ELOS trips on behalf of participating schools.

F. Culminating Activity
Schools will highlight student learning and program completion with a culminating activity. Under the leadership of the summer administrator, staff will identify and implement appropriate activities at their school. Examples include: a school wide assembly for the presentation of certificates (academic, participation, attendance etc.), an Open House for parents with student work displays, Readers Theater performances, grade level gallery walks of student work, pairing classrooms for student presentations, etc.

G. Monitoring Instruction
ELOS Principals shall continually monitor the instructional program. The Intervention Observation Snapshot (Attachment O) is to be shared with teachers and used by ELOS principals and Local District Instructional personnel as a guide to support expected classroom teaching practices. A sampling of observation forms are to be submitted to Beyond the Bell during ELOS by each school.

XI. Attendance Accounting and Documentation

MiSiS will be used for entering all ELOS program information and daily attendance. Enrollment and attendance procedures are available on the MiSiS website at http://achieve.lausd.net/Page/4836.
Summer principals are responsible for monitoring accurate enrollment, attendance records, final student marks, and the entering of all data in MiSiS during ELOS.

Attendance must be entered on a daily basis. Students with no positive attendance after the first six (6) days of ELOS will be automatically dropped as a “No Show”.

Norm Day is the 5th day of school, Tuesday, June 25, 2019. Schools must have all teacher and student data entered in MiSiS by midnight, Monday, June 24, 2019 for Norm Day. Contact Beyond the Bell for directions regarding classes with attendance below the norm (Kindergarten 12:1 and grades 1-8 at 20:1) as needed when closing or reorganizing classes.

Disciplinary records, as required by BUL-3927.2, *Mandated Reporting of Certain Student Behavior*, dated September 13, 2010, are to be downloaded and provided to respective teachers.

The ELOS program principal is responsible for identifying all students enrolled with IEPs and providing teachers with appropriate student information.

On the last day of ELOS, Friday, July 19, 2019, principals must ensure all data is accurately entered in MiSiS: subject, program start and end date (June 19 & July 19), classroom teacher, actual participation (total attendance), participation outcome (Achievement ★ mark), or participation end reason (if student dropped out). A copy of the complete and accurate MiSiS Intervention Service Report is to be submitted to Beyond the Bell at the close of the ELOS program.

It is the responsibility of the school to maintain a file of program records for audit purposes for five years. Documentation includes but may not be limited to: student eligibility lists, parent communications/fliers, signed enrollment forms (Attachment D), student pre/posttest measures (Attachment H), MiSiS attendance reports, class rosters, time cards, certification reports (Attachment J-1, J-2), Intervention Observation Snapshots (Attachment O) and the MiSiS Intervention Service Report.

**XII. Transportation**

No transportation will be provided for elementary or middle school students participating in the ELOS Program on a daily basis. Field trip bus transportation will be prearranged for schools by Beyond the Bell.
XIII. Food Services

Beyond the Bell (BTB) works with Food Services in the planning and execution of a summer meal program. A lunch meal service will be provided after the ELOS program has ended at school sites that host afternoon BTB summer enrichment programs. Schools without a BTB afternoon enrichment program will serve a midmorning brunch. Principals may schedule classes for brunch in a staggered manner to utilize their supervision staff effectively.

Summer meal services are regulated differently than during the regular school year. Schools are advised to inform parents of their ELOS meal service when enrolling students. There will be no breakfast in the classroom program during the summer. Summer Community Feed programs shall be open for a minimum of one hour to all youth 18 years and younger throughout the duration of the ELOS program.

Cafeteria managers must request sack lunches for field trips two weeks before each scheduled excursion. ELOS Principals are responsible for ensuring all requests are submitted in a timely manner.

RELATED RESOURCES:

BUL-2643.8, *Documentation for Employees Paid from Federal and State Categorical Programs*, dated June 7, 2017

BUL-3927.2, *Mandated Reporting of Certain Student Behavior*, dated September 13, 2010


REF-2111.1, *Field Trips Handbook and Revised Procedures*, dated December 14, 2015


REF-6767.1, *LAUSD Campuses as Safe Zone and Resource Centers*, dated February 2, 2017

REF-6824.1, *High School 2018 Summer Term*, dated March 6, 2018

MEM-042780.0, *Special Education Summer Session Extended School year (ESY) Sites, Programs, and Feeder Schools*, January 15, 2018
MEM-045785.0, Elementary and Middle School 2018 Extended Learning Opportunity Summer (ELOS) Program Administrative Assignments and Application Process, dated February 2, 2018

2019 Summer School Payroll Procedural Guide

The following attachments will assist school personnel:
A  -  2019 Support Staff Directory
B  -  2019 ELOS Sites
C  -  Time Task Calendar
D-1 - Parent Notification Letter, Elementary
D-2 - Parent Notification Letter, Middle School
E  -  ELOS Confirmation Letter
F  -  Resources At-A-Glance
G  -  Teacher Selection Guide
H  -  Student Pre/Post-Test Results
I  -  Staff Emergency Contact Information Roster
J-1 - Periodic Certification Title I – ELOS Program
J-2 - Certification of Teacher & Counselor Preplanning Support
K  -  ELOS Organization Plan
L  -  Curriculum Inventory
M  -  Report of Student Progress
N  -  Field Trip Permission Slip
O  -  Intervention Observation Snapshot

ASSISTANCE: For assistance with payroll questions, contact the Employee Service Center at: (213) 241-2570 and a specialist will return your call.

For general questions about the ELOS program, please contact Beyond the Bell Branch at (213) 241-7900.