



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: 2008-2009 Summer School/Intersession for High Schools

NUMBER: MEM-4122.1

ISSUER: Alvaro Cortés, Assistant Superintendent Beyond The Bell Branch

DATE: May 1, 2008

ROUTING
 Local District Superintendents
 Local District Administrators of Instruction
 Local District Directors of School Support Services
 Intervention Administrators
 Intervention Coordinators
 Instructional Coach Coordinators
 English Learner Specialists
 Principals
 Assistant Principals
 School Coordinators
 School Administrative Assistants
 UTLA Chapter Chairs

PURPOSE: The purpose of this Memorandum is to provide information for the 2008-2009 Summer School/Intersession for Senior High Schools offered to eligible students at single and multi-track schools. Summer School programs are tentative and may be impacted by state and district budget reductions.

MAJOR CHANGES: The major changes, due to state budget reductions, for the 2008/2009 Summer School/Intersession for high schools include the change of transition math curriculum. Additionally, the A-basis School Administrative Assistants (SAA) and the A-basis clerical positions assigned to each secondary school will provide the clerical support for summer school. Therefore there is no clerical support allocated for secondary Summer School. This replaces MEM-4122.0, dated March 10, 2008.

INSTRUCTIONS: I. Background

Following state guidelines, the Board of Education adopted a California High School Exit Exam (CAHSEE) Preparation Policy requiring students to meet prescribed criteria to graduate. This policy provides for intervention programs for students at risk of not meeting grade level standards and graduation requirements. Refer to the Local District Intervention Directory (Attachment A).

The following information provides the guidelines for the 2008-2009 Summer School/Intersession for Senior High Schools, including remedial, enrichment (SB 813) and transition programs at single and multi-track schools.

II. Guidelines

The Summer School/Intersession is an intervention/enrichment program designed to provide standards-based instruction that is tied to the core program for off track students in grades 9-12. The Summer School includes remedial, enrichment and transition programs.

The High School summer session is offered for 120 hours at designated single track High School sites (Attachment B) from July 7 through August 15, 2008.

Intersession is offered for a total of 120 hours per off track session at all multi-track High Schools. Multi-track schools must submit the Intent to Offer



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

Intersession – High School (Attachment C) to the Local District Intervention Coordinator three weeks before intersession begins.

Schools participating in the EIEP Summer School/Intersession/Extended Day must inform parents using the Parent Letter/Student Registration Form (Attachment D-1). Multi-track middle schools participating in the Emergency Immigrant Education Program (EIEP) must submit the Multi-track Participation form (Attachment D-2) to the EIEP Office by July 11, 2008.

III. Program Information

A. Summer School/Intersession:

1. Remedial Program provides an opportunity for students who need additional assistance to repeat courses in which they received a grade of D or Fail. First priority for enrollment is reserved for the Remedial Program.
2. *Developing Readers and Writers Course (DRWC)* is offered to ninth grade students currently enrolled in DRWC.
3. Enrichment Program (SB 813) provides an opportunity for students to enroll in courses not previously taken.
4. Emergency Immigrant Education Program (EIEP) provides an opportunity for immigrant students to acquire English and orientation to the community. Eighth grade EIEP students will participate on the high school campus.
5. Transition is part of Summer School and is a pilot program for 150 selected students matriculating from middle school to high school. Local Districts and secondary schools, based on the schools feeder pattern, determine the number of students from each school. Middle school administrators/math coaches collaborate with the high school to select eligible students.
6. Extended School Year (ESY) is provided for special education students with an Individualized Education Program (IEP) that specifies ESY.

B. The Time Task Calendar for High School Summer session is referenced in Attachment E-1. The Time Task Calendar for High School Intersession is referenced in Attachment E-2.

IV. Enrollment Eligibility

Students in Grades 9-12 who are in attendance at multi-track high schools converting to single-track are eligible to attend summer school, except for ESY. Students attending multi-track schools must attend Intersession at their school of attendance.

The criterion for eligibility is the location of the student residence. Students who reside full time within the boundaries of the LAUSD, Spring Semester 2008 are eligible for Summer School/Intersession. Students who reside full time outside the boundaries of the LAUSD may apply for Summer



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

School/Intersession only if they were enrolled in LAUSD the preceding semester.

Students who were in 8th Grade in June 2008 at single-track schools and are matriculating to a multi-track high school are not eligible to enroll in Summer School. Students are to enroll in Intersession at the multi-track site. Adults may not be admitted to Summer School/Intersession.

A. Student Eligibility

1. Remedial Program

- a. CST score of Basic, Below Basic, or Far Below Basic
- b. Students who have received a final mark of D or Fail in core courses
- c. Students in Grades 10-12 who have not passed CAHSEE
- d. English Learners needing to gain proficiency in English/mathematics skills
- e. Students in Grades 11 or 12 are eligible if a mark of fail was received in a specific required course needed for graduation, which cannot be taken in the fall in order to be eligible for graduation.
- f. Students in Grade 12 are eligible if they have completed all but 5 or 10 credits needed for graduation and will graduate by completing Summer School.
- g. Students in Grade 9 are eligible to enroll in 120 hours of Literacy Connections if they were enrolled in DRWC, Spring 2008.

2. Enrichment Program (SB813)

- a. Students are eligible to enroll in courses not previously taken, with counselor's approval.
- b. First priority is reserved for the Remedial Program

3. Transition Program

- a. Students matriculating from middle school to high school
- b. Students scoring at below proficiency on CST and/or periodic assessments in math and/or are markedly at-risk in study/social skills and attributes necessary for school success

4. EIEP

- a. Priority 1: Students whose names appear on the SNOR (FS34)
- b. Priority 2: ELD levels 1 or 2/ESL 1 students who were born in the U.S. but left the country and enrolled in a U.S. school during the 2007-2008 or 2008-2009 school year

5. Extended School Year (ESY) is provided for special education students with an Individualized Education Program (IEP) that specifies ESY.

B. Parent Notification and Student Application

1. All high schools will generate the Summer School/Intersession Student Application (Attachment F) using the SIS program Summer Application (SUMAPP). Students may be selected by any extract including the Single Student (S) extract. Once the application form has the proper signatures, copies may be made for the student and the counselor. The Summer School/Intersession Student Application serves as the parent notification of Summer School/ Intersession.



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

2. Each high school principal is responsible for publicizing the Summer School/Intersession, counseling and registering students. Single Track schools must forward applications to the appropriate Summer School site(s).
 3. Participating high school administrators and transition coordinators in collaboration with the feeder school administrators/coaches are responsible for selecting, counseling, publicizing and registering students for Transition.
 - a. Schools must inform parents of program dates, time and location, using the Transition Program Parent Notification Letter (Attachment G).
 - b. Parent meetings and workshops are a component of Transition.
 - 1) The first parent orientation meeting is held at the high school before June 9th and conducted by the High School Principal and RLA/Transition Coordinator. This meeting will focus on the explanation of Transition and the criteria for student selection.
 - 2) A second parent meeting during the first/second week of summer school will focus on the High School experience.
- C. Counseling Students
- It is the responsibility of the counseling staff to:
1. Identify students who are at risk of failing and determine the appropriateness of the subjects requested for Summer School/Intersession.
 2. Counsel students in the core program on the appropriate courses to take, identify the courses to be taken the following year in place of the course completed, and determine the appropriateness of the subjects requested for Summer School/Intersession.
 3. Identify English Learners (EL) not making adequate progress, D or Fail in ESL courses and EL students awaiting redesignation (PRP).
 4. Identify students who need support in order to pass the CAHSEE.
 5. Identify 9th grade students in DRWC to enroll in DRW/ELA Summer School/Intersession.
 6. Assist in counseling, publicizing and registering students for Transition.
 7. Encourage eligible students to register and be in attendance daily for Summer School/Intersession.
 8. Counselors must complete Summer School/Intersession Application, keep a copy and send the original home for a parent signature. When the student returns the signed application, make a copy for the school files.
 9. Construct a Master Program to meet the indicated needs for Remedial, Enrichment, EIEP, ESY and Transition Programs.
 10. Run TR31SUM to transfer student records from the other LAUSD school(s) into the Summer School database. If TR31SUM is not used, student demographics and classes will need to be entered manually into D71. Use EXTSUM to move students from the main database (ID01) into the Summer School database (ID71).



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

11. Disciplinary records as required by Bulletin No. 38 (Rev.), *Mandated Reporting of Certain Student Behavior*, Office of the Deputy Superintendent, Operations, will be sent electronically to the schools. TR31SUM will include 49079 data when files are requested by the Summer School site and sent the first week of Summer School. It is imperative that schools follow the directions in the Secondary SIS Technical Bulletin for "Students with EC49079 Offenses."

V. Traveling Students

- A. All traveling students attending single track secondary schools may enroll in a Summer School Program. The school of attendance sends the completed application with the counselor's signature to the Summer School site selected by June 2, 2008.
- B. The following traveling students are eligible for summer transportation from their resident Senior High School to the school of attendance:
1. Students in grades 11 and 12 who have failed specific required courses needed for graduation, which cannot be taken in the fall in order to be eligible for graduation.
 2. Students in grade 9 enrolled in DRWC, Spring 2008 or DRW/ELA, including CAP and PWT.

Students needing transportation should have field 142 marked with a "Y" as classes are entered in ID71, but no later than June 2, 2008, in order to receive transportation. It is essential that the Summer School enter transportation information upon receiving the student application for Summer School/Intersession.

The Transportation Branch will notify sending schools and parents of the transportation pick-up location and time.

VI. Organization of classes

The class size is 33:1. Schools are to organize classes with an enrollment of 40:1 to allow for attrition. On Norm Day, classes will close if attendance falls below 30 students.

DRW, EIEP and Transition class size is 25:1. On Norm Day, DRW, EIEP classes will close if enrollment falls below 22 students.

Daily attendance must be maintained. Schools will continue enrollment of new students through the first five days of Summer School/Intersession.

VII. Staffing and Payroll Procedures

- All summer school positions must be applied for on-line at <http://summer.lausd.net>, using an LAUSD E-mail account.



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

- E-mail accounts are available through <https://idmlogin.lausd.net/myprofile> on a LAUSD computer.
- Summer School Application period is March 10 – April 11, 2008, to be listed on the initial Summer School roster.
- Only eligible personnel who apply on-line and are selected and work will be paid for summer employment.

It is imperative that administrators follow selection guidelines and staff from official electronic rosters only. Once assigned, all summer school staff are electronically issued a summer Personnel Employment Record Number (PERNR) for payroll purposes.

- A. Administrator Selection – Principal and Assistant Principal (formerly Attendance/Supervision Coordinator). Priority and selection process for High School summer administrators are referenced in MEM- 4123.0, 2008 Summer School Administrative Assignments dated March 10, 2008.
 1. Local District Superintendents have final approval of Summer School Administrators. Local District Intervention Coordinators notify selected and non-selected administrators for summer school assignments.
 2. Summer school principal and assistant principal are 6-hour positions, 7:30 a.m. – 2:00 p.m. School must have an enrollment of 500 or more students on norm day to maintain the assistant principal position. An additional assistant principal is assigned to schools with an enrollment of 1500 or more students, after norm day.
 3. High school summer administrators or registration advisors receive a total of 48 hours per summer school site for pre-registration of students, planning and preparation. The hours must be time reported on or prior to June 30, 2008.
 4. Intersession administrator is the school site principal or assistant principal. Intersession administrators are provided 40 hours to supervise instruction after 4:30 pm Monday through Friday or Saturdays.
- B. Transition Coordinator
 1. Transition is planned by the RLA Administrator at RLA High Schools. There is no additional funding for the planning, recruitment/organization at identified RLA High Schools.
 2. A Transition Coordinator position is allocated at non RLA High Schools for a total of 40 hours for preparation and planning prior to Summer School.
 3. During Summer School, the Transition Coordinator is allocated 65 hours for the opening/closing of Summer School, parent meetings, monitoring attendance and documentation.
 4. Duties and Responsibilities
 - a. Before Summer School:
 - 1) Organize Transition Program
 - 2) Select and meet with eligible students
 - 3) Send Parent Notification/Permission Letters
 - 4) Organize Parent Orientation Meeting



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

- 5) Attend Transition Coordinator meetings and trainings
 - 6) Locate and inventory transition materials from 2007 Summer School
 - b. During Summer School:
 - 1) Implement Transition Program
 - 2) Distribute and collect instructional materials
 - 3) Monitor student attendance and class size
 - 4) Support Transition teachers
 - 5) Complete reports as requested by Beyond the Bell Branch
 5. Transition Coordinators may also teach Summer School.
 6. Transition Coordinators must have appropriate teaching and/or administrative credentials and apply on-line.
 7. High School principals, in collaboration with Summer School principals select Transition Coordinator and send the Transition Coordinator Selection Form by April 25th (Attachment H) to the Local District Intervention Coordinator.
- C. Teacher Selection
- Priority and selection process for the Summer School/Intersession is referenced in Article XX, District/UTLA Contract.
1. Summer School principals select all teachers from the on-line Roster and notify selected and non-selected teachers of summer school assignments.
 2. Summer School teacher is a 4-hour position, 7:50 – 12:30 pm.
 3. Teachers interested in applying for Transition must apply on-line as part of the Summer School application process. Additionally, interested teachers must submit a supplemental Transition Teacher Application (Attachment I) to the principal, by April 25, 2008.
 - a. Consideration is given to teachers from the participating high schools, to facilitate looping in the fall. Additionally, teachers who have demonstrated success at working with and motivating low achieving, at risk students will be selected.
 - b. High School principals in collaboration with Summer School principals select the Summer School Transition teachers and notify selected and non-selected teachers of the assignment.
 - c. To address the shortage of math teachers, it is suggested that Transition teachers be assigned two periods of math, therefore, the Strategies for Success teachers must also be assigned back-to-back classes.
 - d. Summer School Principals send Summer School Transition Staffing Roster to Local District Intervention Coordinator by April 25, 2008. (Attachment J)
 4. Intersession Teacher Application (Attachment K) must be completed and submitted to the school site administrator.
 5. Attendance at the professional development is a condition of accepting an EIEP assignment.



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

D. Office and Support Personnel

1. School Administrative Assistant (SAA)

- a. The A-Basis 8-hour SAA is assigned to work Summer School.
- b. The Secondary Student Information Systems (SSIS) is used for Summer School attendance accounting and reporting. Clerical

staff needing SSIS training register for the Summer School (SSIS) Training on-line at <http://lz.lausd.net>.

- c. Intersession schools are provided 1 hour of clerical relief or over time per 50 students.

2. Clerical Support

- a. The A-Basis 8-hour clerical position(s) is assigned to work Summer School.
- b. There is no additional clerical support allocated for secondary Summer School.

3. Special Education Assistants/Trainees, Health Aides and Adult Assistants must apply on-line.

- a. Classified Personnel selects and notifies the Special Education Assistant/Trainees, Health Aides and Adult Assistants of the summer assignment and location.
- b. The assignment is a 4.5 hour position.

4. School Supervision Aide (SSA)

- a. Summer school sites are provided one 5-hour position per site with enrollment of less than 500 students. An additional SSA is allocated for sites with enrollment of over 500 - 1499 students. Schools with summer enrollment of over 1500 are funded for (3) SSA positions.
- b. SSA's must apply on-line prior to April 11th to appear on the initial Summer School Roster.
- c. Special Education Assistants/Trainees and Adult Assistants are not eligible.
- d. Summer School principals select SSA's from on-line Summer School Roster and notify selected and non-selected SSA's of summer school assignment.
- e. School Supervision aides may not work more than a total of 75 hours per pay period.
- f. Intersession sites are allocated one SSA for 3 hours per day if Intersession is held after school or on Saturdays.

E. Summer School/Intersession resources are referenced in Resources At A Glance for Summer School (Attachment L-1) and Resources At A Glance for Intersession (Attachment L-2).

F. Payroll Procedures

1. A time card must be kept for all Summer School staff.
2. Teachers are compensated at the intervention rate that includes a stipend of .09224. The stipend is for planning, monitoring of student



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

- attendance, contacting parents, intervention documentation/ assessment, faculty meetings and supervision as appropriate.
3. For payroll information refer to Payroll Time Reporting Manual for the Summer School/Intersession and Extended School Year 2008-2009.

VIII. Instructional Program

A. Courses which may be offered:

1. Remedial courses are listed in Attachment M.
2. Enrichment (SB 813) courses are listed in Attachment N.
3. Transition is designed in 4-hour blocks: 2 hours of mathematics and 2 hours of study/literacy skills, per day. Grades are required for Transition.
 - a. Mathematics
Course title and number: Math Tutor Lab A # 31-02-21
 - b. Study/Literacy Skills
Course title and number: Literacy Connections # 23-25-11.
 - c. Professional development is required to teach the Transition classes. Transition teachers not previously trained must attend training. Transition training is held during the month of May/June. Local Districts notify schools of the specific dates, time, and location of the trainings.
4. Health Remedial courses may be taken only by students in Grades 10, 11, and 12 who have documentation of receiving a final grade of Fail in Health.
5. Health Core Academic class may be taken by students in Grades 10 and 11 currently enrolled at magnet schools that do not offer health classes.
6. Schools may not offer more than six periods of The Principles of American Democracy. For questions on additional courses, which may be offered contact the Secondary Education Office at (213) 241-8291.

IX. Attendance Accounting and Documentation

It is critical that all intervention program data must be entered into the Secondary Student Information System (SSIS). SSIS Summer School training is provided refer to Attachment O for schedule. The District and school sites use the information for decision-making and planning for intervention programs. State funding for these programs depends on the accuracy of the attendance and statistical reports. The money generated through student attendance and claimed by these reports funds the intervention programs.

- A. Schools must follow the guidelines provided in Reference Guide 1732, *Required Secondary SIS Data for Standards-Based Promotion and Intervention Programs* dated May 9, 2005. Additional information and procedures are provided in the Secondary SIS Newsletter "*Summer School/Intersession Issue*," *Summer 2008* that can be found at LAUSD website at Par-Secondary Student Information System.



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

1. It is the responsibility of the Assistant Principal to maintain enrollment, attendance records and enter all data into the SIS.
2. Attendance must be monitored and recorded. Teachers must record hourly attendance.
3. On the fifth day of Summer School/Intersession fax the following SIS generated reports to the Local District Intervention Coordinator.
 - a. Classification Report (AT74)
 - b. Class Enrollment Report by Teacher (CL 76 R-1)
4. On the last day of Summer School/Intersession:
 - a. Sign and fax the SIS generated Statistical Report (AT75) to the Local District Intervention Coordinator.
 - b. File the following attendance documents at the Summer School/Intersession site
 - Statistical Reports
 - Classification Reports
 - Class Rosters
 - Attendance Registers

X. Food Services

Food Services provides a brunch **or** lunch at Summer School sites. Food Services will contact the Summer School Principal to determine the meal and schedule for meal service. It is important that the school of attendance update the current meal eligibility code in SIS.

**RELATED
RESOURCES:**

BUL-721, *Standards-Based Promotion Policy, Parent Notification and Appeals Process for Secondary Schools*, dated December 17, 2003, Beyond the Bell Branch.

REF- 1732, *Required Secondary SIS Data for Standards-Based Promotion and Intervention Programs*, dated May 9, 2005, Planning Assessment and Research.

The following attachments will assist school personnel:

- A – Local District Intervention Staff Directory
- B – Summer School Sites
- C – Intent to Offer Intersession
- D – EIEP Participation Forms
- E – Time Task Calendar
- F – Student Application
- G – Transition Program Parent Notification Letter
- H – Transition Coordinator Selection Form
- I – Transition Program Teacher Application
- J – Transition Staff Roster
- K – Intersession Teacher Application
- L – Resources at a Glance
- M – Remedial Courses
- N – Enrichment Courses
- O – SSIS Summer School Training Schedule



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

ASSISTANCE: For assistance regarding Secondary Summer School/Intersession call the Local District Intervention Coordinator. For assistance regarding Master Plan issues, call the Local District English Learner Coordinator/Specialist. For assistance regarding Special Education, call the Local District Special Education Coordinator. Refer to Local District Staff Directory (Attachment A). For assistance regarding the Emergency Immigrant Education Program (EIEP), call (213) 241-2694.