



## Division of Instruction September 2017 Policy Update

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A summary of policies published by the Division of Instruction in August 2017

<b>BULLETINS</b>		
<p><b>BUL-2332.6</b> August 15, 2017</p>	<p>Elementary School Progress Report Marking Practices and Procedures</p>	<p>This bulletin replaces BUL–2332.5 of the same title, dated July 11, 2016. The revised version delineates procedures for grading practices in the elementary schools in accordance with new District policies. This bulletin includes new terms related to the new progress report in MiSiS.</p>
<p><b>BUL-5619.6</b> August 24, 2017</p>	<p>Reclassification of English Learners</p>	<p>This Bulletin replaces BUL-5619.5 of the same title dated February 22, 2017, and incorporates the following changes:</p> <ul style="list-style-type: none"> <li>• Students in grade 1 can be reclassified in MiSiS in the Mass Reclassify screen once the reclassification criteria have been met</li> <li>• Schools will be able to print the reclassification labels of approved SSPT reclassification recommendations</li> <li>• The reclassification Basic Skills criteria for grades 3-12 will include English Language Arts (ELA) Smarter Balance Assessment Consortium (SBAC) scores</li> <li>• Updated reclassification information for Long Term English Learners (LTELs) with Disabilities</li> <li>• Updated information on the CELDT (California English Language Development Test) RETEST for a selected group of ELs</li> <li>• Includes reference to the new state assessment of language proficiency, English Language Proficiency Assessments for California (ELPAC)</li> </ul>
<p><b>BUL-6518.1</b> August 7, 2017</p>	<p>Restricted use of P-Card, Ghost Card and Travel Card (T-Card) for Title I Program Purchases</p>	<p>This revision updates memorandum MEM-6518.0 issued on June 22, 2015, from the Division of Instruction. It has been updated to include the expanded list of Title I expenditures that can be reconciled with the P-Card. The P-Card can now be used to purchase Admission Fees, Conference Registration, Supplemental Instructional Materials (SIM), Software License Maintenance (renewals), Curricular Trips (buses), and Other Books.</p>
<p><b>BUL-6730.1</b> August 24, 2017</p>	<p>A Multi-Tiered System of Support Framework for the Student Support and Progress Team</p>	<p>This policy outlines district-wide procedures for the Student Support and Progress Team (SSPT), utilizing a Multi-Tiered System of Support (MTSS) framework. It consolidates the Coordination of Services Team (COST), Student Success and/or Student Study Team (SST) and the Language Appraisal Team (LAT). The SSPT uses a collaborative model to identify interventions for improved student performance. This policy also recognizes the alignment of MTSS with Culturally and Linguistically Responsive Pedagogical (CLRP) instruction and</p>

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		behavioral practices. These procedures combine the existing functions of the afore-mentioned teams into a single process through the SSPT. All schools shall establish an SSPT within the first six weeks of the school year.
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**MEMORANDUMS**

MEM-2089.12 August 24, 2017	Choices/Opciones Application and Brochure Timeline, 2018-2019	To provide the <i>Choices/Opciones</i> Brochure and Application Timeline information for the following programs: <ul style="list-style-type: none"> <li>• Magnet</li> <li>• Permits With Transportation</li> <li>• Dual Language and Bilingual Programs (DLP)</li> </ul>
MEM-5160.7 August 3, 2017	Gifted/Talented Conservatory of Fine Arts Program	This Memorandum provides information regarding the Gifted/Talented Conservatory of Fine Arts program held annually at California State University, Los Angeles. The Conservatory of Fine Arts program, a 19-week Saturday instructional program, is conducted by District personnel and select resource professionals. The Conservatory is not a replacement, but a supplement to school site arts programs.
MEM-5559.6 August 15, 2017	Advancement Via Individual Determination (AVID) Tutorial	The purpose of this Memorandum is to provide updated information regarding Advancement Via Individual Determination (AVID) Tutorials, including the funding, selection, hiring and training of AVID tutors.
MEM-5561.5 August 18, 2017	Advanced Placement (AP) Audit and Annual AP Authorized Course Renewal, 2017-2018	The purpose of this memorandum is to communicate the guidelines, resource requirements, and related timeline for the Advanced Placement (AP) Course Audit for the 2017-2018 school year. AP authorization must be obtained before a District high school uses the “AP” designation on a course listed on a student’s transcript and in order for the high school’s course to appear in the ledger of authorized AP courses provided for college and university admissions offices.
MEM-5562.6 August 24, 2017	Advancement Via Individual Determination (AVID)	The purpose of this Memorandum is to update secondary Advancement Via Individual Determination (AVID) schools of the resources and support available to AVID sites.
MEM-5563.6 August 15, 2017	AVID Weekly	The purpose of this memorandum is to inform AVID school sites that AVID Weekly is centrally-funded for the 2017-2018 academic year.
MEM-5788.7 August 16, 2017	School-Site Professional Development Priorities-Banked Time Tuesdays for Middle and High Schools (2017-2018)	The purpose of this Memorandum is to provide schools with the updated banked time Tuesday dates and information to enable schools to align school-based professional development content and time with District instructional priorities for ensuring each student is college-and career-ready and meeting graduation requirements.

**MEMORANDUMS**

MEM- 6112.4 August 15, 2017	2017–2018 Gifted and Talented Education Meetings and Professional Development Calendar	Each academic year Gifted and Talented Programs provides guidance and support to District schools. This Memorandum informs school site GATE and Schools for Advanced Studies (SAS) coordinators, parents and administrators of the 2017–2018 GATE Meetings and Professional Development Calendar.
MEM-6158.4 August 15, 2017	Permits With Transportation (PWT) Application Procedures and Timeline 2018-2019	The purpose of this Memorandum is to outline the Permits With Transportation (PWT) program procedures for the 2018-2019 school year. Also included is the PWT Timeline to inform schools of important dates.
MEM-6347.3 August 18, 2017	District Talent Assessment Schedule: Visual Arts Demonstrations and Performing Arts Auditions for Identification as Gifted/Talented	This Memorandum includes the 2016–2017 District Talent Assessment Schedule: Visual Arts Demonstrations and Performing Arts Auditions. It also delineates the referral and assessment process for gifted identification in the Visual Arts and Performing Arts categories.
MEM-6461.3 August 18, 2017	Advanced Placement (AP) Potential	This Memorandum provides information regarding how schools can use AP Potential data to recruit students, including the historically underrepresented, for AP and to identify new AP courses to offer for the 2018-2019 academic year. It also provides information about how students can access free online, college and career planning support and resources, including Khan Academy.
MEM-6533.2 August 15, 2017	2017-2018 Advanced Placement Readiness (APR) Program UCLA, Center X	The purpose of this memorandum is to provide information regarding the UCLA Center X Advanced Placement Readiness (APR) program. Also included is information on how students and teachers can register for APR and the schedule for each APR strand (STEM and humanities). APR sessions will occur on designated Saturdays from September to April at UCLA during the 2017-2018 academic year.
MEM-6544.2 August 22, 2017	Observance of Constitution Day 2017: September 10 through 24, 2017	The purpose of this Memorandum is to provide schools with assistance to comply with federal government regulations regarding the observance of Constitution Day. This memorandum updates Memorandum 6544.1 dated July 21, 2016.
MEM-6866.0 August 24, 2017	Placement, Scheduling and Staffing for English Learners in Middle School for 2017-2018	The purpose of this memorandum is to provide schools with procedures based on the 2012 English Learner Master Plan for the proper placement of middle school English Learners (ELs) in English Language Development (ELD) classes, including classes for Long Term English Learners and core content classes. For programming of ELs with disabilities who have Individualized Education Programs (IEPs), please refer to REF-5994.2, <i>Scheduling Appropriate English Language Development (ELD) Instruction for Secondary English Learners with Disabilities</i> , dated July 3, 2017.

**MEMORANDUMS**

MEM-6878 August 15, 2017	Professional Development for Library Aides	The purpose of this Memorandum is to invite all Library Aides to the two (2) professional development meetings being offered for the 2017-2018 school year and to notify their respective principals of the meeting.
MEM-6886 August 17, 2017	Professional Development for Teacher Librarians	The purpose of this Memorandum is to invite all Teacher Librarians to the four (4) professional development meetings being offered for the 2017-2018 school year and to notify their respective principals of the meeting.
MEM-6909.0 August 24, 2017	Placement, Scheduling and Staffing for English Learners in High School for 2017-2018	The purpose of this memorandum is to provide schools with procedures based on the 2012 English Learner Master Plan for the proper placement of high school English Learners (ELs) in English Language Development (ELD) classes (including classes for Long Term English Learners) and core content classes. For programming of ELs with disabilities who have Individualized Education Programs (IEPs), please refer to REF-5994.2, <i>Scheduling Appropriate English Language Development (ELD) Instruction for Secondary English Learners with Disabilities</i> , dated July 3, 2017.
MEM-6915.0 August 28, 2017	Senior College Package for Class of 2018	The purpose of this Memorandum is to introduce the 2018 Senior College Package (Senior Packet) and the process for distribution to students. To ensure that all students in the Class of 2018 have accurate and timely college application and financial aid information, a detailed college information packet will be distributed at the beginning of the 2017 fall semester. The goal is to inform and motivate seniors to complete the college and financial aid application process as smoothly as possible in congruence with the Los Angeles Unified School District's goal of 100% graduation and a-g completion.

**REFERENCE GUIDES**

REF-1442.3 August 10, 2017	Court Ordered Traveling Student Auxiliary Transportation for Magnet, Permits with Transportation (PWT), Capacity Adjustment Program (CAP) and Integration-Funded Other Transported Students (OTS) programs	The purpose of this Reference Guide is to inform schools of approved Court Ordered funded auxiliary transportation for Magnet, Permits With Transportation (PWT), Capacity Adjustment Program (CAP) and Integration-funded Other Transported Students (OTS) programs.
REF-5228.2 August 2, 2017	Guidelines for Identifying Students as Gifted in the Intellectual Ability Category	The purpose of this Reference Guide is to provide guidelines for identification as gifted in the Intellectual Ability Category. Eligible students are students who attend a Los Angeles Unified School District (LAUSD) school.

**REFERENCE GUIDES**

REF-5232.3 August 2, 2017	Guidelines for Identifying Students as Gifted in the High Achievement and Specific Academic Categories	The purpose of this Reference Guide is to provide guidelines for identification in the gifted categories of High Achievement Ability and Specific Academic Ability. Eligible students are students who attend a Los Angeles Unified School District (LAUSD) school.
REF-5234.1 August 7, 2017	Guidelines for Identifying Students as Gifted in the Visual and Performing Arts Ability Categories	The purpose of this Reference Guide is to provide guidelines for identification in the gifted categories of Visual Arts Ability and Performing Arts Ability. Eligible students are students who attend a Los Angeles Unified School District (LAUSD) school.
REF-6312.3 August 18, 2017	Certification of Instructional Materials Sufficiency, Elementary Schools	To provide instructions regarding certification of textbook/instructional materials sufficiency.
REF-6313.3 August 18, 2017	Certification of Instructional Materials Sufficiency, Secondary Schools	To provide instructions regarding certification of textbook/instructional materials sufficiency.

**POLICY UNDER DEVELOPMENT...COMING SOON**

BUL-6399.1	Social Media Policy for Students	The Los Angeles Unified School District encourages positive relationships between students, employees and associated persons. There is, however, a distinction between being supportive of students and the real or perceived breach of confidentiality or misconduct with students, including online.
BUL-6779.0	Guidelines for Independent Study Programs	This Bulletin outlines the policies and guidelines for the District's Independent Study programs. This policy applies to all schools except when noted. Independent Studies is not allowed at Community Day Schools (CDS), and Carlson Home and Hospital School.
BUL-6837.0	Pupils in the Entertainment and Allied Industries	Existing law provides that pupils who hold a valid work permit can work temporarily in the entertainment or allied industries. The purpose of this bulletin is to provide all schools and offices with regulations for students in the entertainment or allied industries. Existing law provides that pupils who hold a valid work permit can work temporarily in the entertainment or allied industries. The purpose of this bulletin is to provide all schools and offices with regulations for students in the entertainment or allied industries.
BUL-6838.0	Criteria for Granting Instructional Credit in Secondary Schools	Instructional credit will be granted for appropriate learning experiences and special programs in accordance with District policy and California Education Code.

**POLICY UNDER DEVELOPMENT...COMING SOON**

BUL-6870.0	Culturally and Linguistically Responsive Pedagogy PK-12 Professional Development Module	The purpose of this Bulletin is to provide guidelines to school leaders regarding the required annual CLRP PK-12 Professional Development Module for all certificated staff members at PK-12 schools. Given that LAUSD is comprised of culturally and linguistically diverse student populations, it is necessary that CLRP Professional Development is a requirement for all certificated staff members.
MEM-5564.6	Off-Campus Library Privileges for Advanced Placement (AP) and International Baccalaureate (IB) Diploma Programme (DP) Students	This Memorandum provides updated information regarding: 1) off-campus library privileges for students enrolled in Advanced Placement (AP) and International Baccalaureate (IB) Diploma Programme (DP) courses; 2) conditional agreement of each university to provide library services to AP and DP students; and 3) procedures to acquire permission for AP and DP students during the 2017-2018 academic school year.
MEM-5793.5	2017-2018 English Learner Master Plan Institute for TSP Advisors/EL Support Staff	The purpose of this Memorandum is to provide information and the schedule for the mandatory English Learner Master Plan Institute.
MEM-5795.5	2017-18 Training for California English Language Development Test (CELDT) Examiners	The purpose of this Memorandum is to outline the training requirements for all 2017-18 CELDT examiners and provide guidelines for completing the <i>2017-18 CELDT Training for Test Examiners</i> . The California English Development Test (CELDT) training for 2017-18 is a two-part, face-to-face training facilitated by the CELDT Testing Coordinator at the school site.
MEM-6535.2	Western Association of Schools and Colleges (WASC) Accreditation Funds	The purpose of this memorandum is to provide information regarding: 1) WASC annual membership fees; 2) the allocation of funds to schools participating in accreditation visits; and 3) the reimbursement of expenses for WASC visiting team members.
MEM 6697.1	Elementary Literacy Assessments: Dynamic Indicators of Basic Early Literacy Skills, Text Reading Comprehension (DIBELS Next/IDEL/TRC)	The purpose of this memorandum is to provide information about the administration of the elementary literacy assessments in the Amplify Reading3D suite: Dynamic Indicators of Basic Early Literacy Skills (DIBELS Next), Indicadores Dinámicos del Éxito en la Lectura (IDEL 7ª Edición), and Text Reading and Comprehension (TRC). Optional assessments available are Word Reading (WR) and Amplify Oral Language Screener (OLS). District policy is that all students K-5/6 in the general education curriculum in elementary grades have a literacy assessment measure three times per year – at the beginning, middle, and end of year (BOY, MOY, EOY).
REF-1303.2	Commencement Guidelines	This revision replaces REF-1303.1 dated December 8, 2014, of the same title. The content has been revised to reflect updated information and policy changes regarding the use of caps, tassels and gowns, and non-District sponsored trips.



**POLICY UNDER DEVELOPMENT...COMING SOON**

REF-6003.1	Using Preserved and Live Organisms in Science Classes	This Reference Guide summarizes guidelines for the use of preserved and live organisms in science classes.
REF-6294.3	Secondary Official Roll Book	The purpose of this Reference Guide is to provide the definition of a roll book and all of its required components for the Los Angeles Unified School District (LAUSD). Included are procedures for certifying student marks and verifying course records within My Integrated Student Information System (MiSiS). Procedures for properly saving and destroying documents are detailed.