



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Guidelines for Issuing of the LAUSD Biliteracy Pathway Awards for the 2018-2019 School Year

NUMBER: REF-062900

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ROUTING

Local District
Superintendents
Administrators of Instruction
Directors
Counseling Coordinators
EL Coordinators
School Site
Principals
Assistant Principals
Assistant Principals, SCS
EL Coordinators Secondary
Counselors
English Department Chairs
World Languages and
Cultures Department
Chairs
UTLA Chapter Chairs

PURPOSE: The purpose of this Reference Guide is to provide guidelines for the 2018-2019 school year for the issuance of the LAUSD Pathway to Biliteracy Awards.

Since the 2010-2011 school year, the LAUSD Pathway to Biliteracy Awards have been presented annually to LAUSD students in grades 5 and 8 who demonstrate excellence in English and in a language other than English.

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 is a new reference guide that replaces the Elementary and Middle School section of the previously combined REF-5306.7, *Guidelines for Implementation the LAUSD Biliteracy Awards, and State Seal of Biliteracy for the 2017-2018 School Year*, dated February, 27, 2018.

The information has been revised to reflect the following:

- Key dates for School Year 2018-2019 program implementation
- Revised attachments for Reading Logs
- Writing Prompts and Rubrics available on Schoology group QNZ8R-XQ7BQ



**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 program participation (e.g., Mainstream English, L²EAP, Dual Language Two-Way, etc.), are eligible to apply for the LAUSD Pathway to Biliteracy Award and must meet requirements for English and a Language Other Than English (LOTE) as described in this section.

The following guidelines are provided to help schools issue the LAUSD Elementary Pathway to Biliteracy Awards:

A. Establishment of school site Biliteracy Award Committee (BAC)

Each site establishes a BAC to implement the LAUSD Pathway to Biliteracy Award at the school site. An elementary school BAC 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. BACs are led by one key committee member who also serves as the point of contact with the World Languages and Cultures Office and provides support to the committee as needed. After the BAC 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 Biliteracy Pathway Awards by using access code QNZ8R-XQ7BQ at <https://lms.lausd.net/>.

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

1. Observe and adhere to the key dates for program implementation
2. Disseminate information to students, parents, and teachers
3. Assist students with completing application form (Attachment A)
4. Verify that student eligibility requirements for the award are met
5. Submit complete Student Nomination Roster (available in Schoology resource folders) to request medallions to Michael Berger, Specialist, mberger@lausd.net
6. Record student recognition on cumulative record
7. Print and personalize certificates



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B. Dissemination of information and identification of eligible students

The BAC works with teachers to disseminate information about the LAUSD Pathway to Biliteracy Award and identify students in grade 5 (or grade 6 in TK-6 elementary schools) who may meet the criteria to apply for the award.

C. Verification of Eligibility Criteria

The BAC reviews student applications to verify that the following criteria for the LAUSD Pathway to Biliteracy Award are met:

1. Proficiency in English as demonstrated through either of the two criterion below:
 - a. Score of “Benchmark” on individual DIBELS Middle-of-Year (MOY) report
 - b. Text Reading Comprehension (TRC) or Reading Inventory (RI) demonstrating grade level English Language Arts (ELA) proficiency
2. Proficiency in a LOTE demonstrated through both criteria a and b:

- a. Completed Reading Log (Attachment B) documenting 10 or more grade appropriate titles read in a LOTE

For students enrolled in a LAUSD Dual Language Education Program, the Reading Log may include in-class reading assignments that are part of the academic curriculum.

It is recommended that the BAC guide students to read titles for the Reading Log that reflect the range of text types aligned with the CCSS, including literature and informational texts.

- b. An essay written by the student in a LOTE using the prompt, rubrics, and scoring guides. These documents are only to be accessed by the BAC designee using the Schoology group QNZ8R-XQ7BQ. Join the Schoology to receive notification as documents and resources are released for use. You may also email mberger@lausd.net to be added to the Schoology group. The BAC scores the student essays. It is highly recommended that the team tasked to score students’ essays include a certificated staff member who holds the bilingual authorization for the language being reviewed. If such staff member is not present at the school



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site, the committee can collaborate with certificated personnel from their Local District office or neighboring LAUSD schools.

D. Submission of Student Nomination Roster

To request medallions, the BAC must submit the Student Nomination Roster for LAUSD Pathway to Biliteracy to Michael Berger, Specialist, World Languages and Cultures, email mberger@lausd.net by **April 30, 2019**.

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.

E. Presentation of Awards

After the BAC sends the request for honor medallions to the World Languages and Cultures Office, the following must occur:

- Notify award recipients and their parents/guardians
- Plan and hold the awards ceremony

F. Recording Student Recognition on Cumulative Records

The BAC will designate an appropriate school staff member(s) to record the LAUSD Pathway to Biliteracy Award recognition on students' cumulative records.

II. MIDDLE SCHOOL PATHWAY TO BILITERACY AWARD, GRADE 8

All students in grade 8, regardless of language classification or program participation (Mainstream English, L²EAP, Dual Language Two-Way, etc.) are eligible to apply for the LAUSD Pathway to Biliteracy Award, but must meet requirements for LOTE as described in this section.

The following guidelines are provided to help schools issue the Middle School LAUSD Pathway to Biliteracy Award:

A. Establishment of a BAC

Each school site establishes a BAC to implement the LAUSD Pathway to Biliteracy Award at the school site. A middle school BAC 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), as well as a site administrator.



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BACs are led by one key committee member who also serves as the point of contact with the World Languages and Cultures Office and provides support to the committee as needed. After the BAC 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 Biliteracy Pathway Awards using access code QNZ8R-XQ7BQ at Schoology.

1. The school site BAC's responsibilities include the following:

- a. Observe and adhere to the key dates for program implementation
- b. Disseminate information on the LAUSD Pathway to Biliteracy Award to students, parents, and teachers
- c. Assist students with completing application forms (Attachment E)
- d. Verify that student eligibility requirements for the award are met
- e. Submit complete and accurate Student Nomination Roster to request award medallions by the due date to Michael Berger, Specialist, mberger@lausd.net
- f. Record student recognition in MiSiS (refer to job aide available here <https://achieve.lausd.net/Page/8380> *Entering Biliteracy Seal Awards in the Transcript Screen*)
- g. Print and personalize certificates
- h. Include the LAUSD Pathway to Biliteracy Award in an end-of-year ceremony

B. Dissemination of Information and Identification of Students List

The BAC works with teachers to disseminate information about the LAUSD Pathway to Biliteracy Award and identify students in grade 8 who might meet the criteria to apply for the award.

C. Verification of Eligibility Criteria

The BAC reviews student applications to verify that the following criteria for the LAUSD Pathway to Biliteracy Award are met:



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1. Proficiency in English as demonstrated through both criteria:
 - a. Marks of “A” or “B” in grade 7 ELA coursework
 - b. Recommendation from the student’s current 8th grade ELA teacher
2. Proficiency in a LOTE demonstrated through the completion of one of the following:

Option 1:

 - a. A reading log of 10 or more titles at grade level in a LOTE, and
 - b. Written product using provided prompts (Attachment G) in a LOTE, with a score of “3” or “4” on the Scoring Guide (Attachment H). For students enrolled in LAUSD Dual Languages Education Programs, the reading log may include in-class reading assignments that are part of the academic curriculum, or

Option 2:

 - a. Completion of a 2nd year LAUSD A-G World Language and Cultures course (e.g., Spanish 2AB) with the final mark of “B” and above in the last semester, and
 - b. Evidence of writing demonstrated either through one of the classes’ assessments, or written product from Option 1b
3. It is highly recommended that a certificated staff member with a minimum of A-level fluency or higher of LOTE be tasked to score the students’ essays. If such staff member is not present at the school site, the committee can collaborate with certificated personnel who may be available at their Local District office or neighboring LAUSD schools.
4. To request honor medallions, the BAC must submit the Student Nomination Roster for LAUSD Pathway to Biliteracy Award in Excel format to Michael Berger, Specialist, World Languages and Cultures via email mberger@lausd.net by **April 30, 2019**.

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



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D. Presentation of Awards:

After the BAC sends the request for honor medallions to the World Languages and Cultures Office, the following steps need to be followed:

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

E. Recording Student Recognition on Cumulative Records

1. The BAC will designate an appropriate school staff member to record the LAUSD Pathway to Biliteracy Award recognition on students' cumulative records by **April 30, 2019**.
2. Refer to MiSiS Job Aid "Entering Pathways to Biliteracy Awards Information in the Transcript Screen".

III. PROFESSIONAL DEVELOPMENT AND MATERIALS

A. Professional Development

Upon school request, professional development to support issuance of the LAUSD Biliteracy Pathway Awards is available to schools. Please contact Michael Berger, Specialist, World Languages and Cultures, at mberger@lausd.net or (213) 241-4553 to schedule a presentation on the LAUSD Pathway to Biliteracy Awards for your staff and/or school community.

B. Forms

Forms for the LAUSD Biliteracy Pathway Awards are available upon request or may be accessed by joining the Elementary and Middle School Biliteracy Pathway Awards group on Schoology using access code QNZ8R-XQ7BQ.

- LAUSD Pathway to Biliteracy Award Student Application Form
- Reading Log
- Writing Prompt
- Scoring Rubric
- Student Nomination Rosters
- Award Certificate



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RELATED RESOURCES: [CDE Recommended Literature Search](#), Reading and Language Arts for suggestions of titles in Chinese, English, Filipino, Hmong, Spanish, and Vietnamese

[CDE State Seal of Bilingual website](#), Common Core English Language Arts Standards – Standards 10: Range, Quality, and Complexity – Range of Text Types K-5

[Common Core English Language Arts Standards](#) – Standards 10: Range, Quality, and Complexity – Range of Text Types 6-12

LAUSD Bilingual Awards on the [World Language and Cultures Website](#)

ASSISTANCE: Materials to support issuance of the LAUSD Pathway to Bilingual Awards are available and will be sent electronically to schools upon request.

For assistance or additional information, please contact Michael Berger, Specialist at mberger@lausd.net or Jina Kim Qvale, Coordinator, World Languages and Cultures at jxk5501@lausd.net or (213) 241-1000.



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ATTACHMENT A

LAUSD PATHWAY TO BILITERACY AWARD 2018-2019 STUDENT
APPLICATION FORM
GRADES 5/6

Please return to Mr./Ms./Mrs.: _____ no later than by **April 1, 2019**

Complete the information for the eligible students in grades 5/6. Please print legibly.

Student's Name:		Pick one: <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 6
Authorized Essay Rater:	Teacher:	Room #:

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

Check the Criterion used to demonstrate proficiency in ELA

- Did I scored "Benchmark" or "Above Benchmark" on my Middle of the Year (MOY) DIBELS in each of grade level measures?

Or

- Text Reading Comprehension (TRC)/ Reading Inventory (RI)

Or

- Other school assessment demonstrating grade level ELA standards (with approved waiver)

In addition, students must meet the following two requirements to demonstrate proficiency in a Language Other Than English (LOTE):

- Reading Log: Document reading at least 10 titles at grade level in a LOTE by completing LAUSD Pathway To Biliteracy Award Reading Log.
- Student Essay: Write an essay in a Language Other Than English in response to the appropriate grade-level prompts, and obtain a score of "3" or higher, determined by the school site's Biliteracy Awards Committee (BAC) using the LAUSD Pathway to Biliteracy Awards Student Writing Scoring Rubric. Student entries should be ready for publishing (not drafts), and preferably typed.
- Once applications are complete, please return to school office.

Print Teacher Name

Signature

Date



**LAUSD PATHWAY TO BILITERACY AWARD 2018-2019 STUDENT APPLICATION FORM
GRADES 5/6 Part II**

READING LOG

Students applying for the LAUSD Pathway to Biliteracy Award must document at least ten titles read at the student’s grade level in a Language Other Than English. In support of CCSS, we recommend that the student include and read a [wide range of text 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 have read all the titles listed on this application form.

Print teacher’s name

Teacher’s signature



**LAUSD PATHWAY TO BILITERACY AWARD 2018-2019 STUDENT
APPLICATION FORM
GRADE 8**

Please return to Mr./Ms./Mrs.: _____ no later than **April 1, 2019**

Complete the information for the eligible students in grade 8th. Please print legibly.

Student's Name:		Grade 8
Authorized Essay Rater:	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 7

And

- Recommendation from the student's current 8th grade ELA teacher

In addition, students must meet the following two requirements to demonstrate proficiency in a language other than English (LOTE):

- Reading Log: Document reading at least 10 titles at grade level in a Language Other Than English by completing LAUSD Pathway To Biliteracy Award Reading Log
- Student Essay: Write an essay in a Language Other Than English in response to the appropriate grade-level prompt, and obtain a score of "3" or higher, determined by the school site's Biliteracy Awards Committee using the attached LAUSD Pathway to Biliteracy Awards Student Writing Scoring Rubric. Student entries should be ready for publishing (not drafts), and preferably typed.
- Once applications are complete, please return to school office.

Print Name

Signature

Date



**LAUSD PATHWAY TO BILITERACY AWARD 2018-2019 STUDENT APPLICATION FORM
GRADE 8 Part II**

READING LOG

Students applying for the LAUSD Pathway to Biliteracy Award must document *at least* ten titles read at the student’s grade level in a Language Other Than English. In support of CCSS, we recommend that the student include and read a [wide range of text 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 have read all the titles listed on this application form.

Print teacher’s name

Teacher’s signature