



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Guidelines for Supplemental Assignment Differentials

NUMBER: BUL-3856.5

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DATE: May 15, 2013

ROUTING
All Offices
ESC Superintendents
ESC Directors of Instruction
ESC Administrators
Principals
School Administrators
Athletic Directors
Teachers

MAJOR CHANGES: This revision replaces Bulletin BUL-3856.4 issued September 24, 2012. The content has been updated to reflect current changes in supplemental assignments and school configurations. The changes starting in the 2013-14 school year are as follows:

- Teacher Activity Differentials previously provided in program 11047 are now included in the program 13027 allocation, budget item #13482. More information is provided in the General Fund School Program Manual about this change.

Other allocations mentioned in this bulletin, i.e., Academic Decathlon (10108), Lunch Time Intramural Program (11102), and Interscholastic Athletic Assignments (11081), will remain in the same program.
- Academic Decathlon coaching stipend for spring has been restored. Coaching support stipend allocations will be at Rate 7 (\$2,811) for fall and Rate 4 (\$2,102) for spring.
- Coordinating differentials for District-funded Library Media Teachers (Librarian) in selected high schools remain funded in program 11034.

PURPOSE This Bulletin provides information on: (1) activity assignments, (2) athletic assignments, and (3) designated coordinatorships.

The District provides a salary schedule of semester or athletic season lump-sum rates and allocates activity and coaching assignment differentials to appropriate rates. Supplemental Assignment Rates of Pay (Attachment A) identifies current pay rates for supplemental assignments.



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GUIDELINES: The following guidelines apply.

I. ALLOCATIONS AND ASSIGNMENTS

Library Media Teachers (Librarians)

Librarians receive a coordinating differential of \$500 per semester. Program 11034 may only be used to report coordinating differentials for District-funded Librarians. Differentials for school-funded Librarians must be charged to a program determined by the school.

Chemical Safety Coordinatorship (Program 10156)

The responsibilities of a Chemical Safety Coordinator include chemical safety training for faculty and staff, hazardous materials management, and notification of district offices in the event of hazards involving the release of chemicals. Additional information is provided in reference guide “Chemical Safety Coordinators” (REF-1563.2, dated February 21, 2102) about the Chemical Safety Program.

Academic Decathlon Coaching Stipend (Program 10108)

Schools have up to October 25, 2013 to file a commitment to participate in the LAUSD Academic Decathlon. After the stated deadline, participating schools (tentative list in Attachment E) are provided coaching support stipends of Rate 7 (\$2,811) for fall and Rate 4 (\$2,102) for spring.

Additional program information and forms are available in the Preliminary Guidelines document posted at www.acadecala.net.

Activity Assignments (Program 13027)

Each regular secondary school received a partial allocation for activity assignment resources based on the total enrollment in grades 6-12, including special education and magnet center students at middle, senior high and span schools. Enrollment factor will not be applied to enrollment. Allocations will be adjusted after norm day based on the official enrollment count.

The applicable activity assignment allocation rates are displayed in the following table:

	Grade Level	Rate Per Student
Middle School	6-8	\$ 3.00
Senior High	9-12	\$ 4.00
Span School	6-8	\$ 3.00
Span School	9-12	\$ 4.00



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Each school will determine the specific number of activity assignments, which are paid on a semester basis and are limited to the activity rates of pay indicated in Attachment A, based on their Activity Assignment resource allocation. Schools will be held accountable for overdrafts.

The designated program areas for activity assignments are: choral music, drama, instrumental music, journalism, speech, stagecraft, student government, yearbook, cheerleading, or “other.” A maximum of two “other” activities may be substituted for any two of the specific activities.

If “other” activity assignments are substituted for the activity assignments listed above, they must:

1. Take place beyond the scheduled school day.
2. Extend beyond the scope of regularly scheduled academic classes.
3. Emphasize instructional enrichment.
4. Involve working with students on a regular basis. In no case shall the “other activity assignment be used for assignments such as athletics, recreation activities, counseling, administrative or supervisory responsibilities.

Each activity assignment must involve working with students beyond the regularly-schedule day.

The rate of each assignment (except Academic Decathlon) shall be agreed upon in writing by the responsible administrator and the employee before the assignment begins. Due to the change in the allocation of activity assignments and in order to maintain special programs, careful consideration should be given to the criteria established in the Criteria for Activity Assignment Pay Rates (Attachment B). This may result in one allocation for the school year as opposed to one per semester.

Due to the reduction of activity assignment resources, prudent use of assignments should be considered to produce a viable co-curricular program.

A teacher must have permanent or probationary status to be assigned. Exceptions must be approved by the Educational Service Center Superintendent.

Lunch Time Intramural Program (Program11102)

Middle schools or magnet/SPAN schools will be provided a one-time Rate 4 allocation (\$2,102) for the Lunch Time Intramural Program Coordinator to implement school site activities with the purpose of



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extending the curriculum and enhancing the educational goals for our students.

The Intramural Coordinator will strive to involve a minimum of 20% of the student body, male and female in grades 6-8. These students will participate in activities such as: basketball, soccer, flag football, volleyball, softball, track, sports management, dance/drill team, etc. Coordinators must provide activities a minimum of two times per week and all students must participate at least once a week.

The principal will have the discretion to split the stipend to provide half the amount at the end of each semester.

Interscholastic Athletic Assignments (Program 11081)

Two auxiliary periods per year will be provided to the comprehensive high schools to support the Athletic Director’s position. One auxiliary period per year will be provided to small schools to support the Athletic Director’s position. (Attachment F)

Athletic Coordinator/ Directors and Assistant Athletic Coordinator/ Director for non-comprehensive Senior High Schools, Span Schools and designated Small Schools are eligible for semester differentials at pay rate indicated in Attachment A as follows:

<u>No. of Coaching Assignments per</u>	<u>Athletic Director</u>	<u>Assistant Athletic Director</u>
14 or more	Yes (2 semesters)	Yes (2 semesters)
12 or 13	Yes (2 semesters)	Yes (1 semester)
8 to 11	Yes (2 semesters)	No
6 or 7	Yes (1 semester)	Yes (1 semester)
4 or 5	No	Yes (2 semesters)
Fewer than 4	No	Yes (1 semester)

Allocations for Athletic Assistants will be provided depending on the sports fielded by schools and the rate of pay as indicated on Attachment A.

Athletic assignments may be filled by either a credentialed teacher or Athletic Assistant (Classified athletic coaching positions), who have met the requirements of Title 5 and AB 1451, to include concussion training.



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II. ASSIGNMENT LIMITATIONS

- A. At multi-track year-round schools, the Senior High Athletic Directors and Assistant Athletic Directors are funded at 120% in order to extend the coordinating service year-round. This is also true for coordinating assignments that are not seasonal, track-based, competency-based or categorical at multi-track year-round schools.

To be eligible for the additional 20%, the employee must provide the service on a continual basis from July 1 to the beginning of the winter recess or from the end of the winter recess through June 30 or for the entire year (July 1 through June 30). If an employee is unavailable (i.e., off-track) to provide the service on a continual basis, as outlined above, another employee can be assigned during this time period to fulfill the service and be eligible for the 20%. As of the 2013-14 school year, Bell High is the only school on a multi-track schedule.

- B. An employee may not concurrently receive two-salary differentials per semester/sport season for any of the assignments shown in Attachment A titled Supplemental Assignments Rates of Pay, Interscholastic Athletics.
- C. All assignments are written to terminate at the end of a semester or school year.
- D. According to contract language, "The responsibilities of the assignment and the rate of pay shall be agreed upon in writing by the responsible administrator and the employee before the assignment begins."
(Attachment C)

III. TIME-REPORTING INSTRUCTIONS

Time-reporting instructions for lump-sum payment of differentials for athletic assignments, coordinating assignments, and activity assignments are contained in the reference guide "Time Reporting Instructions for Lump Sum Payment of Differentials," issued semi-annually by Payroll Services Branch, Accounting and Disbursements Division. (REF-1802.9 dated February 13, 2013)

For time-reporting instructions regarding payment of Athletic Assistants, please consult with your school Fiscal Specialist.

Each year a random selection of schools will be reviewed for their supplemental assignment payments.



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ASSISTANCE: For assistance or further information regarding athletic differentials, please contact the Interscholastic Athletics Office at (213) 241-5847.

For assistance or further information regarding academic differentials, please contact the OCISS, Secondary Programs at (213) 241-7510.

For assistance or further information regarding Academic Decathlon, please contact the Beyond the Bell, Academic Events at (213) 241-3503.

For assistance or further information regarding the Chemical Safety Program, please contact the Office of Environmental Health & Safety at (213) 241-3199.

Los Angeles Unified School District
Instructional Support Services

Attachment A

SUPPLEMENTAL ASSIGNMENT RATES OF PAY
INTERSCHOLASTIC ATHLETICS

INTERSCHOLASTIC ATHLETIC ASSIGNMENT - Athletic Coordinator (Director) - \$2811 per semester, Assistant Athletic Coordinator (Director) \$2102 per semester.

----- Fall Season -----

RATE 1 \$973	RATE 2 \$1283	RATE 3 \$1691	RATE 4 \$2102	RATE 5 \$2311	RATE 6 \$2512	RATE 7 \$2811
		Golf W Volleyball Asst. W/JV	Cross Country Football* Asst. Var. 2 Tennis W Water Polo M	Football* Asst. F/S1 Volleyball Head W	Football* Asst. Var. 1	Football* Head

----- Winter Season -----

		Basketball Asst. M/JV Basketball Asst. W/JV Soccer Asst. M	Water Polo W Wrestling*		Basketball Head M Basketball Head W Soccer Head M	
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----- Spring Season -----

	AA Track (if 6-12 athletes)	AA Track^ (if 13-19 athletes) Golf M Volleyball Asst. M/JV	Baseball* Asst. JV Lacrosse M Lacrosse W Softball Asst. JV Tennis M	Volleyball Head M	Baseball* Head Softball Head Track Head Track Asst. (Var.)	
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* Student Team (open to both men and women if separate teams do not exist).

Lump sum payment will be reduced proportionately when teams are not fielded at **all** levels.

^ Second coach allotted at Rate 3 for twenty or more athletes.

Los Angeles Unified School District
Instructional Support Services

Attachment A

SUPPLEMENTAL ASSIGNMENT RATES OF PAY

ACTIVITY ASSIGNMENTS

----- Semester Assignments -----

RATE 1 \$973	RATE 2 \$1283	RATE 3 \$1691	RATE 4 \$2102	RATE 5 \$2311	RATE 6 \$2512	RATE 7 \$2811
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Each regular secondary school will receive an allocation for activity assignment resources based on the total enrollment in grades 6-12, including special education and magnet center students at middle, senior high and span schools. Each school will determine the specific number of activity assignments, which are paid on a semester basis and are limited to the activity rates of pay indicated above, based on their Activity Assignment resource allocation.

The applicable activity assignment allocation rates are displayed in the following table:

SCHOOL LEVEL	GRADE LEVEL	RATE PER STUDENT
Middle School	6-8	\$ 3.00
Senior High School	9-12	\$ 4.00
Span School	6-8	\$ 3.00
Span School	9-12	\$ 4.00



The activity assignment rate of pay is based upon the indicated criteria for each specified activity. The activities must involve working with students beyond the scheduled day and are above those expected of a teacher in a regular assignment. Pay rates are per semester. The responsibilities of the assignment and the rate of pay shall be agreed upon in writing by the responsible administrator and the employee before the assignment begins.

CHORAL MUSIC

Activities

Criteria

A. Local School

- Open house and/or back to school night
- Holiday programs or other assemblies
- Semester concert or other culminating activities
- PTSA programs and receptions
- Recitals
- Auditions and competitions
- Graduation
- Concert attendance with students
- Other on-campus activities using vocal music resources

Rate 1: A minimum of one rehearsal per week. One activity each from categories A, B, and C. Must include one concert.

Rate 2: A minimum of one or more rehearsals per week. A minimum of four events per semester: one each from categories A, B, C; the fourth to be selected from categories A through D. Must include a concert or culminating activity.

B. District

- Choral festival
- Chamber singers workshops
- Elementary/middle/senior high school articulation assemblies
- Choral clinics and camps
- Districtwide ensembles and festivals
- Invitational festivals
- Exchange concerts
- Dedications
- Concert attendance with students
- Competitions and contests
- Other vocal music activities involving other schools

Rate 3: A minimum of two or more rehearsals per week. A minimum of eight events per semester: one each from categories A, B, and C; the reminder to be selected from categories A through D. Must include a concert and a choral festival.

Rate 4: At least three rehearsals per week or the equivalent. Teacher must have at least 60-member ensemble. At least two different performing groups.



CHORAL MUSIC (cont.)

<u>Activities</u>	<u>Criteria</u>
<p>C. Community</p> <ul style="list-style-type: none"> • Programs for service and professional clubs • Civic functions • Conventions involving student participation • Competitions, auditions, and festivals • Concert attendance with students • Other vocal music activities in the community 	<p>Rate 5: At least three rehearsals per week or the equivalent. Teacher must have at least one 70-member ensemble. At least three different performing groups.</p> <p>Rate 6: At least four rehearsals including some weekends or the activity equivalent. Teacher must have at least one 80-member ensemble. At least four different performing groups.</p>
<p>D. Performance Related</p> <p>(Maximum of three: each activity must have a minimum of involvement and include the participation of at least six students)</p> <ul style="list-style-type: none"> • Booster club meetings involving parents and students of choral ensembles • Supervising choral music rehearsals students in planning and implementing fundraising activities • Choir robes – inventory, cleaning, maintenance, and fitting • Equipment – inventory, care, and maintenance • Music library - inventory, maintenance filing, repertoire selection preparation distribution • Musical organization recreational activities picnics, trips, outings 	<p>Note: <u>Rehearsals</u></p> <p>When students are planning and implementing fundraising activities, before or after school, it is recommended that these activities be at least one hour in length.</p>



DRAMA

<u>Activities</u>	<u>Criteria</u>
A. Major production	Rate 1: One activity from category A or B.
<ul style="list-style-type: none"> • Full-length play • Full-length musical 	Rate 2: One activity from category A or B; One activity from C or a holiday program or assembly program in place of C.
B. Other Productions and Activities	Rate 3: One activity from category A or ; one additional activity from category B; Two activities from category C.
<ul style="list-style-type: none"> • One-act play • Musical review • School assembly or program • Drama Teachers Association of Southern California Festival • California Education Theatre Association Festival • Other regional theatre festival • Improvisational Troupe • Program for civic group 	Rate 4: One activity from category A. One activity from category B. Three activities from category C.
C. Student Activities	Rate 5: One activity from category A. Two activities from category B. Four activities from category C.
<ul style="list-style-type: none"> • Thespian activities • Drama club activities • Planning meetings for festivals • Conventions involving performance • Play attendance with student groups • Fundraising for theatre programs • Conferences with students • Workshop leadership • Costume fitting and design meetings • Publicity and promotional activities • Technical duties not provided by other school personnel • Coaching students for auditions 	Rate 6: One activity from category A. Three activities from category B. Four activities from category C.



INSTRUMENTAL MUSIC

<u>Activities</u>	<u>Criteria</u>
<p>A. Local School</p> <ul style="list-style-type: none"> • Open house and/or back to school night • Holiday programs or other assemblies • Semester concert or other culminating activities • PTSA programs and receptions • Recitals • Concert attendance with students • Graduation • Auditions and competitions • Graduation • Pep rallies • Musicals, shows, and operettas • Other on-campus activities using instrumental resources 	<p>Rate 1: A minimum of one rehearsal per week. One activity each from categories A, B, and C. Must include one concert.</p> <p>Rate 2: A minimum of one or more rehearsals per week. A minimum of four events per semester: one each from categories A, B, and C; the fourth to be selected from categories A through D. Must include a concert or culminating activity.</p> <p>Rate 3: A minimum of two or more rehearsals per week. A minimum of eight events per semester: one each from categories A, B, and C; the remainder to be selected from categories A through D. Must include a concert and an instrumental festival.</p>
<p>B. District</p> <ul style="list-style-type: none"> • Solo and ensemble festivals • Band and orchestra festivals • Chamber music festivals • Jazz festivals • Exchange concerts • Marching band shows • Football pre-game and half-time shows • Athletics related “pep” bands • Elementary/middle/senior high school articulation assemblies, etc. • Band, orchestra, choir, and jazz clinics • Area and citywide ensembles and festivals • Concert attendance with students • Dedications • Competitions and contests • Other instrumental music activities involving other schools 	<p>Rate 4: One or more rehearsals per week. Eleven or 12 events per semester: two each from categories A, B, and C; the remainder to be selected from categories A through D. Must include a concert and an instrumental festival.</p> <p>Rate 5: At least three rehearsals per week or the equivalent. Teacher must have at least one 70-member ensemble. At least tree different performing groups.</p>



INSTRUMENTAL MUSIC (cont.)

<u>Activities</u>	<u>Criteria</u>
<p>C. Community</p> <ul style="list-style-type: none"> • Programs for service and professional clubs • Parades • Civic functions – dedications, etc. • Conventions involving student participation • Competitions, auditions, and festivals • Music camps and clinics • Concert attendance with students • Other instrumental music activities 	<p>Rate 6: At least four rehearsals per week including some weekends or the equivalent. Teacher must have at least one 80-member ensemble. At least four different performing groups.</p>
<p>D. Performance Related</p> <p>(Maximum of three; each activity must include a minimum of eight hours involvement and include the participation of six or more students.)</p> <ul style="list-style-type: none"> • Booster club meetings involving parents and students of instrumental ensembles • Supervising instrumental music students in planning and implementing fundraising activities • Uniforms – inventory, cleaning, maintenance, and fitting • Music instruments – inventory, care, and maintenance • Music library - inventory, maintenance, filing, repertoire selection, preparation and distribution • Musical organization recreational activities picnics, trips, outings 	

Activities

NOTES: It is recommended that before or after school rehearsals are at least one hour in length.

All categories include preparation (rehearsal) time and/or performance time. A performance during school hours may be credited under assignment responsibilities if a portion of the preparation time occurred beyond the school day.



JOURNALISM

<u>Activities</u>	<u>Criteria</u>
<ul style="list-style-type: none"> • USC Journalism Day • Cal Poly, Pomona, Summer Program • Cal State University, Northridge, Journalism Day • Cal Sate Northridge/LAJTA • City Write-off Competition - Spring • SCJEA Write-offs (State Write-offs) • JEA Convention – Spring (National Write-offs) 	<p>Rate 1: Assignment will require the publication of a school paper of a minimum of four standard 4-page editions, at least one of the listed activities, and five or more press releases to a local news media.</p> <p>Rate 2: Assignment will require the publication of a school paper of a minimum of six standard 4-page editions, student participation in one of the listed activities, and eight or more press releases to a local news media.</p> <p>Rate 3: Assignment will require the publication of a school paper of a minimum of eight standard 4-page editions, student participation in at least two of the listed activities, and ten or more press releases to a local news media.</p> <p>Rate 4: Assignment will require the publication of a school paper of at least 12 standard 4-page editions, student participation at least three of the listed activities, and twelve or more press releases to a local news media.</p> <p>Rate 5: (See Note)</p> <p>Rate 6: (See Note)</p> <p>NOTE: Rate 5 or Rate 6 is available for additional responsibilities/activities as designated by the site administrator. More specific guidelines will be issued in the future.</p>



SPEECH

<u>Activities</u>	<u>Criteria</u>
<p>A. Interscholastic Activities</p> <ul style="list-style-type: none"> • Local forensic and speech association tournaments • California High School Speech Association tournaments • West Los Angeles District N.F.L. tournaments • Invitational speech and debate tournaments hosted by high schools and colleges (individual speech events and debate events are considered separate tournaments) 	<p>Rate 1: Five activities from category B, or Two activities from category A.</p> <p>Rate 2: Five activities from category B, or Three or more activities from category A.</p> <p>Rate 3: Four activities from category A, and Four activities from category B, or Five or more activities from category B, and two from category A.</p> <p>Rate 4: Five activities from category A, and Two/three activities from category B.</p>
<p>B. School/Community Speech Activities</p> <ul style="list-style-type: none"> • Service Clubs – National and Local Competitions • Community Activities – Provide speakers bureau 	<p>NOTE: It is understood that credit interscholastic events involves at least 2 or 3 two-hour coaching sessions after school for 2 to 3 weeks preceding each event.</p> <p>Rate 5: (See Criteria)</p>
<p>C. On Campus Extracurricular Activities</p> <ul style="list-style-type: none"> • The Bill of Rights Speaking Program • The United Crusade Speaking Program • The Brotherhood Crusade Program • Speaker’s Bureau of Organizational Programs • Forums • Assembly Programs • Advertising school programs and activities announcing sports events • Fundraising activities involving students speaking to school groups • Planning interscholastic and intra-scholastic events • Hosting interscholastic tournaments LAUSD speech tournament (if presented) 	<p>Rate 6: (See Criteria)</p> <p>NOTE: Rate 5 or Rate 6 is available for responsibilities/activities as designated by the site administrator. More specific guidelines will be issued in the future.</p>



STAGECRAFT

<u>Activities</u>	<u>Criteria</u>
<p>A. Major Production</p> <ul style="list-style-type: none"> • Full-length play • Full-length musical • Other equivalent production 	<p>Rate 1: One activity from category A. Two activities from category B. Two length play activities from category C.</p>
<p>B. Minor Productions</p> <ul style="list-style-type: none"> • Competition events • Holiday program • Choir concert • Dance concert • Band/Orchestra concert • Attend stagecraft teachers' workshop • Evening dance • Any other production involving the presence of the stagecraft teacher and/or crew 	<p>Rate 2: One activity from category A. Three activities from category B. Four activities from category C.</p> <p>Rate 3: One activity from category A. Four activities from category B. Six activities from category C.</p> <p>Rate 4: Two activities from category A. Five activities from category B. Eight activities from category C.</p> <p>Rate 5: (See note below)</p> <p>Rate 6: (See note below)</p>
<p>C. Other</p> <ul style="list-style-type: none"> • Noon movies • Noon assemblies • Noon theater • Noon meetings • Noon elections • Noon rehearsals • Middle school articulation assemblies • Community events • PTSA meetings/functions • Open house • Graduation set-up 	<p>NOTE: Rate 5 or Rate 6 is available for additional responsibilities/activities as designated by the site administrator. More specific guidelines will be issued in the future.</p>



STUDENT GOVERNMENT

Attachment B

<u>Activities</u>	<u>Criteria</u>
<p>A Level</p> <ul style="list-style-type: none"> • Acts as liaison between administrator and students • Acts as liaison between students and members of the faculty • Acts as liaison between student government and the community • Supervises student body finance committee • Coordinates fundraising drives • Plans and coordinates school elections • Plans and coordinates school assemblies • Coordinates class activities 	<p>Rate 1: Assignment consists of the activities listed in Level A.</p> <p>Rate 2: Assignment consists of the activities listed in Level A and Level B.</p> <p>Rate 3: Assignment consists of the activities listed in Levels A, B, and C.</p> <p>Rate 4: Assignment consists of the activities listed in Levels A, B, C, and D.</p> <p>Rate 5: (See note below)</p>
<p>B Level</p> <ul style="list-style-type: none"> • Coordinates student body involvement with school-related off-campus conferences • Coordinates noon activities, social events • Coordinates publicity for school events • Coordinates noon forums and/or meetings • Arranges school exchanges 	<p>Rate 6: (See note below)</p> <p>NOTE: Rate 5 or Rate 6 is available for additional responsibilities/activities as designated by the site administrator. More specific guidelines will be issued in the future.</p>
<p>C. Level</p> <ul style="list-style-type: none"> • Attends District and appropriate Board of Education meetings • Supervises club development and site activities • Coordinates spirit leaders(s) selection • Coordinates charitable collection drives • Coordinates school spirit activities 	
<p>D Level</p> <ul style="list-style-type: none"> • Assist class sponsors • Attends Principal's Administrative Council • Works with members of the Board of Education and the District on special events • Coordinates and publicized opportunities for foreign study programs 	



YEARBOOK

<u>Activities</u>	<u>Criteria</u>
A yearbook should meet guidelines given in yearbook pamphlets issued by Columbia Scholastic Press Association or National School Yearbook/Newspaper Association.	Rate 1: 2,000 or less students 96 or less pages (0 color pages) black and white publication
As the rate step increases, the complexity of the book design should increase; e.g., a yearbook (Rate 4) should include:	Rate 2: 2,400 or less students the complexity of 96 – 192 pages (8-16 color pages) black and white publication with spot color word processing of copy
1. a well-developed and appropriate theme executed on the cover; end sheets, title page, opening section, division pages, and closing section;	Rate 3: 2,400 or less students 192+ pages (16 color pages) black and white publication; word processing of copy; \$1,000 or less in advertising sales
2. coverage of the complete year of student life, athletics, academics, faculty and student portraits, and involvement of community in the school such as support groups;	Rate 4: 3,000+ students 240+ pages (32-40 color pages) black and white publication; desktop publishing of copy and layouts using word processing and Pagemaker on 50% or less of the publication; \$2,000 or less in advertising sales
3. design of pages using Pagemaker and page designs from the publishers;	Rate 5: (See note below)
4. candid photographs with the advertising sales emphasis on the diversity of the students and photographic excellence;	Rate 6: (See note below)
5. substantial writing to include captions, copy, headliners on appropriate spreads, and background information in the copy; and	NOTE: Rate 5 or Rate 6 is available for additional responsibilities/activities as designated by the site administrator. More specific guidelines will be issued in the future.
6. an index	



CHEERLEADING

<u>Activities</u>	<u>Criteria</u>
<p>A. Local School</p> <ul style="list-style-type: none"> • Daily after or before school practice • Noon meetings • All home and away football games • All home and away basketball games • Other athletic events as required • Pep rallies • Additional homecoming activities • Holiday programs • Assemblies • Publicity and promotional activities • Fundraising • Coordinate social activities • Coordinate selection process • Coordinate skills used in selection process 	<p>Rate 1: Attendance and performance at football contests. A minimum of one day after or before school practice per week. One additional activity from each of categories A, B, C, and D.</p> <p>Rate 2: Attendance and performance at football and home basketball contests. A minimum of two days after or before school practice per week. Two additional activity from each of categories A, B, C, and D.</p> <p>Rate 3: Attendance and performance at football and basketball contests. A minimum of three days after or before school practice per week. Three additional activity from each of categories A, B, C, and D.</p>
<p>B. District</p> <ul style="list-style-type: none"> • Year-round competitions • Middle school articulations • Coordinate ordering and maintenance of uniforms and equipment • Schedule preparation • Attend workshops • Title V Regulations regarding First Aid and CPR • Publicity and promotional activities 	<p>Rate 4: Attendance and performance at all football and basketball contests, along with other athletic events as determined by local school. Daily after or before school practice. Four additional activity from each of categories A, B, C, and D.</p> <p>NOTE: It is recommended that after or before school practice be at least one hour in length.</p>
<p>C. Community</p> <ul style="list-style-type: none"> • Festivals • Holiday programs • Workshops, camps, clinics • Parent meetings • Parades • Publicity and promotional activities 	



CHEERLEADING (cont.)

<u>Activities</u>	<u>Criteria</u>
D. Related Performance <ul style="list-style-type: none">• Athletic event half-time performances• Year-round competitions• Pep rallies• Festivals• Parades• Assemblies• Holiday programs	<p>Rate 5: Attendance and performance at all football contests, and additional athletic contests as determined by local school. It is recommended that after school practice be two hours in length. Five additional activities from each of categories A, B, C, and D. Participation in Districtwide competition must be included.</p> <p>Rate 6: Attendance and performance at all football contests as determined by local school. Daily practice after or before school It is recommended that after school practice be two hours in length. Six additional activities from each of categories A, B, C, and D. Participation in Districtwide competition must be included.</p>



DRILL TEAM

<u>Activities</u>	<u>Criteria</u>
<p>A. Local School</p> <ul style="list-style-type: none"> • Daily after or before school practice • Noon meetings • All home and away football games • All home and away basketball games • Other athletic events as required • Pep rallies • Additional homecoming activities • Holiday programs • Assemblies • Publicity and promotional activities • Fundraising • Coordinate social activities • Coordinate selection process • Coordinate skills used in selection process 	<p>Rate 1: Attendance and performance at home football contests. A minimum of one day after or before school practice per week. One additional activity from each of categories A, B, C, and D.</p> <p>Rate 2: Attendance and performance at home football contests. A minimum of two days after or before school practice per week. Two additional activities from each of categories A, B, C, and D.</p> <p>Rate 3: Attendance and performance at all football contests. A minimum of three days after or before school practice per week. Three additional activities from each of categories A, B, C, and D. Participation in Districtwide competition must be included</p>
<p>B. District</p> <ul style="list-style-type: none"> • Year-round competitions • Middle school articulations • Coordinate ordering and maintenance of uniforms and equipment • Schedule preparation • Attend workshops • Title V Regulations regarding First Aid and CPR • Publicity and promotional activities 	<p>Rate 4: Attendance and performance at all football contests, along with other athletic events as determined by local school. Daily after or before school practice. Four additional activities from each of categories A, B, C, and D. Participation in Districtwide competition must be included.</p>
<p>C. Community</p> <ul style="list-style-type: none"> • Festivals • Holiday programs • Workshops, camps, clinics • Parent meetings • Parades • Publicity and promotional activities 	<p>NOTE: It is recommended that after or before school practice be at least one hour in length.</p>



DRILL TEAM (cont.)

<u>Activities</u>	<u>Criteria</u>
D. Related Performance <ul style="list-style-type: none">• Athletic event half-time performances• Year-round competitions• Pep rallies• Festivals• Parades• Assemblies• Holiday programs	<p>Rate 5: Attendance and performance at all football and basketball contests, along with other athletic events as determined by local school. Daily practice, after or before school. It is recommended that practice be two hours in length. Five additional activities from each of categories A, B, C, and D.</p> <p>Rate 6: Attendance and performance at all football and basketball contests, along with other athletic events as determined by local school. Daily practice, after or before school. It is recommended that practice be two hours in length. Six additional activities from each of categories A, B, C, and D.</p>



LOS ANGELES UNIFIED SCHOOL DISTRICT

Attachment C

TO: _____

FROM: _____

SUBJECT: COORDINATING, ACTIVITY AND ATHLETIC ASSIGNMENT DIFFERENTIALS

Location: _____ Cost Center: _____

This is to confirm your appointment to a coordinatorship, activity or athletic assignment in addition to your regular assignment for which a salary differential will be paid. This supplemental assignment will be for the _____ school year.

Assignment Title: _____ Rate: _____

Please be advised that this position includes the assignment of related extra duties and responsibilities as follows:

___ NOTE: Full-time employees whose classroom teaching assignment, if any, is fewer than three periods per day in secondary, or less than half-time in elementary are to satisfy the applicable on-site obligation, as provided in Article IX, Section 3.4 of the District/UTLA agreement.

Immediate Administrator Name

Date

Title

I have discussed the conditions related to this assignment with the Principal or designee. I understand and agree to the conditions and responsibilities of the assignment.

Signature of Employee

Employee No.

Date

Distribution

- 1 copy to Employee
- 1 copy to School Folder



Attachment D

Athletic coaching positions can only be filled based on current District guidelines. Coaching positions are listed below:

Each of the following titles indicates one (1) position.

FALL SEASON	WINTER SEASON	SPRING SEASON
Cross Country	Basketball Head (Men's) (Men's) Basketball Assistant (Men's) (J/V) Assistant (J/V) Basketball Head (Women's) Basketball Assistant (Women's) (J/V)	Baseball Head Baseball
Football Head Football Assistant Varsity #1 Football Assistant Varsity #2	Soccer Head (Men's) Soccer Assistant (Men's) (J/V) Soccer Head (Women's) Soccer Assistant (Women's) (J/V)	Golf (Men's) Lacrosse (Men's) Lacrosse (Women's)
Football Assistant (F/S #1)	Water Polo (Women's)	Softball Head Softball Assistant (J/V)
Golf (Women's)	Wrestling	Swimming
Tennis (Women's)		Tennis
Volleyball Head (Women's) (Men's) Volleyball Assistant (Women's) (J/V)		Track & Field Head Track & Field Assistant #1 AA Track & Field (2 nd coach if 13-19 athletes)
Water Polo (Men's)		Volleyball Head (Men's) Volleyball Assistant (Men's) (J/V)



Attachment D

- Decisions regarding the fielding of athletic teams should reflect gender equity in accordance with Federal guidelines relative to Title IX. For each school year, teams should reflect equitable gender representation equivalent to that which currently exists. In order to maintain the balance, a rationale for any change in sports being fielded for any school year must be submitted in writing to the Director of Interscholastic Athletics (check Inside LAUSD, Global List for phone number and address).
- One athletic director and one assistant athletic director can perform coordination of athletics on a comprehensive high school site.
- Questions regarding assignment of coaching positions or athletic coordinators (directors) should be directed to the Coordinator, Interscholastic Athletics at (213) 241-5847.
- Academic Decathlon coaches at senior high schools can only be assigned based on current District policy, which is that each school that fields an Academic Decathlon team may have one (1) coaching position. Questions regarding Academic Decathlon coaching positions should be directed to Cliff Ker, Academic Decathlon Coordinator, at (818) 654-3714.
- Schools shall adhere to the current District/UTLA Collective Bargaining Agreement regarding rates for supplemental coaching (athletic or Academic Decathlon) assignments and athletic coordination as reflected in Attachment A.



School Sites Fielding Academic Decathlon Team (Tentative)

Location Code	Name of School
1860901	Arleta High School
1852901	Banning SH
1853601	Bell SH
1854301	Belmont SH
1869601	Helen Bernstein High School
1875401	Bravo Medical Mag
1857101	Canoga Park SH
1857501	Carson SH
1858301	Chatsworth SH
1859001	Cleveland SH
1851701	Miguel Contreras Lrng Complex
1859601	Crenshaw SH
1860001	Dorsey SH
1873801	Downtwn Business Mg
1861401	Eagle Rock SH
1860701	East Valley High School
1354801	Elizabeth Learning Ctr
1862101	Fairfax SH
1813201	Foshay Learning Center
1863601	Polytechnic SH
1864301	Franklin SH
1865001	Fremont SH
1814201	Fulton College Prep School
1866401	Gardena SH
1867901	Garfield SH
1868301	Grant HS
1868601	Hamilton SH
1851801	Harbor Teacher Prep Academy#D8
1869301	Hollywood SH
1870001	Huntington Pk SH
1870101	International Studies Lg Ct
1871401	Jefferson SH
1872101	Jordan SH
1872501	Kennedy SH
1872701	King/Drew Med Mag



School Sites Fielding Academic Decathlon Team (Tentative) (continued)

Location Code	Name of School
1873601	Los Angeles SH
1874101	LACES Mag
1872901	Lincoln SH
1874301	Manual Arts SH
1875001	Marshall SH
1888201	Maywood Academy High School
1861101	Sch of Math & Sci @ MNDZ LC
1876801	Monroe SH
1877901	Narbonne SH
1878601	N Hollywood SH
1851301	Northridge Academy
1885301	Orthopaedic Hosp Med Mag HS
1861001	Panorama High School
1881401	Reseda SH
1882901	Roosevelt SH
1854401	Edward R Roybal Learnng Ctr
1884301	San Fernando SH
1885001	San Pedro SH
1871601	Santee Education Complex
1884201	Sherman Oaks CES Mag
1888101	South East High School
1887101	South Gate SH
1887801	Sylmar SH
1888001	Taft SH
1777201	Torres Renaissance
1888601	University SH
1713701	32nd/USC Perf Art Mag
1889301	Van Nuys SH
1890701	Venice SH
1891401	Verdugo Hills SH
1892801	Washington Prep SH
1874801	West Adams Preparatory HS
1894301	Westchester SH
1861801	Wilson SH



School Sites Provided One Auxiliary Period to Support the Athletic Director's Position

Location Code	Name of School
1873801	Downtown Business Magnet
1851801	Harbor Teacher Prep
1194901	Marlton
1861101	Mendez Learning Center
1876001	Middle College High School
1885301	Orthopaedic Medical Magnet
1713702	USC MAST