



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: 2007-2008 Summer School/Intersession Programs for High Schools

NUMBER: MEM-3588.0

ISSUER: Alvaro Cortés, Assistant Superintendent Beyond The Bell Branch

DATE: March 9, 2007

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 2007-2008 Summer School/Intersession Program for Senior High Schools offered to eligible students at single and multi-track schools. The Local District Intervention Staff Directory is found in Attachment A.

MAJOR CHANGES: The major changes for the 2006/2007 Secondary Summer School/Intersession Programs for secondary schools include separate memoranda for middle and high schools.

INSTRUCTIONS: I. Background

Following state guidelines, the Board of Education adopted an updated CAHSEE Preparation Policy requiring students to meet prescribed criteria to graduate. These policies provide for intervention programs for students at-risk of not meeting grade level standards.

The following information provides the guidelines for the 2007-2008 High Summer School/Intersession Programs, including Remedial, Enrichment (SB 813) and Transition Programs, at single and multi-track schools.

II. Guidelines

The Summer School/Intersession Program 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 Program includes remedial, enrichment and transition programs.

The High School Summer Program is offered for 120 hours at designated single track High School sites from July 9 through August 17, 2007. (Attachment B).

The Intersession Program is offered for a total of 120 hours at all multi-track High Schools. Intersession Programs are offered during each off-track period. Multi-track schools must submit the Intent to Offer Intersession – Secondary to the Local District Intervention Coordinator (Attachment C).



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III. Program Information

A. Summer School/Intersession Intervention Programs include:

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)* Intervention Program is offered to ninth grade students currently enrolled in the *Developing Readers and Writers Course*. For additional information, refer to Memorandum MEM-1549, *Developing Readers and Writer English-Language Arts Summer/Intersession Course Grades 6-9*, dated January 24, 2005.
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 students in grades 9-12 born outside the U.S. and enrolled in a U.S. school for fewer than three years.
5. Transition Program, formerly entitled Summer School Bridge, is part of Summer School and is a pilot program for 200 selected students matriculating from middle school to high school (8th grade to 9th grade). The Transition Program provides math intervention and study/literacy skills, classes are scheduled in (4) four - hour blocks.
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 High School Summer School is referenced in Attachment D-1. The Time Task Calendar for High School Intersession is referenced in Attachment D-2.

IV. Enrollment Eligibility

For the 2007 Summer School session, students in Grades 9-12 who are in attendance (June 2007) at single-track calendar schools or high schools converting (7/1/07) to single-track are eligible to attend these Summer School Programs. Students attending other multi-track schools must attend Intersession Programs at their school of attendance.

Students who reside full time within the boundaries of the LAUSD (Spring Semester 2007) are eligible for Summer School/Intersession. The criterion for eligibility is the location of the student residence.

Students who reside full time outside the boundaries of the LAUSD may apply for Summer School/Intersession only if they were enrolled in a District school the preceding semester. Adults may not be admitted to Summer School/Intersession.



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A. Student Eligibility

Priority is given to senior high students (Grades 9-12) who need to make up deficiencies.

1. Eligibility for Remedial Proficiency Program

Students who meet the following criteria in Grades 9-12 are eligible for the Remedial Program:

- a. CST score of Basic, Below Basic, or Far Below Basic
Students in Grades 9-12 are eligible if additional instruction is needed to pass the California High School Exit Exam, or if a mark of D or Fail was received in a course previously taken. English Learners needing to gain proficiency in English/Mathematics skills required passing the California High School Exit Exam or if a mark of D or Fail was received in a course previously taken.
- b. 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.
- c. 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.
- d. Students in Grade 9 are eligible to enroll in 120 hours of Literacy Connections if they were enrolled in *Developing Readers and Writers Course* Spring 2007.

2. Eligibility for the Enrichment (SB 813) Program

Students who meet the following criteria in Grades 9-12 are eligible for the Enrichment Program:

- a. Students are eligible to enroll in courses not previously taken, with counselor's approval.
- b. Students are selected by a random selection process, if the program is over-subscribed.
- c. Students in 8th grade (June 2007), Middle School graduates.
- d. First priority is reserved for the Remedial Program.

3. Eligibility for the Transition Program

- a. Students matriculating from middle school to high school, (8th grade to 9th grade)
- b. Students scoring at below basic and far below basic CST proficiency levels and periodic assessments in math and are markedly at-risk in study/social skills and attributes necessary for school success.
- c. Local Districts and secondary schools, based on the schools feeder pattern, determine the number of students each school selects for the Transition Program.

4. Students who were in 8th Grade in June 2007 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.

5. Students who were in 8th Grade in June 2007 may enroll at the senior high Summer School site for the Enrichment Program or the Transition Program.



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B. Parent Notification and Student Application

All high schools will generate the Summer School/Intersession Application for students using the SIS program Summer Application (SUMAPP). Students may be selected by any extract including the Single Student (S) extract. It is suggested that Student Applications (Attachment E) be printed on NCR paper (duplicate). 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.

Each high school principal is responsible for publicizing the Summer School/Intersession Programs, counseling and registering students. Single Track schools must forward applications to the appropriate Summer School site(s).

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 the Summer School Transition Program.

Parent involvement is an integral part of the Transition Program. Schools must inform parents of program dates, time and location, using the Summer School Transition Program Parent Notification Letter (Attachment F). Parent meetings and workshops are a component of the program.

1. Parent orientation meetings are held at the middle school, before June 8th and conducted by the high school Principal and Transition Coordinator.
Summer School Transition Student/Parent Orientation Meeting will focus on the explanation of the Transition Program and the criteria for student selection.
2. During the first/second week of Summer School, parent meetings are held at the high school, conducted by the Summer School Principal and Transition Coordinator.
Summer School Transition Parent Meeting 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 or who need to make up a graduation requirement, counsel students of the opportunities offered in the mandated/proficiency Summer School/Intersession Program 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



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course completed, and determine the appropriateness of the subjects requested for Summer School.

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 California High School Exit Exam (CAHSEE).
5. Identify and enroll 9th grade students in DRWC to enroll in DRW/ELA Summer School/Intersession.
6. Encourage eligible students to register and be in attendance daily for Summer School/Intersession
7. 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.
8. Construct a Master Program to meet the indicated needs for Remedial, Enrichment and Transition Programs.
9. 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 ID71. Use EXTSUM to move students from the main database (ID01) into the Summer School database (ID71).
10. Disciplinary records as required by Bulletin No. 38 (Rev.), *Mandated Reporting of Certain Student Behavior*, dated January 3, 1994, 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 traditional calendar Summer School Program at the nearest single-track calendar Summer School site. The school of attendance sends the completed application with the counselor's signature to the Summer School site selected by June 1, 2007.
- B. The following traveling students are eligible for summer transportation from their resident Senior High School to the designated receiving school:
 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 *Developing Readers and Writers Course* Spring 2007 or DRW/ELA.
 3. Students eligible for the EIEP summer program.

Students needing transportation should have field 142 marked with a "Y" as classes are entered in ID71, but no later than June 4, 2007. It is essential



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that the school of attendance 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

Schools are to organize classes with an enrollment of 40:1 to allow for attrition. The class size is 33:1. 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. It is suggested that Transition classes be located in close proximity. Transition Math classes require computer for each student.

Schools will continue enrollment of new students through the first five days of Summer School/Intersession.

VII. Staffing and Resources

A. Teacher Selection

Priority and selection process for Secondary Summer School/Intersession Program is referenced in Article XX 2.0, District/UTLA Contract.

1. Summer School Teacher Application is on-line at www.teachinla.com.
2. Teachers interested in applying for the Summer School Transition Program must apply on-line as part of the Summer School Application process. Additionally interested teachers must submit a supplemental Summer School Transition Program Teacher Application (Attachment G) to the Local District Intervention Coordinator, by May 4, 2007.
 - a. Priority and selection process for the Transition Program is referenced in the Summer Transition agreement with LAUSD/UTLA.
 - b. 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.
 - c. High School Principals in collaboration with Summer School Principals select the Transition teachers and notify selected and non-selected teachers of the assignment.
 - d. Appropriate credentials are required to teach the Transition high school math course. To address the shortage of math teachers, it is suggested that Transition teachers be assigned two periods of math, therefore, the study/literacy skills teachers must also be assigned back-to-back classes.



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- e. Summer School Principals send Summer School Transition Staffing Roster to Local District Intervention Coordinator by May 18, 2007. (Attachment H)
 3. Summer School Principals select teachers from on-line Summer School Roster and notify selected and non-selected teachers for Summer School assignments.
 4. Intersession Teacher Application (Attachment I) must be completed and submitted to the school site administrator.
- B. Office and Support Personnel
1. Principal
 - a. Summer School Principal is a 6-hour position, 7:30 a.m.- 2:00 p.m. The application for High School Summer School Principal (Attachment J-1) is included in Memorandum MEM- 3560, *2007 Summer School High School Administrative Assignments*. Administrators interested in applying for the position of Summer School Principal must complete the applications for Summer School assignment and submit to the Local District Intervention Coordinator by April 13, 2007. Priority is given to Principals who are currently serving at a location designated as a summer school site.
 - b. Intersession Administrators are provided 60 hours to supervise instruction after 4:30 p.m. Monday through Friday or Saturday.
 2. Attendance Coordinator
 - a. Summer School Attendance Coordinator is a 6-hour position, 7:30 a.m.- 2:00 p.m. The application for Summer School High School Attendance Coordinator (Attachment J-2) is included in Memorandum MEM-3560, *2007 Summer School High School Administrative Assignments*. Administrators interested in applying for the position of Summer School Attendance Coordinator must complete and submit the applications to the Local District Intervention Coordinator by April 13, 2007.
 3. Transition Coordinator
 - a. Summer School Transition Coordinator is a 4-hour position during Summer School and is allocated for a total of 150 hours of X time (10thly rate).
 - 1) 30 hours for preparation and planning prior to Summer School
 - 2) 120 hours during Summer School for the opening/ closing of Summer School, parent meetings, monitoring attendance and documentation.
 - b. Duties and Responsibilities
 - 1) Implement Summer School Transition Program
 - 2) Select and meet with eligible students
 - 3) Provide Parent Notification/Permission Letters to feeder schools
 - 4) Organize Parent Meetings at Summer School site
 - 5) Attend Transition Coordinator meetings and trainings, Inventory, distribute and collect instructional materials
 - 6) Monitor student attendance and class size
 - 7) Complete reports as requested by Beyond the Bell Branch



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- c. High School Principals, in collaboration with Summer School Principals select Transition Coordinator and fax Transition Coordinator Selection Form by May 4th (Attachment K) to the Local District Intervention Coordinator. It is suggested that consideration be given to administrators/counselors experienced with at-risk students.
 4. Technology Assistant
 - a. The Transition Program math section requires support of an assistant familiar with technology.
 - b. Summer Schools sites with Transition Programs are provided one technology assistant position.
 5. Clerical Assignments
 - a. Summer School Sites
 - 1) An A-Basis, 8-hour position must be assigned exclusively to the Summer School office to support the summer program. In granting any vacation requested during the summer school, principals are reminded to refer to Article XIX, Section 1.4 of the Unit D Collective Bargaining Agreement.
 - 2) Summer School site principals are requested to complete the Clerical Assignments—2007 Summer School form (Attachment L) and fax to the Local District Intervention Coordinator by May 11, 2007.
 - 3) The Secondary Student Information Systems (SSIS) is used for Summer School attendance accounting and reporting. Clerical staff that need SSIS training are to register for the Summer School (SSIS) Training on-line at <http://lz.lausd.net> as outlined in Attachment M.
 - b. Intersession
 - 1) A currently assigned A-Basis clerical employee will perform responsibilities for each intersession.
 - 2) Clerical relief/overtime is provided for Senior High Schools.
 4. School Supervision Aide
 - a. Summer School sites are provided one 5-hour position with enrollment of less than 500 students, and two 5-hour positions with enrollment of more than 500 students.
 - b. The Summer School Principal selects the School Supervision Aides.
 - c. School Supervision Aide may be selected from current TA or Supervision Aide classification. Special Education Assistants/ Trainees and Additional Adult Assistants (formerly identified as TSA) are not eligible.
 - d. Schools must verify employee's eligibility to serve as a Supervision Aide prior to assignment. The School Supervision Aide Assignment form must be completed and faxed to the appropriate regional Youth Services Office (Attachment N).
- C. Summer School/Intersession resources are referenced in Resources At A Glance for Summer School (Attachment O-1) and Resources At A Glance for Intersession (Attachment O-2).



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D. Payroll Procedures

1. Time cards must be kept for all teachers providing intervention.
2. Teachers are compensated at their tenths hourly rate plus an additional stipend of .09224. The stipend is for planning, monitoring of student attendance, intervention documentation/ assessment, faculty meetings and supervision, as appropriate.
3. For payroll information refer to Refer to Payroll Time Reporting Manual for the Summer School/Intersession and Extended School Year – 2007-2008.

VIII. Instructional Program

A. Courses which may be offered:

1. Remedial courses are listed in Attachment P.
2. Enrichment (SB 813) courses are listed in Attachment Q.
3. Transition Program is designed in 4-hour blocks: (2) hours of mathematics and (2) hours of study/literacy skills, per day.
 - a. Mathematics
Course title and number: Math Tutor Lab A # 31-02-21
Computer lab/cart may be required.
 - b. Study/Literacy Skills
Course title and number: Literacy Connections # 23-25-11
 - c. Professional development is required to teach the Summer School Transition classes. Transition teachers not previously trained during the 2006-2007 school year must attend training appropriate to their assignment.
 - d. Professional development for participating teachers, coordinators and administrators is held during the month of 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 be entered into the Secondary Student Information System (SSIS). 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.



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- 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 2007 which can be found at LAUSDnet at Par-Secondary Student Information System.
1. It is the responsibility of the Attendance Coordinator 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)
 4. On the last day of Summer School/Intersession:
 - a. Fax the SIS generated Classification Report (AT74) and the Statistical Report (AT75) to the Local District Intervention/Testing 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.

MEM-1549, *Developing Readers and Writers English-Language Arts Summer School/Intersession Course, Grades 6-9, for Single and Multi-track Middle and High Schools* dated January 24, 2005, Instructional Support Services.

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 Intervention
- D – Time Task Calendar
- E – Student Application



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F – Transition Program Parent Notification Letter
G – Transition Program Teacher Application
H – Transition Staff Roster
I – Intersession Teacher Application
J – Summer School Administrator Applications
K – Transition Coordinator Selection Form
L – Clerical Assignment Form
M – SSIS Training Request Form
N – School Supervision Aide Assignment Form
O – Resources at a Glance
P – Remedial Courses
Q – Enrichment Courses

ASSISTANCE: For assistance regarding Secondary Summer School/Intersession Intervention Programs, call the Local District Intervention/Testing Coordinator. For assistance regarding Master Plan issues, call the Local District English Learner Specialist. For assistance regarding Special Education, call the Local District Special Education Coordinator. Refer to Local District Staff Directory (Attachment A).



Local District Intervention Staff Directory

LD	Intervention/ Testing Coordinator	Telephone # Fax #	EL Coordinator/ Specialist	Telephone #	Special Education Summer School Point	Telephone #
1	Randy Benigno	(818) 654-3665 (818) 343-9613	Judy Skinder	(818) 654-3651	Gabrielle Davis (EL) Nina Metichecchia (SEC)	(818) 256-2800 (818) 256-2818
2	Larry Bye	(818) 755-5363 (818) 755-9839	Sue Florindez	(818) 755-5400	Barbara Rainen	(818) 256-2897
3	Cindy Paulos	(310) 253-7812 (310) 842-9170	Ramona Stokes	(310) 253-7129	Kathy Snelgrove (EL) Sharon Asarch (EL) Pat Minnitti (SEC) Aaron Jeffrey (SEC)	(323) 421-2950 (323) 421-2950 (323) 421-2950 (323) 421-2950
4	Barbara Valastro	(323) 932-2268 (323) 932-2112	Lupe Inabu	(323) 932-2644	Yvette Seydoux (EL) Sandi Naba (EL) Billie Hopson (SEC)	(323) 932-2183 (323) 932-2297 (323) 932-2205
5	Olga Flores	(323) 224-3364 (323) 224-3184	Luz Cotto	(323) 224-3353	Yvette Seydoux (EL) Sandi Naba (EL) Billie Hopson (SEC)	(323) 932-2183 (323) 932-2297 (323) 932-2205
6	Nancy Robinson	(323) 278-3981 (323) 720-9012	Vincente Lossada	(323) 278-3944	Sue Talesnick (EL) LaToya Mason-Black (EL) Pat Patterson (SEC) Nathan Edson (SEC) Jacqueline Pimentel (SEC)	(310) 354-3541 (310) 354-3431 (310) 354-3479 (310) 354-3588 (310) 354-3429
7	Grace Bishop	(323) 242-1362 (323) 242-1392	Joseph Tellez	(323) 242-1352	Kathy Snelgrove (EL) Sharon Asarch (EL) Pat Minnitti (SEC) Aaron Jeffrey (SEC)	(323) 421-2950 (323) 421-2950 (323) 421-2950 (323) 421-2950
8	Pat Wedlock	(310) 354-3422 (310) 527-2957	Marcos Navas	(310) 354-3453	Sue Talesnick (EL) LaToya Mason-Black (EL) Pat Patterson (SEC) Nathan Edson (SEC) Jacqueline Pimentel (SEC)	(310) 354-3541 (310) 354-3431 (310) 354-3479 (310) 354-3588 (310) 354-3429

Local Districts	Intervention Administrators	Telephone #
1 & 2	Diane Agliam	(213) 241-2638
3	Russell Cornell	(213) 241-2688
4 & 6	Niki Selna	(213) 241-2692
5	Sue Wong	(213) 241-2640
7 & 8	Javier Sandoval	(213) 241-2639



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HIGH SCHOOL SUMMER SESSION SITES - 2007
JULY 9 – AUGUST 17, 2007

Please be advised that due to Proposition BB and Maintenance and Operations (M&O) projects, programs at sites may be limited or reduced, changed to alternate sites within the same geographic region.

<u>SENIOR HIGH SCHOOLS</u>	<u>LOC. CODE</u>	<u>DISTRICT</u>	<u>G R C</u>	<u>SENIOR HIGH SCHOOLS</u>	<u>LOC. CODE</u>	<u>DISTRICT</u>	<u>G R C</u>
Arleta	8609	2	N	Locke (TFA)	8733	7	S
Banning	8529	8	S	Maywood Academy	8882	6	S
Birmingham	8557	1	N	Narbonne	8779	8	S
Canoga Park	8571	1	N	North Hollywood	8786	2	N
Carson	8575	8	S	Panorama	8610	1	N
Chatsworth	8583	1	N	Reseda	8814	1	N
Cleveland	8590	1	N	San Pedro	8850	8	S
Contreras	8517	4	E	South East	8881	6	S
Crenshaw	8596	3	W	South Gate	8871	6	S
Dorsey	8600	3	W	Sylmar	8878	2	N
Eagle Rock	8614	4	E	Taft	8880	1	N
East Valley	8607	2	N	University	8886	3	W
El Camino	8617	1	N	Van Nuys	8893	2	N
Fairfax	8621	4	E	Venice	8907	3	W
Gardena	8664	8	S	Verdugo Hills	8914	2	N
Grant	8683	2	N	Washington Prep.	8928	8	S
Hamilton	8686	3	W	Westchester	8943	3	W
Jefferson	8714	5	E	Wilson	8618	5	E
Jordan (TFA)	8721	7	S				
Kennedy	8725	1	N				
Lincoln	8729	5	E				

* 10 School Program
TFA - Teach For America



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March 9, 2007

ATTACHMENT C

**INTENT TO OFFER – SECONDARY
Intersession
Extended Learning Program (ELP)
English Language Acquisition Program (ELAP)
Tutorial Services Program (TSP)**

School _____ Location Code _____ Local District _____

Contact Person _____ Telephone Number _____

Calendar: (Check one) Single Track 3-Track 4-Track Indicate Track: _____

Program: (Please complete an Intent To Offer Intervention for **each** program)

Intersession EIEP ESY Migrant RLA ELA
 ELP ELAP TSP (PI-Yr 1)

Local Design: Grant supported (indicate Program Code) Reduce class size _____ Other _____

This form is due 3 weeks prior to the start of each intervention offered.

Grade	Subject	Start Date	End Date	# of Classes	Days Offered Start & End Time	Total Hours	Total # of Days
6 th							
(Session 2)*							
7 th							
(Session 2)*							
8 th							
(Session 2)*							
9 th							
(Session 2)*							
10 th							
(Session 2)*							
11 th							
(Session 2)*							
12 th							
(Session 2)*							

***Session 2:** is for schools that offer more than one intervention session during the same period in order to accommodate more students.

Norm: Intersession class size is 33:1. DRWC, EIEP and Transition class size is 25:1. ELP/ELAP classes are organized with an enrollment of 25:1. ELP/ELAP classes will be closed if attendance falls below 20 students. TSP classes are organized with an enrollment of 18:1. Daily attendance must be maintained.

Principal Signature

Date

MAIL OR FAX THIS FORM TO YOUR LOCAL DISTRICT INTERVENTION/TESTING COORDINATOR.
Allocation will be based on norm enrollment.



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LOS ANGELES UNIFIED SCHOOL DISTRICT
 Beyond the Bell Branch
TIME-TASK CALENDAR
 Summer School 2007 – High School

Done	Date	Task	Person(s) Responsible
SUMMER SCHOOL GUIDELINES			
	Monday March 19	On-line application period opens for summer school teachers www.teachinla.com .	Teacher
	Thursday March 29	Send ESY student application to appropriate Special Education Support Unit	Home School
	Friday April 13	Initial on-line application period for summer school teachers closes. Administrator Summer School Applications due to Local District Intervention Coordinator	Teacher Principal, Assist. Principals
	Week of April 23- on-going	Send Student Application/Parent Notification of student Summer School eligibility.	Counselors
	Week of April 23 – on-going	Pre-register students for summer school including transportation services into SSIS. Send EIEP student forms to appropriate summer school sites. Send student application forms to appropriate summer school sites.	Home School
	Week of April 23	Summer School Principals' and Attendance Coordinators' Meeting conducted by Local Districts, 1:30 p.m.-4:30 p.m. regarding staff selection process, organization and Transition Programs, location to be determined by Local District.	Summer School Principals and Attendance Coordinators
	Week of April 23	High School Principals distributes Summer School Transition Teacher-Supplemental Application.	
	Week of April 30	Selection of Summer School Teachers from on-line Summer School Roster (www.teachinla.com).	Summer School Principal
	Week of April 30	Send selected and non-selected letters to summer school applicants.	Summer School Principal
	May 4	High School Principals, in collaboration with Summer School Principal select Transition Coordinator and send Transition Coordinator Selection Form to the Local District Intervention Coordinator.	Home School Principal
	May 4	Summer School Transition Teacher Supplemental Application due to Local District Intervention Coordinator.	Teacher
	Week of May 7	Summer School Transition Coordinator Meeting conducted by Local District Intervention Coordinator, location to be determined by Local District.	Local District Intervention Coordinators
	Friday May 11	Send Clerical Assignment form to Local District Intervention Coordinator	Summer School Principal
	Friday May 18	Final date to send selected and non-selected letters to summer school applicants. Transition Program Staff Roster due to Local District Intervention Coordinator.	Summer School Principal
	Week of May 21	Identify eligible students and send parent notification letter of student invitation to Transition Program. Conduct Transition Program informational meetings at sending schools.	Transition Coordinator



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

Done	Date	Task	Person(s) Responsible
	Wednesday May 23	Final date for teachers to notify summer school principals in writing of acceptance or refusal of summer school assignment. Send requisitions for printed Summer School forms to Stock Accounting.	Summer School Teacher Summer School Principal
	Friday May 25	Final date to select Summer School Teachers from Summer School Site Roster. Print initial Summer School Staff Roster. Initial selection process/roster closes.	Summer School Principal
	Week of May 28	Receive/send roster of selected students attending Summer School Transition Program to designated summer school site.	Home School Principal
	Friday June 1	District Summer School Teacher Pool available on-line to fill vacancies. Student Application due to Summer School Site. Enter student data for transportation services into SSIS.	Summer School Principal
	Selected days in June	2007 Summer School Transition Teacher Training organized at regional sites by Beyond the Bell Branch.	Intervention Administrators
	Week of June 4	Send confirmation of enrollment of students to school of attendance or by US Mail to student's home.	Home School Principal
	Monday June 4	Last day to enter student data for transportation services into SIS.	Receiving School
	Week of June 4	Conduct Summer School Transition Program Orientation Meeting held at High Schools.	Transition Coordinator
	Week of June 25	ESY teacher training, location and details to follow	Division of Special Ed.
	June 29 and July 2	Summer School Pre-registration for students. Pre-Planning days to organize Summer School.	Summer School Site Personnel
		SUMMER SCHOOL BEGINS	
	Monday July 9	Follow enrollment procedures. Monitor daily attendance.	Summer School Principal Attendance Coordinator
	Friday July 13	NORM DAY Send Classification Report AT-74 and CL 76 to Local District Intervention Coordinator. <i>Release teachers per Contract.</i> Contact Local District Intervention Coordinator before releasing teachers. Send EIEP Student Enrollment Roster to EIEP Office, Beaudry Bldg., 29 th Floor	Summer School Principal Attendance Coordinator
	Monday July 16	Deadline for "Mandated Reporting of Certain Student Conduct" (See BUL-38 (Rev.), page 26, section E	Summer School Principal
	Friday, July 20	Midterm Reports distributed to teachers	Summer School Principal
	Thursday July 26	Distribute Midterm Report Card to students	Summer School Teacher
	Wednesday August 1	Issue failure notices to students.	Summer School Teacher
	Friday August 17	Distribute Final Summer School Report Cards.	Summer School Teacher
	Friday August 17	Send Statistical Report AT-75 and copy of AT-74 to Local District Intervention Coordinator.	Summer School Principal
		SUMMER SCHOOL ENDS	



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

**LOS ANGELES UNIFIED SCHOOL DISTRICT
TIME-TASK CALENDAR
Intercession 2007 – High School**

DATE	TASK	PERSON (S) RESPONSIBLE
STAFFING GUIDELINES		
4 Weeks Prior to Intercession	Initial application period for Intercession and Special Education Teachers	Secondary Intercession Administrator
2 Weeks Prior to Intercession	Select and notify all intercession teachers of their assignments.	Secondary Intercession Administrator
INTERSESSION GUIDELINES		
4 Weeks Prior to Intercession	Pre-register students for Intercession on SIS.	Secondary School Counselors and APSCS
3 Weeks Prior to Intercession	Send confirmation of enrollment to student's home by school mail.	Secondary Intercession Administrator
1 Week Prior to Intercession	Final pre-registration for students who have not registered.	Site Intercession Personnel
INTERSESSION BEGINS		
First Day of Off-Track Intercession	Follow enrollment procedures and Monitor daily attendance.	Secondary Intercession Teachers Secondary Intercession Administrator
3 rd Day of Intercession	NORM DAY Fax Classification Report AT-74 and CL-76 to Local District Intervention Coordinators.	Secondary Intercession Administrator
1 st Week of Intercession	Deadline for "Mandated Reporting of Certain Student Conduct" (See Bulletin No. 38 (Rev.) page 26, Section E.	Secondary Intercession Administrator
3 rd Week of Intercession	Midterm Mark reporting. Failure Notices issued	Secondary Intercession Administrator
Last Week of Intercession	Final Mark Reporting.	Secondary Intercession Teachers
Last Day of Intercession	Final Intercession Report Cards distributed. Statistical Report (AT-75) to Local District Intervention Coordinators.	Secondary Intercession Teachers Secondary Intercession Administrator
INTERSESSION ENDS		



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

(LETTERHEAD)
PARENT NOTIFICATION - HIGH SCHOOL
Summer School Transition Program

To the Parent/Guardian of _____
(Student's Name)
_____, _____
(Date of Birth) (Grade) (Middle School)

Your son/daughter has been selected to participate in a special six-week Summer School Transition Program. This program is designed to help students make a successful transition from middle school to high school and is offered at the high school. The program is offered during Summer School, July 9 – August 17, 2007, 8:00 a.m.-12:20p.m. Enrollment is limited and offered on a first-come basis.

The Summer School Transition Program provides a mathematics course and a study/literacy skills course. These courses will focus on academic learning and also include activities on team building, personal development and group projects that will help students develop friends among the incoming 9th grade students. Attendance is critical. It is important to make a commitment that students attend each day of the program. By attending this program, students will have the unique opportunity to know their high school, teachers and classmates.

A Summer School Transition Parent Orientation Meeting is scheduled to explain the program. The meeting information is as follows:

Parent Meeting Date: _____ Time: _____

High School: _____

It is important that you and your son/daughter attend this meeting. We look forward to welcoming you and your student to our school and preparing him/her for a successful high school experience.

Please complete the information below and return this form to the homeroom teacher. We look forward to your student participating in this program. If you have any questions, please call, _____ at _____.

Sincerely,

Principal's Signature _____

Date _____

Parent/Guardian Statement:

I have received and understand the above information regarding the Summer School Transition Program and am committed to have my son/daughter attend every day. I understand that my son/daughter is being provided this opportunity on a first-come basis.

[] Yes, I give permission for my son/daughter to attend. [] No, I do not give permission for my son/daughter to attend.

Student's Name _____

Parent's Signature _____

Date _____

Home Address _____

Telephone # _____



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

**DUE: Friday, May 4, 2007
by 5:00 p.m.**

**LOS ANGELES UNIFIED SCHOOL DISTRICT
BEYOND THE BELL BRANCH**

**SUMMER SCHOOL TRANSITION PROGRAM
TEACHER SUPPLEMENTAL APPLICATION – HIGH SCHOOL**

Teachers applying to the Summer School Transition Program must complete the on-line Summer School Application at www.teachinla.com. Additionally, the Summer School Transition Program Teacher Supplemental Application must be completed and faxed to the Local District Intervention Coordinator. Indicate "N/A" if not applicable. Print in ink all information.

Indicate the subject(s) you are interested in teaching:

- Mathematics (Must hold appropriate credential) Study/Literacy Skills

Indicate the Summer School site you applied to: _____

1. _____
Payroll Name (Last) (First) (Middle) LAUSD Employee No.
2. _____
Address (Street) (City) (State) (Zip Code)
3. Home Telephone () _____ School Telephone () _____
4. E-mail address _____ Cell Phone () _____
5. _____
Present Position Grade Level/Subject
6. _____
Present School or Office District

High School assignments are 6 weeks for a total of 120 hours.

If selected for this assignment, I agree to complete the Transition Program assignment and any required training.

Teacher's Signature

Date

**FAX TO THE LOCAL DISTRICT INTERVENTION COORDINATOR
BY MAY 4, 2007, 5:00 P.M.**



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

DUE: Friday, May 18, 2007

**LOS ANGELES UNIFIED SCHOOL DISTRICT
BEYOND THE BELL BRANCH
SUMMER SCHOOL TRANSITION PROGRAM – HIGH SCHOOL
STAFFING ROSTER**

SCHOOL _____

TELEPHONE _____

Please complete the roster below and fax to the Local District Intervention Coordinator.

Transition Class/Position	Teacher Name	Employee Number	Home School	Home Phone	Email
Mathematics					
Study/Literacy Skills					
Transition Coordinator					

Signed: _____

Principal

Date: _____

Fax to the Local District Intervention Coordinator by Friday, May 18, 2007



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

**APPLICATION
FILING DEADLINE
5:00 P.M.
April 13, 2007**

APPLICATION FOR ASSIGNMENT AS HIGH SCHOOL PRINCIPAL
2007 SUMMER SCHOOL PROGRAM

High School Principals/Assistant Principals interested in a 6 week High School Summer School Principal assignment for July 9 – August 17, 2007 should complete this application and submit it to their Local District Intervention Coordinator by April 13, 2007.

The prioritized criteria referenced in Section B will be used to select Summer School Administrators. The assignment of Summer School Administrators is the responsibility of the Local District Superintendent.

Name _____
Last First MI

Address _____
City Zip Code

Home No. () _____ Work No. () _____

E-mail address _____ Cell No. () _____

Class Code _____ Employee No. _____ Local District _____

Current School _____

Current Position: Principal Asst. Principal (Generic) APSCS APSSS
 RLA/ELA Administrator

Designate a school, time period, and geographic area in which you desire to work.

2007 summer school site preferred: _____

If assigned, my preference would be:

6 Weeks or Weeks 1 – 3 or Weeks 4 – 6

If not assigned to your school of choice, circle the Local District you prefer and send this application to each Local District.

	1	2	3	4	5	6	7	8	
EXPERIENCE	ASSIGNMENT								SCHOOL LOCATION
Summer 2006									
Summer 2005									
Summer 2004									

Please return application to your Local District Intervention Coordinator on or before **April 13, 2007.**



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

**LOS ANGELES UNIFIED SCHOOL DISTRICT
BEYOND THE BELL BRANCH**

DUE: Friday, May 4, 2007

**SUMMER SCHOOL TRANSITION PROGRAM – HIGH SCHOOL
COORDINATOR SELECTION FORM**

The home school principal, in collaboration with Summer School principal, selects and sends the Transition Coordinator Selection Form to the Local District Intervention Coordinator. The duties and responsibilities of the Summer School Transition Coordinator includes:

- Implement Summer School Transition Program
- Select and meeting with eligible students
- Provide Parent Notification/Permission Letters to feeder schools
- Organize Parent Meetings at Summer School site
- Attend Transition Coordinator meetings and trainings
- Inventory, distribute and collect instructional materials
- Monitor student attendance and class size
- Complete reports as requested by Beyond the Bell Branch

Summer School Transition Coordinator schedule/hours are as follows:

- 30 hours of X time (10thly rate) is provided for planning and organization prior to Summer School
- High School Transition Programs are allocated an additional 120 hours during Summer Transition Program.

Please indicate the Summer School Transition Coordinator and complete the information below.

School _____

School Phone # _____ School Fax # _____

Transition Coordinator's Name _____

Current Position _____ Employee # _____ Home Phone # _____

Coordinator's Cell Phone # _____ E-mail _____

Principal's Signature Date _____

Transition Coordinator's Signature

**FAX TO THE LOCAL DISTRICT INTERVENTION COORDINATOR
BY MAY 4, 2007**



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

Due: May 11, 2007

**CLERICAL ASSIGNMENTS
2007 SUMMER SCHOOL – HIGH SCHOOL**

School	Local District
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- A. List the name of the School Administrative Assistant who will be assigned to the summer school office to support the summer program.

Name	Employee #	Work #
E-mail address	Home #	

- B. List the name of the office assistant who has had hands-on experience using the Student Information System (SIS) who will also be assigned to the summer session office.

Office Assistant	Employee #
Home #	Work #

I will schedule vacation time for clerical persons consistent with Article XIX, Section 1.4 of the Unit D Collective Bargaining Agreement to ensure that the persons listed in Section A above will be assigned exclusively to the summer session office on the dates indicated at the above named school to meet the operational needs of the summer program. I further certify that the office assistant listed in Item B is SIS trained.

Signature of Principal	Date
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FAX TO LOCAL DISTRICT INTERVENTION COORDINATOR



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

Secondary SIS Summer School Training

Secondary SIS is offering training classes to assist members of your staff in using Summer School/Intersession SIS programs. The class includes:

- Summer School/Intersession Enrollment
- Creating the Master Schedule for Summer School/Intersession
- Inputting attendance for Summer School/Intersession
- Summer School/Intersession mark reporting processes
- Summer School/Intersession Classification and Statistical Reports

Training Dates	Time	Location
April 11, 2007	12:30 pm- 3:00 pm	333 S. Beaudry, 21 st floor
April 26, 2007	12:30 pm- 3:00 pm	333 S. Beaudry, 21 st floor
April 27, 2007	12:30 pm- 3:00 pm	North Valley Occupational Center
May 9, 2007	12:30 pm- 3:00 pm	333 S. Beaudry, 21 st floor
May 11, 2007	9:00 am- 11:30 am	North Valley Occupational Center
May 11, 2007	12:30 pm- 3:00 pm	North Valley Occupational Center
June 6, 2007	9:00 am- 11:30 am	333 S. Beaudry, 21 st floor
June 6, 2007	12:30 pm- 3:00 pm	333 S. Beaudry, 21 st floor

To enroll in classes log on to the Learning Zone (<http://lz.lausd.net>):

1. From the Learning Zone home page, click on the Courses tab.
2. Click on the "Search Course Catalogue" link.
3. In the Program field, use the drop down and select **Secondary Student Information System Unit**.
4. Click the "Search" tab at the bottom left hand corner of the screen. A list of Secondary SIS courses will be displayed.
5. Locate the course you would like to take and click on the red "class schedule" prompt.
6. Locate the class of interest by clicking on the red link.
7. The class will open in a new window.
8. Maximize the window by clicking on the middle-sizing button in the upper right hand corner.
9. Click on the Enroll Now button.
10. Click on the OK button to confirm your enrollment.
11. Click Close.
12. Click the Learning Zone Log out tab.
13. Access your LAUSD e-mail to view confirmation.

Classes with low enrollment may be cancelled. If a cancellation is necessary all enrollees will be notified by e-mail.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

**SINGLE TRACK CALENDAR 2007
SUMMER SCHOOL PROGRAM – HIGH SCHOOL
RESOURCES AT A GLANCE**

CATEGORY	ALLOCATION
Principal	6 hours per day
Attendance Coordinator	6 hours per day Must have 500 or more students to maintain position
Transition Coordinator	4 hours per day
Registration Advisor	Initial Allocation: 10 hours per Summer School Site Additional Allocation: 1 hour per 50 students based on estimated enrollment
Librarians	High School – 120 hours, 4 hours per day
Teacher	10thly hourly rate + differential factor of .09224
School Supervision Aide	1 position per site- 5 hours per day with enrollment of less than 500 2 positions per site- 5 hours per position, with enrollment of 500 or more
Clerical	SAA – A-Basis or a Clerical position that converted from “B” to “A” basis if A-Basis SAA is not available Office Assistant – 1 position, 6 hour per day Clerical Relief – High Schools – 90 hours
Custodial	2 hours per day Relief of Overtime
Custodial Supplies	\$25 per class for supplies
IMA	\$50 per class Initial Allocation: High Schools - \$750 (15 classes)
District-wide Pre-Registration June 29 and July 2, 2007	Principal 6 hours Attendance Coordinator 6 hours Registration Advisor 6 hours Clerical Relief 6 hours

Note: All non-summer school site Middle School Principals are to assign staff on the additional pre-registration days June 29 and July 2, 2007 to respond to summer school student programming inquiries and verify appropriateness of courses requested. High schools – 2 persons @ 6 hours



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

MULTITRACK CALENDAR 2007
INTERSESSION PROGRAM – HIGH SCHOOL
RESOURCES AT A GLANCE

CATEGORY	ALLOCATION
Coordinator	1 position per track
Teacher	10thly hourly rate + differential factor of .09224
School Supervision Aide	1 position per Intercession site - 2 hours per day total of 40 hours
Clerical	Currently assigned A-Basis Clerical personnel perform responsibilities for each Intercession Clerical Relief – High Schools – \$772 for clerical relief or overtime
Custodial Custodial Supplies	2 hours per day Relief or Overtime \$25 per class
IMA	\$ 50 per class



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

HIGH SCHOOL COURSES FOR SUMMER/INTERSESSION PROGRAM

REMEDIAL/PROFICIENCY COURSES

(Repeat courses for students who received a grade of D or Fail or have not passed CAHAEE examination)

AGRICULTURE

Landscape A	24-03-21
Landscape B	24-03-22
Floriculture A	24-05-09
Floriculture B	24-05-10
Horticulture 1A	24-05-11
Horticulture 1B	24-05-12
Floral Occup 1A	24-05-21
Floral Occup 1B	24-05-22

BUSINESS EDUCATION

Business Organization	21-01-03
Typing A	21-02-01
Typing B	21-02-02
Electronic Keyboard (Roc)	21-02-03
Accounting A	21-03-01
Accounting B	21-03-02
Word Processing	21-04-01
Office Technology A	21-05-21
Office Technology B	21-05-22

CAREER PLANNING

Life Skls 21st	42-01-07
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ENGLISH

English 9A	23-01-07
English 9B	23-01-08
English 9AB*	23-01-07 & 23-01-08
English 10A	23-01-09
English 10B	23-01-10
English 10AB*	23-01-09 & 23-01-10
Amer Lit & Comp**	23-01-11
Contemp Comp**	23-02-01
Literacy Connect 1A/1B	23-25-11 & 23-25-12
Literacy Connect 2A/2B	23-25-13 & 23-25-14

ESL

ESL Exp in Eng	17-01-11
ESL Ad Exp Eng	17-01-13
ESL Intro A	17-01-15
ESL Intro B	17-01-16
ESL Beg 1A	17-01-01
ESL Beg 1B	17-01-02
ESL Inter 2A	17-01-03

ESL (Continued)

ESL Inter 2B	17-01-04
ESL Adv 3	17-01-05
ESL Adv 4	17-01-06
LAPL 1	17-20-13
LAPL 2	17-20-14
LAPL 3	17-20-21
LAPL 4	17-20-22
LAPL 5	17-20-23
LAPL 6	17-20-24
Prep Redesgn A	17-01-31
Prep Redesgn B	17-01-32
ESL Math AB	17-31-01 & 17-31-02
ESL Science AB	17-36-01 & 17-36-02
ESL History AB	17-37-03 & 17-37-04

FOREIGN LANGUAGE

French 1A	25-35-11
French 1B	25-35-12
French 2A	25-35-13
French 2B	25-35-14
Spanish 1A	25-60-11
Spanish 1B	25-60-12
Spanish 2A	25-60-13
Spanish 2B	25-60-14

HEALTH

Health	26-01-03
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(Only open to students in Grades 10-12 who have documentation of failing Health, Senior High. i.e., final report card)

HOME ECONOMICS

Par Child Dev	28-05-13
Foods Nutr	28-07-07
Beg Cloth	28-10-05

INDUSTRIAL EDUCATION

Auto Mech 1A	29-05-11
Auto Mech 1B	29-05-12
Draft Tec 1B	29-21-12



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

HIGH SCHOOL COURSES FOR SUMMER/INTERSESSION PROGRAM

REMEDIAL/PROFICIENCY COURSES

(Repeat courses for students who received a grade of D or Fail or have not passed CAHSEE examination)

INDUSTRIAL ED (Continued)

Draft Arc 1A	29-21-13
Draft Arc 1B	29-21-14
Electr 1A	29-25-11
Electr 1B	29-25-12
Gen Metal 1A	29-39-11
Gen Metal 1B	29-39-12
Mach Shop 1A	29-39-15
Mach Shop 1B	29-39-16
Graph Art 1A	29-49-11
Graph Art 1B	29-49-12
Wood Ind 1A	29-57-11
Wood Ind 1B	29-57-12

MATHEMATICS

Ess. Standards Math	31-02-09
(Preparation for CAHSEE Exam. Elective credit. Does not count toward two years of required mathematics.)	
Algebra 1A	31-03-01
Algebra 1B	31-03-02
Algebra 1AB*	31-03-01 & 31-03-02
Algebra 1A1	31-03-11
Algebra 1A2	31-03-12
Algebra 1B1	31-03-13
Algebra 1B2	31-03-14
Algebra 2A	31-03-03
Algebra 2B	31-03-04
Algebra 2AB*	31-03-03 & 31-03-04
Geometry A	31-04-01
Geometry B	31-04-02
Geometry AB*	31-04-01 & 31-04-02
Adv. Applied Math. A	31-03-21
Adv. Applied Math. B	31-03-22
Math Tutor Lab A	31-02-21 (Transition Program Only)

SCIENCE

Intcoor Sci 1A	36-01-21
Intcoor Sci 1B	36-01-22
Intcoor Sci 1AB*	36-01-21 & 36-01-22
Intcoor Sci 2A	36-01-23
Intcoor Sci 2B	36-01-24
Intcoor Sci 2AB*	36-01-23 & 36-01-24
Adv Ph Sci A	36-03-03
Adv Ph Sci B	36-03-04
Adv Ph Sci AB*	36-03-03 & 36-03-04
Biology A	36-07-01
Biology B	36-07-02
Biology AB*	36-07-01 & 36-07-02
Chemistry A	36-14-01
Chemistry B	36-14-02
Chemistry AB*	36-14-01 & 36-14-02
Physics A	36-15-01
Physics B	36-15-02
Physics AB*	36-15-01 & 36-15-02
Physiology A	36-10-01
Physiology B	36-10-02
Physiology AB*	36-10-01 & 36-10-02

SOCIAL SCIENCE

Economics**	37-09-05
Principles of Amer. Democ**	37-06-03
WHG: Mod Wld A	37-01-27
WHG: Mod Wld B	37-01-28
WHG: Mod Wld. AB*	37-01-27 & 37-01-28
US Hist 20 th Century A	37-01-29
US Hist 20 th Century B	37-01-30
US Hist 20 th Century AB	37-01-29 & 37-01-30

PHYSICAL EDUCATION

Physical Education classes are **NOT** to be used for summer session "Inter-scholastic" preparation activities)

Adv PE 1A	33-01-05
Adv PE 1B	33-01-06
Adv PE 2A	33-01-21
Adv PE 2B	33-01-22



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

**NO 2 1/2 CREDIT CLASSES ARE TO BE OFFERED DURING SUMMER
SCHOOL/INTERSESSION**

- * Cannot be taken by students needing only A or B
- ** Required courses as needed in Grades 11 or 12 for graduation

CLASSIFICATION AND STATISTICAL REPORTING CATEGORIES

Graduation Requirement Category

- 11th grade students who need a required course which they cannot take in the Fall to be eligible for graduation with their class.
- 12th grade students who need a course to be eligible to graduate at the end of this summer session.

Mandated/Proficiency

- Students repeating courses who received a D or Fail or have not passed CAHSEE examination.

**SERVICE IS NOT AN APPROVED COURSE FOR
SUMMER SCHOOL/INTERSESSION**



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

HIGH SCHOOL COURSES FOR SUMMER/INTERSESSION PROGRAM

ENRICHMENT (SB 813)

AGRICULTURE

Landscape A	24-03-21
Landscape B	24-03-22
Floriculture A	24-05-09
Floriculture B	24-05-10
Horticulture 1A	24-05-11
Horticulture 1B	24-05-12
Floral Occup 1A	24-05-21
Floral Occup 1B	24-05-22

ART

Intro to Art A	20-01-05
Intro to Art B	20-01-06
Ceramics 1AB	20-02-03 & 20-02-03
Design Craft A	20-02-09
Design Craft B	20-02-10
Calligraphy A & B	20-03-15 & 20-03-16
Drawing A & B	20-06-01 & 20-06-02
Painting 1A & 1B	20-07-01 & 20-07-02
Doc Study Prod. AB	20-09-01 & 20-09-02
Digital Imag SH 1AB	20-03-21 & 20-03-22
Film Making 1AB	20-05-11 & 20-05-12
American Image	20-01-13 & 20-01-14

BUSINESS EDUCATION

Business Organization	21-01-03
Typing A	21-02-01
Typing B	21-02-02
Electronic Keyboard	21-02-03
Accounting A	21-03-01
Accounting B	21-03-02
Word Processing	21-04-01
Office Technology A	21-05-21
Office Technology B	21-05-22

CAREER PLANNING

Life Skls 21st	42-01-07
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COMPUTER SCIENCE

Intro Computers	18-01-03
Comp Prog 1A	18-02-01
Comp Prog 1B	18-02-02
Comp Prog 2A	18-02-03
Comp Prog 2B	18-02-04
Info Processing	18-05-01
Web Dev & Prod	18-02-11
New Media 1AB	18-07-09 & 18-07-10

ENGLISH

English 9A	23-01-07
English 9B	23-01-08
English 9AB*	23-01-07 & 23-01-08
Adv. Lit. 9AB	23-11-07 & 23-11-08
English 10A	23-01-09
English 10B	23-01-10
English 10AB*	23-01-09 & 23-01-10
Amer Lit & Comp	23-01-11
Contemp Comp	23-02-01
College Prep Sem	23-01-23
Creative Writing	23-02-17
Modern Lit	23-04-25
World Lit	23-04-37
Power Reading	35-04-01
Film Integ. Art	23-05-17
Ess Std	23-02-27
Expos Comp	23-02-05

ESL

EIEP Exp in English	17-01-11
EIEP Ad Exp English	17-01-13

FOREIGN LANGUAGE

Intro French	25-35-01 (No College Credit)
Intro German	25-37-01 (No College Credit)
Intro Latin	25-48-01 (No College Credit)
Intro Spanish	25-60-01 (No College Credit)
Intro Italian	25-43-01
French Clt Conversation	25-60-03
French 1AB	25-35-11 & 25-35-12
French 2AB	25-35-13 & 25-35-14
Spanish 1AB	25-60-11 & 25-60-12
Spanish 2AB	25-60-13 & 25-60-14
Spanish SP 1AB	25-60-31 & 25-60-32
Spanish SP 2AB	25-60-33 & 25-60-34
Spanish Clt. Conversation	25-60-03

HOME ECONOMICS

Foods Nutr	28-07-07
Par Child Dev	28-05-13
Beg Cloth	28-10-05
Cloth Text	28-10-07



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

HIGH SCHOOL COURSES FOR SUMMER/INTERSESSION PROGRAM

ENRICHMENT (SB 813) cont'd

INDUSTRIAL EDUCATION

Auto Mech 1A	29-05-11
Auto Mech 1B	29-05-12
Auto Mech 2AB	29-05-21 & 29-05-22
Auto Mech 3AB	29-05-31 & 29-05-32
Auto Body R 1AB	29-05-41 & 29-05-42
Sm Gas Eng. AB	29-05-01 & 29-05-02
Draft Tec 1A	29-21-11
Draft Tec 1B	29-21-12
Draft Arc 1A	29-21-13
Draft Arc 1B	29-21-14
Electr 1A	29-25-11
Electr 1B	29-25-12
Gen Metal 1A	29-39-11
Gen Metal 1B	29-39-12
Graph Art 1A	29-49-11
Graph Art 1B	29-49-12
Wood Ind 1A B	29-57-11 & 29-57-12
Mach Shop	29-39-15 & 29-39-16
Robotics	29-10-23

MUSIC

Adv Band A	32-11-07
Adv Band B	32-11-08
Beg Orch A	32-12-05
Beg Orch B	32-12-06
Adv Orch A	32-12-07
Adv Orch B	32-12-08
Chorus SH AB	32-05-09 & 32-05-10
Guitar SH A	32-08-09
Guitar SH B	32-08-10
Instruments AB	32-08-05 & 32-08-06
Keyboard 1A	32-13-03
Keyboard 1B	32-13-04
Mexican Folklorico	32-09-01
Music Tech. AB	32-03-05 & 32-03-06

MATHEMATICS

Math Tutor Lab B	31-02-22
Trig/Math AB	31-05-06
(Preparation for Algebra 2AB and SAT. credit. Does not count toward two years of required mathematics.)	
Algebra 1A	31-03-01
Algebra 1B	31-03-02
Algebra 1AB*	31-03-01 & 31-03-02
Algebra 1A1	31-03-11
Algebra 1A2	31-03-12
Algebra 1B1	31-03-13
Algebra 1B2	31-03-14
Algebra 2A	31-03-03
Algebra 2B	31-03-04
Algebra 2AB*	31-03-03 & 31-03-04
Geometry A	31-04-01
Geometry B	31-04-02
Geometry AB*	31-04-01 & 31-04-02
Math Analy A	31-06-01
Math Analy B	31-06-02
Math Analy AB*	31-06-01 & 31-06-02
Trig/MathAnaly A	31-05-05
Honors Statistics AB*	31-06-05 & 31-06-06

PHYSICAL EDUCATION

Physical Education classes are **NOT** to be used for summer session "Interscholastic" Elective preparation activities)

Adv PE 1A	33-01-05
Adv PE 1B	33-01-06
Adv PE 2A	33-01-21
Adv PE 2B	33-01-22
Modern Dance	33-05-03
Beg. Dance Chor/Prod	33-05-05
Tap Jazz Dance	33-05-07

SCIENCE

Astron & Space Bio	36-20-01
Adv Ph Sci A	36-03-03
Adv Ph Sci B	36-03-04
Adv Ph Sci AB*	36-03-03 & 36-03-04
Biology A	36-07-01
Biology B	36-07-02
Biology AB*	36-07-01 & 36-07-02
Adv. Biology AB	36-07-05 & 36-07-06
Chemistry A	36-14-01
Chemistry B	36-14-02



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

SENIOR HIGH SCHOOL COURSES FOR SUMMER/INTERSESSION PROGRAM

ENRICHMENT (SB 813) cont'd

SCIENCE

Chemistry AB*	36-14-01 & 36-14-02
Honors Res. Lab AB*	36-01-17 & 36-01-17
Marine Biology A	36-06-03
Marine Biology B	36-06-04
Marine Biology AB*	36-06-03 & 36-06-04
Physics A	36-15-01
Physics B	36-15-02
Physics AB*	36-15-01 & 36-15-02
Physiology A	36-10-01
Physiology B	36-10-02
Physiology AB*	36-10-01 & 36-10-02

SAT PREP

Col SAT Prep	42-03-01
Verbal SAT Prep	42-23-01
Math SAT Prep	42-31-01

SOCIAL SCIENCE

Economics	37-09-05
Principles Am Dem	37-06-03
WHG: Mod Wld A	37-01-27
WHG: Mod Wld B	37-01-28
WHG: Mod Wld. AB*	37-01-27 & 37-01-28
US Hist 20 th Century A	37-01-29
US Hist 20 th Century B	37-01-30
US Hist 20 th Century AB	37-01-29 & 37-01-30
California History	37-03-05
Intro Psychology	37-04-03
Intro Sociology	37-04-05
Law & Youth	37-08-01
World of Educ.	37-11-03
America Inter Hert	37-07-03
Govt. Lab Crim. Law	37-08-07
History Middle East	37-07-11
AP European History AB	37-03-01 & 37-03-02

THEATRE

Drama A	38-07-07
Drama B	38-07-08
Play Production A	38-07-09
Play Production B	38-07-10
Theatre Arts Wrkshop A	38-07-11
Theatre Arts Wrkshop B	38-07-12

MEDICAL COR PROGRAM

Exp. Health Careers 1	27-04-33
Exp. Health Careers 2	27-04-35
Exp. Health Careers 3	27-04-37
Health Careers Snr.. Sem	27-04-39

COLLEGE PEER COUNSELOR

College Peer Counselor A	46-09-01
College Peer Counselor B	46-09-02

* Cannot be taken by students needing A or B.

**NO 2 1/2 CREDIT CLASSES ARE TO BE OFFERED DURING
 SUMMER SCHOOL/INTERSESSION**

SERVICE IS NOT AN APPROVED COURSE FOR SUMMER SCHOOL