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**ACADEMIC ENGLISH  
MASTERY PROGRAM**

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Los Angeles Unified School District

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**ACADEMIC ENGLISH MASTERY PROGRAM**

**STAKEHOLDER AGREEMENT**

*For AEMP Support Network Schools*

**Principal**

**SEL Data Coordinator**

**MELD Teachers**

**\*Parent Representative**

## INTRODUCTION: ACADEMIC ENGLISH MASTERY PROGRAM SUPPORT NETWORK

The Los Angeles Unified School District's Academic English Mastery Program (AEMP) is a comprehensive research-based program designed to address the language, literacy, and learning needs of Standard English Learners (SELs), which includes African American, Mexican American, Hawaiian American, and Native American students for whom standard English is not native. The primary goal of the Academic English Mastery Program is to scaffold learning for SELs in order to increase their access to core standards-based curricula and to increase academic achievement.

Chapter 4 of the EL Master Plan outlines the District's instructional goals and program for Standard English Learners. The AEMP Service Delivery Model is designed around Chapter 4 and reflects an entirely new reconfiguration from the legacy AEMP Program. Five AEMP demonstration sites are emerging within each ESC as well as an extended learning community of schools throughout the District. The extended learning community will be able to avail themselves of AEMP PD, interact with the demonstration sites, and receive access to resources that demonstrate best practices for SELs. This learning community of schools is referred to as the ***AEMP Support Network***. Schools in the AEMP Support Network will have access to the latest and best information as to how to implement culturally and linguistically responsive instruction in the District.

Becoming a member of the AEMP Support Network reflects a strong commitment to supporting SELs. Schools are provided with funds to send teachers to AEMP PD, receive AEMP instructional resources, receive targeted support, and potentially receive additional parent representative funding.

Please fax the accompanying signature sheet with the appropriate information to the AEMP office if your school is interested in remaining or joining the AEMP Support Network. We would love to help you best serve all of your students through the medium of culturally and linguistically responsive learning.

AEMP Office Fax No: 213-241-8495

Phone: 213-241-3340

Coordinator: Kandice McLurkin- [kandice.mclurkin@lausd.net](mailto:kandice.mclurkin@lausd.net)

## AEMP PRINCIPAL

### *RESPONSIBILITIES:*

*As a principal at an AEMP Support Network School, in order to maintain the integrity of the program, I am committed to:*

- Maintaining an ongoing collaborative partnership with the AEMP Central Office staff, AEMP ESC staff, and a cadre of at least 6 MELD Teachers at the school site to uphold the mission statement of the Academic English Mastery Program
- Scheduling time for AEMP Semesterly PD (at least 2 sessions/yr) led by the qualified and knowledgeable school-site staff.
- Developing the knowledge base of all stakeholders around culturally and linguistically responsive teaching and learning
- Integrating a systematic approach to make *\*MELD Connections* during ELA as well as other core curricular areas for the school's Standard English Learners.
- Ensuring appropriate allocation and utilization of resources to support the implementation of culturally and linguistically responsive pedagogy
- Ensuring that AEMP is an integral part of the assessment and evaluation of the school's instructional program
- Utilizing data-based instruction for academic achievement
- Monitoring and Supporting the implementation of Culturally and Linguistically Responsive instruction for Standard English Learners
- Providing Leadership and Support to all stakeholders in the implementation of the AEMP program
- Overseeing the operation and function of parent and community engagement that supports the learning of Standard English Learners

*\*MELD Connections* refers to an instructional approach that is integrated throughout the curriculum and designed to provide access and language support for Standard English Learners. MELD Connections is based on SDAIE methodology. AEMP Support Network schools are also expected to implement a MELD walk-to model in conjunction with *MELD Connections* to provide integrated and designated support and access to the core curricula.

## SEL DATA COORDINATOR

PREREQUISITES: *Equal Access to Effective Teaching for SELs Certification or equivalent experience*

RESPONSIBILITIES:

*As a SEL Data Coordinator at an AEMP school, in order to maintain the integrity of the Program, I am committed to:*

1. Perfect attendance at all AEMP Meetings. If I cannot make a meeting for any reason I will find a MELD teacher designee and notify the AEMP office. AAA Coordinators will be paid a differential and professional expert rate for meeting attendance and extended duties, attendance is crucial for full-payment.
3. Delivering consistent exemplary Mainstream English Language Development (MELD) instruction.
4. Serving as **THE** communication hub between AEMP Central Office, ESC Office, and the school site.
5. Act as a facilitator for AEMP school site demonstration workshops, planning sessions, and school site observations.
6. Serving as THE point person for the assessment (LAS Links) and collection of data that informs the instruction of SELs.

I Will:

- Attend all 2014-2015 CLR Institutes, in order to remain informed and current with program, being accountable for all classroom responsibilities in the MELD teacher agreement, and completing all adjunct assignments
- Display an exemplary, caring, and culturally responsive classroom environment that fosters increased academic achievement and the acquisition of academic language
- Develop expertise in the areas of academic language development and literacy acquisition as related to effectively educating Standard English Learners (SELs)
- Build knowledge through the simultaneous study and practice of culturally and linguistically responsive instruction
- Act as a **chief liaison** between the AEMP office and school for the purposes of updating and disseminating information about program goals and providing input on implementation issues and concerns
- Utilize data-based instruction for academic achievement
- Monitor attendance at school-wide AEMP activities by keeping agendas and sign-in sheets, documenting events, and compiling evidence in the AEMP portfolio
- Set-up and maintain a centrally located AEMP bulletin board at my assigned school to keep all stakeholders informed of AEMP activities and to display student work
- Compile an AEMP Implementation Portfolio for the school with semesterly evidence, pictures, sign-ins, agendas, student work samples, etc...

## Grade Level MELD Teachers

### *RESPONSIBILITIES:*

*As a MELD Teacher at an AEMP Support Network School, in order to maintain the integrity of the Program, I am committed to actively participating in:*

1. The required Annual CLR Institutes
2. Ongoing AEMP professional development and professional growth activities.
3. Daily Mainstream English Language Development (MELD) instruction.
4. Daily culturally and linguistically responsive instruction.
5. AEMP school site demonstration workshops and collaboratives.

### I Will:

- Maintain a caring and culturally appropriate classroom learning environment through the use of the Protocols for Participation and Discussion
- Conduct Mainstream English Language Development (MELD) instruction 45-60 minutes daily
- Balance my approach to literacy acquisition with authentic, meaningful experiences through the use of authentic cultural literature, reading to students, and daily writing
- Infuse culturally relevant and responsive strategies and materials into instruction
- Perform assessment of student progress through the use of formative assessment tools
- Incorporate culturally relevant classroom libraries, centers, and representative cultural realia into the classroom
- Engage students in systematic contrastive analysis with listening, speaking, reading, and writing activities
- Utilize a motivating and engaging approach to instruction, i.e. hands-on activities, manipulatives, movement, music and instructional conversations to enhance critical thinking skills
- Evidence student progress through student writing, videotaped role-playing, oral language activities, class projects and academic English language assessments

## AEMP PARENT REPRESENTATIVE

### *RESPONSIBILITIES:*

*As a Parent Representative at an AEMP School within the Support Network, in order to maintain the integrity of the Program, I am committed to:*

- *Becoming knowledgeable of the Academic English Mastery Program goals and objectives for improving student achievement and the role of parents in supporting equal access to the curriculum for underserved students*
  
- **Actively participating in:**
  1. The maintenance of an active AEMP Parent Information/Involvement Center (PIIC)
  2. AEMP Parent Representative meetings.
  3. Delivering 2 AEMP Parent Workshops.
  4. Compiling an AEMP Parent Information/Involvement Center Portfolio of activities.
  5. AEMP-related school events and activities.
  
- **Overseeing the operation and function of the AEMP Parent Information/Involvement Center (PIIC) including:**
  - Conducting at least 2 semesterly workshops for parents through the use of parent education resources provided by the AEMP Central Office
  
  - Compiling an AEMP Parent Center Portfolio with evidence of activity, including pictures, work samples, etc...
  
  - Reproducing and distributing family literacy, learning, and language development materials
  
  - Developing and maintaining an AEMP Resource Library containing culturally relevant book sets, parent information/education books, and other informational materials;
  
  - Actively recruiting parents to become involved in AEMP Parent Information/Involvement Center workshops, activities, and other school-related functions
  
  - Serving as a resource to parents at the local school site
  
  - Assisting with planning and conducting parent/community workshops at the school site

## SIGNATURE SHEET: 2014-2015 SCHOOL YEAR

This is **not a contract**. It is a statement of commitment to work toward the goals of the Academic English Mastery Program, a comprehensive research-based program designed to improve achievement outcomes for Standard English Learners.

As a Stakeholder in the AEMP Support Network, I acknowledge the importance of addressing the learning needs of Standard English Learners and commit to doing my best to assure excellence in education for SELs and all other underserved students.

SCHOOL: \_\_\_\_\_ ESC \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

PHONE:# (        ) \_\_\_\_\_

PRINCIPAL'S NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SEL DATA COORDINATOR'S NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PARENT REPRESENTATIVE NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

MELD TEACHER'S NAME: \_\_\_\_\_ Grade: K

SIGNATURE: \_\_\_\_\_

MELD TEACHER'S NAME: \_\_\_\_\_ Grade: 1

SIGNATURE: \_\_\_\_\_

MELD TEACHER'S NAME: \_\_\_\_\_ Grade: 2

SIGNATURE: \_\_\_\_\_

MELD TEACHER'S NAME: \_\_\_\_\_ Grade: 3

SIGNATURE: \_\_\_\_\_

MELD TEACHER'S NAME: \_\_\_\_\_ Grade: 4

SIGNATURE: \_\_\_\_\_

MELD TEACHER'S NAME: \_\_\_\_\_ Grade: 5

SIGNATURE: \_\_\_\_\_

ADDITIONAL MELD TEACHERS

MELD TEACHER'S NAME: \_\_\_\_\_ Grade: \_\_\_\_

SIGNATURE: \_\_\_\_\_

MELD TEACHER'S NAME: \_\_\_\_\_ Grade: \_\_\_\_

SIGNATURE: \_\_\_\_\_

MELD TEACHER'S NAME: \_\_\_\_\_ Grade: \_\_\_\_

SIGNATURE: \_\_\_\_\_

MELD TEACHER'S NAME: \_\_\_\_\_ Grade: \_\_\_\_

SIGNATURE: \_\_\_\_\_