



Summer 2020

EXTENDED SCHOOL YEAR (ESY)



LOS ANGELES UNIFIED SCHOOL DISTRICT

**Division of
Special Education**

ESY Policies and Procedures Manual
DIVISION OF SPECIAL EDUCATION

LOS ANGELES UNIFIED SCHOOL DISTRICT – DIVISION OF SPECIAL EDUCATION
2020 EXTENDED SCHOOL YEAR

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1. EXTENDED SCHOOL YEAR FACT SHEET

A. Date(s):



Instructional Days:	June 29, 2020 through July 24, 2020
Training Day: (Mandatory two hour for teachers, paraprofessionals, SSEA).	Friday, June 26, 2020
Holiday – No School	July 3, 2020

*For complete available assignments, dates, hours, please refer to ESY 2020 Fact Sheet. ([link](#))

B. Time(s): (subject to change)



	Secondary	Elementary & Special Ed. Centers
Instructional hours:	9:00 a.m. to 1:20 p.m.	8:00 a.m. to 12:20 p.m.
Teacher hours:	8:50 a.m. to 1:30 p.m.	7:50 a.m. to 12:30 p.m.
Principal hours:	8:00 a.m. to 2:30 p.m.	7:30 a.m. to 2:00 p.m.

2. BACKGROUND

This is a policy of the California Code of Regulations, Title 5, Section 3043(d) which states that, “Extended school year services shall be provided, in accordance with 34 C.F.R. section 300.106, for each individual with exceptional needs who has unique needs and requires special education and related services in excess of the regular academic year. Such individuals shall have disabilities which are likely to continue indefinitely or for a prolonged period, and interruption of the pupil’s educational programming may cause regression, when coupled with limited recoupment capacity, rendering it impossible or unlikely that the pupil will attain the level of self-sufficiency and independence that would otherwise be expected in view of his or her disabling condition.”

California law mandates that school districts provide students with disabilities ESY programming when the student requires special education and related services in excess of the regular academic school year and the Individualized Education Program (IEP) team has determined the need for ESY.

3. STUDENT ELIGIBILITY

ESY is an extension of the current school year. Students with disabilities who are eligible for ESY programs have an IEP that offers ESY as a part of a Free and Appropriate Public Education (FAPE). For further information please consult [BUL-059905.0: Guidelines for IEP Teams when Students with Disabilities are Being Considered for ESY Programs and Services.](#)

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Students with disabilities who are not eligible for ESY programs can contact their school counselor and/or school administrator for ESY program options available to them.

Independent charter schools are responsible for providing ESY programs and services as indicated in students' IEPs. For questions, please call (213) 241-5430.

4. ESY SITES, PROGRAMS, AND FEEDER SCHOOLS

ESY site selections are approved by each Local District Superintendent.

Starting on February 3, 2020, ESY sites, programs, and feeder schools can be found on the Division of Special Education Operations ESY website.



All applicants (certificated and classified) may only apply to one site; if an assignment is not offered at the applicant's selected site, applicants must be willing to accept an assignment at an alternate site in the respective geographic area. In the event that an ESY site is closed or relocated, the selection procedures outlined in the applicant's collective bargaining agreement shall be implemented, as applicable.

5. EMPLOYMENT OPPORTUNITIES

A. Summer Employment Application Window and Terms

All applicants for ESY positions must apply online at <http://summer.lausd.net> using an LAUSD single sign-on (the username and password used to log into District e-mail). Additional time sensitive dates are as follows:

- The administrator application window will be open from Feb 3, 2020 to Feb 28, 2020.*
- The teachers and paraprofessional window will be open from March 2, 2020 to April 2, 2020.*
- The application window for clerical positions (SAA & Office Tech), along with campus aides will open on April 1, 2020 and will remain open until 5:00 p.m. on May 22, 2020.*

*Application window is subject to change as determined by Division of Special Education, Operations.

Applicants must apply to one ESY site only and submit their online application by the application due date. ESY applicants may edit their application online until the application deadline. For more detailed information related to application windows, hours of employment, etc., please review the ESY Fact Sheet (Attachment A) available on the Division of Special Education, Operations ESY Website.

NOTE: No paper applications will be accepted, reviewed, or considered.

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B. Assignment Basis Overlap

In the event of a basis overlap between the ESY assignment and the regular assignment, affected staff may work the ESY session as follows:

B-Basis: Whereas there is no basis overlap anticipated for B-Basis staff for the upcoming ESY 2020 program, they may work the entire ESY assignment. In the event there is an overlap, affected staff will be able to make up the ESY employment hours, per overlap day, towards their regular assignment.

E-Basis: In the event E-Basis staff has a basis overlap, they will be able to make up the ESY employment hours, per overlap day, towards their regular assignment. The affected staff may consult with their supervisor to determine the appropriate schedule.

C. Staffing Selection

1. Administrator Selection and Assignment

The following information applies to District administrators who are interested in applying for the ESY Principal position(s) available at ESY sites:

A. The following selection criteria will be used to appoint ESY principal applicants:

1. Principals currently serving at a location designated as an ESY school site.
2. Principals who are currently at a school not designated as an ESY school site, and has applied to a site with more than one applicant, will be selected based on seniority and the following criteria:
 - Principals who did not have an ESY school assignment the previous year
 - Principals with the least number of ESY school assignments in the last five years
3. After all applying principals are assigned, and more than one assistant principal serving at a location designated as a ESY site applies for that same site, selection will be based on seniority and the following criteria:
 - Assistant principals who did not have an administrative ESY assignment the previous year
 - Assistant principals with the least number of ESY administrative assignment in the last five years
4. Assistant principals who are currently at a school not designated as an ESY site, and has applied to a site with more than one applicant of the same status, will be selected based on seniority and the following criteria:
 - Assistant principals who did not have an administrative ESY assignment the previous summer
 - Assistant principals with the least number of administrative ESY assignments in the last five years
5. After all applying principals and assistant principals are assigned, non-school based administrators with regular status as assistant principal who apply to a site with more than one applicant of the same status will be selected based on seniority and the following criteria:

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- Administrators who did not have an ESY administrative school assignment the previous summer
 - Administrators with the least number of ESY administrative assignments in the last five years
- B. All selected ESY administrators must attend mandatory ESY principal meeting(s). (Dates and times are included in the ESY principal employment offer letter)
- C. All selected ESY principals must work the entire allowable assignment. Administrator assignments cannot be split.
- D. All selected ESY principals will receive 30-hours of prep time hours.
- E. Selection of ESY principals:
1. Special Education Operations will provide Local District Superintendents a seniority list of ESY Principal Applicants on or before **March 6, 2020**.
 2. Local District Superintendents are responsible for submitting their list of recommended ESY Principals via email to the Chief of Special Education, Equity and Access for final assignment approval on or before **March 13, 2020**.
 3. Chief of Special Education, Equity and Access will make final ESY Principal selections and appointments on/before **March 20, 2020**.
 4. Special Education Operations will notify and confirm selected ESY principals by **March 27, 2020**.
 5. There is no provision for a substitute for the principal position during the ESY program.

2. Teacher Selection and Assignment:

- A. Eligibility: Per the [LAUSD/UTLA Contract](#), at the time of application, employees must be in permanent or probationary status. Applicants may only apply to a special education program that is within their credentialed area and may initially apply to one site. If not selected at the site the applicant applied to, the applicant must be available for all schools in that geographic area for which they applied. Each applicant will be notified in writing as to their assignment (or non-assignment) to an ESY position. During the application process, applicants may select the option of substitute teacher which will be paid the current summer substitute rate.
- B. Selection Process: ESY principals are to follow the selection process of the summer assignment for teachers outlined in the [LAUSD/UTLA Contract](#).
- C. Continuity factors will be based upon parent confirmation letters that are received/date-stamped at the school of attendance or via Parent Portal, no later than April 2, 2020. **(continuity date is subject to change by the District)**
- D. ESY Principals are responsible for hiring and notifying applicants in writing regarding selection or non-selection for an ESY assignment.

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- E. Non-selected teachers must be available for all schools in the geographic area for which they initially applied to be considered for selection in the ‘pool’ phase.
- F. Teacher work hours and daily schedule: For ESY dates and times, please refer to the Division of Special Education ESY Fact Sheet. Per the [LAUSD/UTLA Contract](#), teachers must adhere to the following reporting guidelines:
- Teacher sign-in: 10 minutes before the start of the instructional day
 - Break: 20 minutes (break schedule depends on meal schedule selected by principal)
 - Teacher sign-out: 10 minutes after the end of the instructional day
- G. If specialized training is provided for the program to which the teacher is assigned, the teacher must participate in the mandatory training. The Division of Special Education Instruction Department will provide more information regarding training times, dates, and locations. This information will be available on the [Division of Special Education Operations ESY website](#).
- H. Teacher Norm Day: The Division of Special Education Operations will inform ESY Administrators of how many programs need to be opened or closed on or before the ninth day of instructional ESY date.
- I. Teacher Training: Teachers will be required to attend a two (2) hour paid training; subject to funding availability.

3. ESY Substitute Teachers:

- A. Special education teachers with a current assignment and are returning in Fall of 2020, who are interested in working as a day-to-day substitute, must apply online at <https://summer.lausd.net/>.
- B. Special education teachers who apply as substitutes will receive the current substitute rate.

4. Itinerant Resource Specialists:

- A. A limited number of itinerant resource specialist teacher positions will be available to support students requiring Resource Specialist Program (RSP) services enrolled in general education summer programs.
- B. The Local District Special Education Administrator (SEA) for each geographic region will be designated as the program administrator. Local District SEAs will follow the priority and selection process for ESY teacher applicants as outlined in the [LAUSD/UTLA Contract, Article XX](#).
- C. Itinerant resource teachers can apply online to the Extended School Year (ESY) Program, *Special Education - Itinerant Programs (ESY)* application under the ESY Summer Program, Location 1994, ITINERANT RESOURCE SPECIALIST.

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- D. Itinerant resource teachers work a four (4) hour assignment.
- E. Employees selected for an itinerant resource specialist position must possess a valid California driver's license and be available to travel to various school sites throughout the geographic region assigned.
- F. Itinerant teachers selected are responsible to fill out an ELOS/Summer Term Itinerant Time Reporting Form as well as an H Form and submit to the SEA for signature and approval.

5. Supervising Special Education Assistants (SSEA)

- A. Special Education Centers and a limited number of additional ESY sites will be provided one SSEA position for their ESY program.
- B. ESY assignments for a SSEA position will be 6.0 hours per day starting June 26, 2020 through July 24, 2020.
- C. Selected SSEA will receive 12-hours of planning time prior to the start of ESY.
- D. Only current employees in a SSEA position, who have not received a Notice of Unsatisfactory Service in the last school year, may apply for an ESY SSEA position.
- E. SSEAs shall be assigned to each school on the basis of priority followed by seniority in the job classification.
- F. SSEA will have priority to an ESY position if the ESY site is the same as his/her RSY site of assignment. (SSEA must submit an application for ESY summer employment in order to be considered).
- G. If the current SSEA position is vacant or otherwise unfilled, or should it become necessary to "share" or otherwise reassign a SSEA, the District will choose from available applicants who have the most seniority in the job classification and have indicated availability to work.
- H. SSEAs shall be notified in writing as to assignment for ESY. To the maximum extent possible, notice shall be e-mailed to the applicant's LAUSD e-mail address ten (10) days prior to the end of the current school year.

6. Special Education Paraprofessionals

- A. Work hours: ESY assignments for paraprofessionals will be 4.5 hours. Please refer to the summer session hours and duties section in this manual. For ESY dates and times, please refer to the Division of Special Education ESY Fact Sheet.
- B. Up to two (2) hours of additional time per day will be provided to employees assigned to exclusively provide bus support as needed based on the bus route schedule. Additional hours

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(beyond two (2) hours per day) must be pre-approved by the Division of Special Education Operations office.

- C. ESY administrators will schedule paraprofessionals' start and end time to ensure adequate programs support is available throughout the school day.
- D. The assignment of special education assistants/trainees and health care assistants, or other special education paraprofessionals, must be made in accordance with the [LAUSD/Unit B Collective Bargaining Agreement, Article XI, Section 7.0., Assignments to Summer Session \(ESY\) and Intersession.](#)
 - a. Employees who accept an assignment are expected to work the assignment for the entire ESY session.
 - b. Special education assistants' regular school year assignment is based on the Welligent Classroom Management information. Applicants should review the Welligent Classroom Management information with the school administrator.
 - c. An employee who has received a Notice of Unsatisfactory Service or Act shall not be assigned to a summer session or intersession for a two-year period without the consent of the principal.

7. School Administrative Assistant (SAA):

- A. Each ESY site will be budgeted one (1) school administrative assistant (SAA) position during the four week ESY session.
- B. SAA positions during ESY are a 6-hour assignment from June 26, 2020 to July 24, 2020, excluding any basis overlap days.
- C. ESY Summer assignments for off-basis SAA positions are outlined in the [LAUSD/Unit S Collective Bargaining Agreement, Appendix D, and Section 6.0.](#)
- D. The selected ESY principal is responsible for the hiring of the SAA from the online summer school roster, and notifying the selected SAA of their ESY school assignment.
- E. Selected SAAs are expected to work the entire ESY assignment.
- F. Selected SAA will receive 12-hours of planning time prior to the start of ESY and 8 hours of additional hours to close out ESY after the end of the ESY period.
- G. Trainings are available for all SAAs selected for ESY.
- H. In the event of basis overlap, the employee's ESY assignment will begin on their first unassigned day. The on-basis staff at the ESY site will perform the duties necessary to support the ESY program.

8. Office Technician

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- A. Stand-alone ESY sites and high school sites with co-located ESY programs are provided 80 hours of clerical support per site that may be assigned, as needed, between June 26, 2020 and July 24, 2020, except on days when the employee is on regular basis.
- B. ESY school principals select office technicians from the online ESY school roster and notify selected Office Technicians of their ESY school assignment.
- C. ESY assignment for off-basis office technicians is outlined in the [LAUSD/Unit D Collective Bargaining Agreement, Article IX, Section 6.0](#), and ESY Summer Assignments.

9. Campus Aide

- A. Each ESY site will be budgeted one (1) campus aide position during the four-week ESY session. Campus position during ESY are a 5-hour assignment from June 29, 2020 to July 24, 2020.
- B. ESY principals are responsible for selecting the campus aides from the online summer school roster and notifying the selected campus aide of an ESY summer school assignment.

6. ESY ENROLLMENT

Parent Communication:

SPED Operations will use the contact information found in MiSiS to mail and send the following reminders to the parents of students who are eligible for ESY:

- February 3, 2020: SPED Operations mails ESY Parent Confirmation Letters (English/Spanish) home to parents/guardians via US Mail. (Attachments G1, G2)
- March 30, 2020: SPED Operations sends a telephone reminder to parents to submit their ESY Parent Confirmation Letters for the purpose of “Continuity” on or before April 2, 2020.
- May 15, 2020: ESY Confirmation letters and Parent Portal responses will be accepted and processed until 5:00pm, May 15, 2020 in order to secure transportation for the first week of ESY. After May 15, 2020, families interested in having their child participate in the ESY Program who did not submit their Parent Confirmation Letters on or before May 15, 2020, may enroll directly at their designated ESY site during Late Enrollment on June 26, 2020.
- June 26, 2020: Late enrollment.
- June 29, 2020: First Day of ESY instruction.

Sending school staff members are encouraged to provide parents with copies of the ESY Parent Confirmation Letter by downloading the letter from the Welligent [ESY Roster](#) which will be available on February 3, 2020.

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Job aids for downloading Parent Confirmation Letters directly from the ESY Roster or accessing blank Parent Confirmation Letters can be found on the Division of Special Education Operations Website starting on February 3, 2020.

Processing Parent Confirmation Letters:

There are two (2) ways in which students may be confirmed for ESY attendance:



1. ESY Parent Portal: Parents/Guardians have the option of completing and submitting the ESY Parent Confirmation Letter online through the ESY Parent Portal. Parents/ Guardians must first register to enable access to the Parent Portal.
2. ESY School Portal: For parents who choose to submit a hardcopy of the ESY Parent Confirmation Letter to the School of Attendance, sending school staff will be responsible for:
 - Time-stamping each ESY Parent Confirmation Letter.
 - Processing the Parent Confirmation Letter in the ESY Portal via [EZACCESS](#) starting on February 3, 2020. To request account access to School ESY Portal for LAUSD employees, please click on the following [link](#).
 - Uploading the Parent Confirmation Letter into Welligent ESY Roster. Job aids will be available on the Division of Special Education Operations Website beginning February 3, 2020.

7. SCHOOL OF ATTENDANCE (SOA) ROLES AND RESPONSIBILITIES

Process ESY Enrollment (hard copies)

Please refer to *ESY Enrollment - Processing Parent Confirmation Letters* and *ESY School Portal* subsection.

Update Student Information (if necessary):

All parent decisions must be memorialized in the ESY Portal on or before **April 2, 2020** for the purpose of establishing student/teacher continuity.

Parents are instructed to inform the SOA or “sending school” of any changes or updates to student demographic information due to a move or other circumstances. School staff is responsible for maintaining accurate student contact and demographic information in MiSiS.

If applicable, the school staff is responsible for assisting parents in identifying a new ESY site due to an address change. Refer to the [Division of Special Education Operations Website](#) - ESY Sites and Feeder Patterns section. All address changes are subject to verification and may result in a change of the ESY site.

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SOA staff is responsible for reminding parents that any changes made to student demographic information (ie: new addresses) after May 18, 2020, may result in the delay of ESY Transportation services.

Process Newly Eligible Students for ESY Services:

For students who become eligible for ESY after **January 17, 2020**, SOA staff will be responsible for:

- Providing the ESY Parent Confirmation Letter to families.
 - Individual student letters can be downloaded from Welligent ESY Roster starting on February 3, 2020.
 - Additional, blank letter templates can be downloaded from the SPED Operations website starting February 3, 2020.
- Following up with parents/guardians to remind them to confirm ESY attendance through the [Parent Portal](#) or via a hardcopy submission of Parent Confirmation Letters to SOA.

Monitor Student ESY Confirmation Status:

Sending school staff is responsible for monitoring ESY student confirmations by using reports available in Welligent ESY Roster. After May 15, 2020, SOA is responsible for:

- Providing a copy of the Parent Confirmation Letter to parents who have not confirmed ESY participation.
- Directing parents to their designated ESY site to enroll.

Observe ESY Continuity:

It is very important that the SOA administrator or designee assists with ESY enrollment in the School ESY Portal via EZ Access upon receiving the ESY Parent Confirmation Letter.

Continuity will be based upon student confirmation letters received/date-stamped at the school of attendance or via the Parent Portal, no later than **April 2, 2020 at 5:00 p.m.** In the first round of ESY teacher selection, continuity factors will be used to determine teacher assignment.

Transfer of Low Incidence Equipment:

The transfer of large Low Incidence (LI) equipment needed for Occupational Therapy, Physical Therapy, and the Orientation/Mobility of a student will be coordinated by Special Education Operations and Materiel Management Branch/Truck Operations (Trucking/TOPS).

SOA staff/service providers will be required to complete a “Transfer of Low Incidence Equipment” form ([online document](#)) located on the Division of Special Education website, Extended School Year section to identifying the following:

- Student full name and Student ID number
- Type of (LI) equipment to be transferred
- Manufacturer of equipment
- Low Incidence Number of equipment
- Color of equipment

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- 2019-2020 School of Attendance (SOA) school site pick-up and location
- 2020 ESY school site drop-off & pick-up
- 2020-2021 SOA drop-off

When listing the location of the equipment, indicate school, room number, and location in the room.

Please contact your SPED Operations liaison if further assistance is needed.

8. ESY TRANSPORTATION SERVICE

Special Education Operations will activate transportation services offered in the student’s IEP based the demographic information entered by the regular school of attendance on MiSiS. The regular school of attendance staff is responsible to maintain updated and accurate student demographic information.

Transportation service is established based on student enrollment information collected and submitted by the sending school before May 15, 2020, 5:00 p.m. After May 15, 2020, the SOA administrator or designee must submit a transportation request using the [ESY 2020 Transportation Request Form](#) which will be available on May 25, 2020.



Transportation on the first day of ESY is not guaranteed for requests made after May 15, 2020.

ESY Transportation eligibility is as follows:

- Due to a limited number of designated ESY school sites, School-to-School transportation will be available for students not attending their school of residence (also referred to as “SOR” or “home school”) for ESY.
- Home-to-School transportation is provided to students with disabilities when documented on the student’s most recent IEP.
- Transportation will be provided to District therapy rooms as indicated on the student’s IEP.
- Parents/guardians must provide transportation “Release To” information for any student receiving Home-to-School transportation and students 2nd grade and under receiving School-to-School District transportation services. “Release To” information is provided on the “ESY Parent Confirmation letter.” (Follow instructions provided in the “Processing Parent Confirmation” Section.) In order to initiate transportation services by the start of ESY, the SOA principal or designee is responsible for ensuring that the student’s home address is current in MiSiS.
- Students enrolled in a magnet school (not their SOR) will be scheduled to attend the feeder school assigned to their SOR.
- Prior to ESY, the Transportation Branch will notify parents/guardians via US Mail of the ESY site, the transportation pickup location, and time.
- For more information on transportation eligibility, please refer to [BUL 5003.3: Transportation Guidelines for Individualized Education Program \(IEP\) Teams](#).

9. INSTRUCTIONAL PROGRAMS

A. *Class Size*

Programs must be organized with sufficient numbers of students to offset any drop in enrollment that may occur. Class norms are listed in the course description below. Under-enrolled classes may be closed at any time during ESY. In such a case, both the teacher and assistant(s) must be released immediately. Students will be placed in other under enrolled classes under the ESY Principal's discretion. The Special Education Operations administrator will provide assistance to schools if this occurs. Daily attendance must be maintained in MiSiS. ESY Sites must enroll any ESY eligible student throughout the ESY session.

B. *Course Descriptions and Instructional Materials*

Preschool Special Day Programs

During ESY, all preschool classes at elementary school sites are designed for children eligible for special education services under kindergarten age who have moderate to intensive needs. The norm for Preschool for All Learners (PAL) and Preschool Comprehensive (PSC) Classroom are (10) and (8) respectively. Preschool categorical programs (DHH/VI) may be taught with elementary DHH and VI special day programs. The norm of Preschool categorical program is 10. The instructional focus is centered on maximizing functional language, literacy, and math skills, along with daily living skills. The preschool curriculum facilitates attainment of IEP goals and objectives through developmentally appropriate small group activities, concrete experiences, and play.



Elementary Core Instruction

This is the instructional program that will be offered for students receiving standards-based instruction during the regular school year. The Elementary Core Instruction program norm is 12. The focus of this program is centered on evidence-based intervention aligned with English language arts and mathematics curricula. All instructional programs include pre-assessment, targeted intervention using an evidence-based program, and post-assessment to document progress and provide information back to the student's teacher.

Elementary Alternate Curriculum

An instructional/intervention program selected by the Division of Special Education will be offered for students with disabilities participating in an alternate curriculum during the regular school year. The Elementary Alternate Curriculum program norm is 10. This program is designed to support students with moderate to severe disabilities in attaining and generalizing the critical skills, self-sufficiency, and/or functional goals essential to the student's continued progress. The instructional focus of this course is centered on maximizing functional academic skills, independent living skills, and social skills that encompass a variety of educational and daily living skills. Students who are enrolled in an IDM, IDS, MD/MDO, CBI, and AUTA, as well as some students in blended DHH and VI programs during RSY will be offered this

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program as appropriate.

Secondary Core Intervention Special Day Programs (Middle and High School)

This instructional program will be offered to students receiving standards-based instruction during the regular school year. The program norm is 12. This program's focus is centered on evidence-based intervention aligned with English language arts and mathematics curricula. This program is designed to provide targeted intervention related to the student's IEP goals in reading, writing, and mathematics in addition to the representative curricular standards. All instructional programs for ESY should include pre-assessment, targeted intervention using an evidence-based program, and post-assessment to document progress and provide information to the student's regular school year (RSY) teacher. Students who are enrolled in a SLD, AUT-C, DHH, or VI program during RSY will be offered the following ESY courses as appropriate.

GRADE LEVEL	COURSE NAME	CREDITS	COURSE NUMBER
6-12	ESY ELA (M/M)	2.5	49-23-25
6-12	ESY MATH (M/M)	2.5	49-31-25

Secondary Alternative Curriculum Special Day Programs (Middle and High School)

An instructional intervention program selected by the Division of Special Education will be offered for students with disabilities participating in the alternate curriculum during the regular school year. The program norm is 10. This program is designed to support students with moderate to severe disabilities in attaining and generalizing the critical skills, self-sufficiency, and/or functional goals essential to the student's continued progress. The instructional focus of this course is centered on maximizing functional academic skills, independent living skills, and social skills that encompass a variety of educational and daily living skills. Students who are enrolled in an IDM, IDS, MD/MDO, and AUT-A, as well as some students in blended DHH and VI programs during RSY will be offered this program as appropriate.

Grade Level	Course Name	Credits	Course Number
7-12	ESY Pract Eng	2.5	49-23-48
7-12	ESY Pract Math	2.5	49-31-36

10. ESY PREPARATORY ACTIVITIES

A. Planning Hours for ESY Office Staff

Each ESY site is budgeted a number of hours for ESY planning and preparation. The planning hours are based on the projected number of students enrolled at the designated ESY site (see table below).

ESY Staff	Amount of Hours Budgeted for Planning and Preparation
ESY Principal	30

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SAA (before June 26, 2020)	12
SAA (after July 24, 2020)	8
SSEA (if applicable)	12

This additional time is intended for enrollment, scheduling, student and staff assignments, and other ESY preparatory activities under the direction of the ESY principal. The planning hours must be used exclusively for the planning and preparation of ESY programs and completed outside of the employee’s regular assignment. ESY principal is responsible for filling and mailing to SPED Operations:

- A. One ESY Program Planning and Preparation Form for all eligible employees;
- B. One H Form for each corresponding employee with original signatures on/before June 26, 2020.

Access to these forms will be granted to ESY principals through the virtual ESY binder starting June 1, 2020.

Staff Hiring

The ESY principal is responsible for the selection/notification of all ESY teachers and clerical support (including the campus aide). The selection/notification process for all positions can be found online at <http://summer.lausd.net> starting April 13, 2020. Paraprofessional staff (including SSEAs) selections will be handled by Personnel Commission.

Administrators must adhere to the following guidelines for selecting and assigning ESY staff:

- Only eligible personnel who apply online will be selected.
- Administrators may select staff from official electronic rosters only.
- Once assigned, all summer school 2020 staff are issued a summer Personnel Employment Record Number (PERN) for payroll purposes.
- Unauthorized positions and unauthorized overtime/Z-time will not be funded.
- Administrators are to hire appropriately qualified credentialed teachers based on the type of programs allocated by the Division of Special Education.
- Administrators may only select personnel in accordance with the collective bargaining agreement for each ESY job classification.

B. Mandatory ESY Principal Meetings

Selected ESY principals and designees are expected to attend two (2) meetings that have been tentatively scheduled in April and May. Selected principals will be sent a Google Form to sign up for one meeting in April and one meeting in May.

Meeting No. 1: (Workshops: HR, MiSiS, Welligent, etc.)

- April 14, 2020: Time: 9:00 am – 1:00 pm ~ Leichman Sped Ed. Center*
- April 16, 2020: Time: 12:00 pm – 4:00 pm ~ Perez Sped Ed. Center*

Meeting No. 2: (Workshops: ESY Operations)

- May 19, 2020: Time: 9:00 am – 1:00 pm ~ Lokrantz Sped Ed. Center*
- May 22, 2020: Time: 12:00 pm – 4:00 pm ~ LD East office*

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*all dates and times are subject to change, please check SPED Operations website regularly.

C. Class Organization

For information on class size, please refer to Section 9 “Instructional Programs,” item “A. Class Size” in this manual.

ESY principal or designee shall ensure that classes are organized in MiSiS Management by June 26, 2020 for all students whose parents returned a signed ESY 2020 Confirmation Letter or confirmed attendance in the ESY Portal by May 15, 2020.

ESY Office staff shall ensure that ESY classes (teacher, para-educators, and students) are organized in the Welligent Classroom Management by July 2, 2020.

D. Procedure for Late Enrollment

Enrollment procedures for June 26, 2020 should be in place for students whose parents did not turn in a signed ESY 2020 Parent Confirmation Letter on or before May 15, 2020.

E. Classroom Considerations

ESY principals may need to earmark rooms needed for Related Services and Preschool Intakes, if necessary. Please refer to the contact list if additional support is needed.

F. Mandatory Two (2) Hour Training on June 26, 2020

On the day before the start of ESY, ESY principals are to schedule a summer school meeting with staff. This meeting must be held on June 26, 2020. The meeting time and agenda are to be available to teachers, paraprofessionals, campus aide, SSA the day before the meeting. The meeting should include:

- Room keys provided to teachers
- Student class schedules and roster provided to teachers
- All staff must become familiar with procedures for safe and orderly loading and unloading of students to and from buses
- Instructional materials distributed to teachers
 - Preschool, elementary, and secondary school materials will be delivered to the hosting site
 - ESY principals must contact the hosting site prior to June 26, 2020 to ensure that materials are secured and accessible

G. Opening Day Procedure

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Class schedules are posted in the Main Office building and other designated entry points on the first day of ESY.

All staff must become familiar with procedures for safe and orderly loading and unloading of students to and from the bus.

H. Organization Notebook

Each school is required to maintain a Summer School Organization Notebook. The notebook should include:

- The school organization chart
- Staff assignments and procedures
- Schedule of classes
- Student and staff emergency contacts and information
- Any other relevant information

11. ESY OPERATION PROCEDURES – STAFFING (ESY Principal Responsibilities)

The ESY principal assignment is a 6-hour position, 7:30 a.m. – 2:00 p.m. for elementary sites and Special Education Centers, 8:00 a.m. – 2:30 p.m. for secondary sites. The Division of Special Education Operations determines the allocation of programs/classes and program support. Should more students than anticipated enroll during the first three days of ESY that warrants adding teaching positions, contact a SPED Operations administrator/liaison to discuss the need for additional classes or staff. All schools must be normed by the **9th day of ESY**. However, ESY programs and classes can be closed at any time during the ESY session based on student attendance.

If enrollment declines and it is necessary to release teachers, the procedures of Article XX of the District/UTLA Agreement shall be followed. Please complete Cancellation of Summer Term Teaching Assignment. (Attachment E).

Program support will be offered and provided to assist teachers in implementing the summer instructional program and to meet the unique needs of students with disabilities as identified in an IEP.

Principals will evaluate teacher performance in accordance with the established evaluation procedures. Please contact HR for support if needed.

Notices of unsatisfactory performance are to be given to those teachers who fail to meet instructional and classroom management standards.

There is no provision for a substitute ESY principal during ESY session. ESY principals are to work the entire ESY session.

A. Teaching Staff

The specific duties required of each teacher shall meet the test of reasonableness and shall

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include performance of necessary supervision duties as assigned. Teachers must meet California teaching credentialing requirements for the course being taught.

B. Teacher Hours and Daily Schedule (*varies according to program*)

- Teacher sign-in: 10 minutes before the start of the instructional day
- Break: 20 minutes (break schedule depends on meal schedule selected by principal)
- Teacher sign-out: 10 minutes after the end of the instructional day

C. Teacher Salary

For time reporting and payroll purposes, salary is calculated on the actual days/hours of a summer school assignment. Assigned summer school teachers are paid the intervention rate, including a stipend of .09224. The stipend provides for planning, staff meetings, documentation, attendance monitoring, and supervision as appropriate.

D. Substitute Teachers

Teachers interested in working as on-call day-to-day substitutes must apply online at <https://summer.lausd.net>. **Teachers who apply as substitutes will receive the summer school substitute rate of payment.** Summer School substitute teacher requests are placed through the SmartFindExpress System. Using their SSO, SAAs can request substitute teachers when needed.

- Teachers serving ESY at the same location to which they are assigned during the regular school year may call SmartFindExpress directly at (877) 528-7378.
- Teachers serving ESY at a location different from their regular assignment must contact their ESY administrative staff to request a substitute and should not use the SmartFindExpress system.

Day-to-day substitutes serving in place of a regular teacher shall be paid the summer school substitute rate. A regular teacher serving as a day-to-day substitute during ESY shall be paid for the number of hours assigned. If a teacher assigned to an ESY assignment becomes ill, the teacher is eligible for illness leave and the substitute teacher receives substitute pay. Illness hours are deducted from the teacher's accumulated illness credit.

12. PROGRAM SUPPORT (SPECIAL EDUCATION ASSISTANT/HCA)

Special education assistants/trainees and health care assistants (HCA) are assigned to support programs based on documented individual student needs within an IEP. One additional baseline assistant/trainee may be assigned to each ESY classroom if it has been determined that there is a need for additional support. Classified Employment Services will assign employees based on Unit B collective bargaining agreements. The determination of the amount of program support is made by SPED Operations in consultation with the ESY principal with consideration of norms provided by the Division of Special Education. Requests for additional program support may be submitted to the Division of Special Education for approval. SPED Operations will assist with requests for additional program support and position closures.

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The principal may evaluate and adjust the initial assignment of personnel in order to meet the instructional needs of the program and individual student needs as identified in the IEP. Personnel assigned to provide adult assistance to a specific student may be assigned to another classroom/program during instructional periods if it is determined that the student's IEP needs can be supported using shared personnel assignments. HCAs may not be reassigned from the student they are supporting unless it is determined by District Nursing Services that the support can be provided by other personnel.

The Local District special education administrator, or designated special education administrator, will assist ESY administrators in monitoring the allocation of program support during the summer session. In the case that additional program support is deemed necessary; Special Education Operations will contact Classified Employment Services Branch to fill the assignment.

The special education paraprofessional assigned to support an ESY program may be released by the ESY administrator for the following reasons:

- The paraprofessional does not report to work on the first day of the ESY session.
- The student assigned to the paraprofessional does not attend by the second day of the ESY session.
- The class to which the paraprofessional is assigned closes due to low enrollment or other factors.
- The class to which the paraprofessional is assigned has more than sufficient levels of program support to meet the educational needs of the students attending (Note: Class Staffing reconciliation of paraprofessional positions will begin July 6, 2020)
- Unsatisfactory performance, including excessive absenteeism.
- The employee does not maintain a valid First Aid and CPR certification throughout their employment. (per LAUSD Personnel Commission's Class Description and [REF-6770.2](#))

Once the need has been determined by Special Education Operations or school administration to release a paraprofessional:

- The principal will complete the Extended School Year (ESY) Assistant/Trainee Release form (Attachment B) and Extended School Year (ESY) Special Education Trainee/Assistant Release Notification form (Attachment C) and fax them to the Special Education Operations and Classified Employment Services Branch.
- The ESY principal is responsible for providing a signed copy of Attachment C to the paraprofessional being released. If the paraprofessional is a no-show, Personnel Commission will be responsible for mailing a copy of the release form to the employee via US Mail.
- If the paraprofessional is being released for unsatisfactory performance, then the principal must also complete and attach the Classified Substitute Unsatisfactory Report (Attachment D).
- Upon the release of a paraprofessional, the principal must notify the employee and direct the time reporter to immediately discontinue time reporting for the employee.
- Both the Release Notification Form and the Unsatisfactory Reports (if applicable), are given to the employee for his/her records.
- Classified Employment Services Branch will place the released special education paraprofessionals' names in the pool unless the reason for the release was unsatisfactory performance.

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No substitute paraprofessionals will be provided for absent classified employees, other than health care assistants. Health care assistants should follow nursing services procedures for reporting absences so that students can have immediate coverage. Health care assistants are subject to the terms and conditions referenced in the [LAUSD/Unit B Collective Bargaining Agreement, Article XI, Section 7.0](#).

A. Clerical Staff

School administrative assistant (SAA) is a 6-hour position, 7:30 am – 2:00 pm., at elementary sites and Special Education Centers/Schools, and 8:00 a.m. – 2:30 p.m., at secondary sites. ESY principals select the SAA from the online Summer School Roster and notify the selected SAA of the ESY assignment. Training is required for all SAAs assigned to work ESY.

ESY sites are also provided 80 hours of clerical relief per site. ESY principals select the office technician from the on-line Summer School Roster and notify the selected office technician of the ESY assignment.

B. Custodial Staff

Custodial support will be provided to each ESY site according to the master contract between Maintenance & Operations and the Division of Special Education. Planning by the principals, teachers, and plant managers is needed to consolidate the use of classrooms to allow for efficient summer and annual cleaning. Limited requests for furniture adjustments will increase the ability of custodial personnel to provide other services.

C. District Nursing Services

A nurse is assigned to each Local District. Emergency and health information must be available at the ESY site office. This information includes:

- Emergency Cards for students and staff updated with current telephone numbers and filed specifically for summer school
- A record of major health problems and specific protocols
- First Aid Procedures and Emergency Hospital locations should be posted

13. ESY OPERATION PROCEDURES – ORGANIZATION (ESY Principal Responsibilities)

A. Attendance, Accounting, and Documentation

ESY principals are to ensure that ESY attendance data is entered into MiSiS daily.



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Special Education Operations will contact ESY principals for attendance certification during ESY norming and at the conclusion of ESY.

Attendance should be taken the second hour of each day and staffing information should be entered for every ESY program at the designated site into ESY School Report Summer 2020, (Attachment E). Indicate the program, teacher's name, and the number of students in attendance on the report date. Also list the name of the assistant(s) assigned to each program, employee number or agency, assistants assigned to implement AA/HCA/NPA service (if any), bus support, and the number of students assigned AA/HCA/NPA service (as indicated on IEP).

B. Emergency Drill Reports

Emergency drills are to be conducted during the summer session (Safety Handbook, Administrative Regulations 2354.10). Principals can refer to [REF-5803.4: Emergency Drills and Procedures](#), dated August 6, 2018, for additional information. (Available via download from MyLAUSD/eLibrary). For further assistance, contact Emergency Services at (213) 241-3889. The reports are to be kept on file in the ESY site office. The recommended dates for these drills are within the first week of Extended School Year/Summer School.

- One (1) regular ***Fire Drill***
- One (1) ***Earthquake Drill*** (Drop/Cover/Hold)
- One (1) review of ***Take Cover or "Drop"***
- One (1) review of ***Lock Down/ Shelter-in-Place***

If the ESY program is at a co-located school site with another summer program, ESY principal is to coordinate all emergency drills with the other summer program principal prior to the start of ESY to minimize interruption of instructional time.

C. Emergency Information

In the event of an emergency related incident before, during or after the ESY day, contacting the appropriate ESY site personnel is extremely important. Therefore ensure:

- Student emergency information is provided through MiSiS. A transfer of student information and emergency data is run at the ESY school site from the school of attendance database. Schools need to use Emergency Cards for students who have not attended LAUSD schools during the previous school year. Schools that elect to use the Emergency Cards should have a complete set of Emergency Cards for each enrolled student by the end of the first week of the session.
- There is an updated emergency card on file for each staff member at the Summer School site.

ESY principals are responsible for completing the online [Summer School Emergency Information form](#) available June 15, 2020, by the end of the **first** day of ESY.

Transportation Service – refer to Transportation section.

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D. Related Services

During ESY, related services will be provided based on prescribed services documented in the student’s active IEP.

The hosting ESY site administrator is responsible for designating appropriate space and/or location for delivery of related services. Please refer to Contacts for Related Service and Low Incidence programs for questions and concerns.

E. Budget and Payroll Procedures

The *Payroll Time Reporting Manual* provides information for the time reporter and administrator.

- Teachers are to work 4 hours daily, to be paid from program code 12159.
- All special education paraprofessionals are to work 4.5 hours daily, to be paid from program code 12159.
 - If an assistant is assigned to provide program support on the bus, their reported time may exceed the 4.5 hours, but should not exceed 6 hours.
 - Any exceptions must be pre-approved by the Division of Special Education Operations.

All ESY site administrators will be required to submit two Blanket Semi-Annual Certification forms (Attachments G1 and G2) for all employees paid out of program code 12159 for ESY in accordance with [BUL-2643.9: Documentation for Employees Paid from Federal and State Categorical Programs](#), dated June 7, 2017. (Available via download from MyLAUSD/eLibrary)

- Employees should be listed on a semi-annual certification for each time period covered;
 - First Blanket Semi-Annual Certification covering dates January 1 through June 30 of the previous fiscal year
 - Second Blanket Semi-Annual Certification covering dates July 1 through December 31 of the current fiscal year
- Staff who participated in pre-ESY planning must be listed on the certification form ending June 30, 2020.
- ESY principals will retain the original forms and email a copy to Special Education Operations at spedsfss@lausd.net.

F. Food Services

Schools chosen as ESY sites will be considered for the “Summer Food Service Program (SFSP).” Food Services will also provide a meal for siblings under the age of 18 at ESY sites. Some children may be subject to a meal fee based on qualification. One gate shall remain open during meal times to allow access. The school of attendance (SOA) shall update the current meal eligibility code in MiSiS. If further information related to food services is needed, please contact the Division of Special Education, Operations at (213) 241-6701 and ask to speak to a Coordinator.



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Principals are responsible for ensuring that meal schedules are in compliance with state requirements. Any changes made to food service schedules must be communicated in writing with Food Services no later than April 24, 2020. Established meal schedules may not be altered after April 24, 2020.

G. Facility Maintenance

It is the responsibility of the ESY principal to ensure that all items to be used during the ESY program including, but not limited to, furniture, instructional materials, equipment, etc., are checked prior to the start of ESY to ensure they are in good condition. Any damaged items discovered must be reported to Jeff Chen, Coordinator (jchen2@lausd.net) and/or Oscar Rodriguez, Coordinator, Special Education Operations (oscar.x.rodriguez@lausd.net) by Thursday, June 29, 2020. The ESY principal shall ensure all items are left in good condition.

H. Staff Welligent Access and User Role

Starting 19-20 school year, staff will have the ability to toggle between ESY and RSY role. Selected ESY staff will see a new landing page on their Welligent portal. Staff who applied and were selected for ESY need to be aware that on June 23, 2020 their Regular School Year (RSY) Welligent user role will be changed to the ESY 2020 Welligent user role. RSY Welligent user roles will be reactivated on August 1, 2020.

14. ESY CLOSING PROCEDURES

A. Report Cards

Preschool and elementary progress report cards must be completed for all students attending ESY programs. Job aids that give instruction on how to upload progress report cards will be available on the [Division of Special Education Operations ESY website](#) starting on July 6, 2020.

Secondary ESY courses will provide 2.5 elective credits per course. Grades for students enrolled in secondary ESY programs must be posted in MiSiS to be included on the electronic transcripts.

B. Instructional Materials

Used District approved **student materials** (e.g., workbooks, reproducible, etc.) are sent home with the students, except for preschool.

Used elementary **teacher materials** brought to the ESY site by the teacher (e.g., manipulatives) should follow the ESY teacher to their regular assignment for use in their classroom.

Any other unused student or teacher materials must be placed in one location that is easily accessible to the pickup crew at the conclusion of ESY as it will be picked up at the end of ESY. The Early Childhood Special Education Department office will pick up preschool instructional kits from ESY sites. **Used student or teacher materials are not to stay at the hosting ESY sites.**

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15. OFFICES AND CONTACTS



SPECIAL EDUCATION SERVICE CENTER, OPERATIONS

Jeff Chen – Coordinator	(213) 241-6701
Oscar Rodríguez - Coordinator	(213) 241-6701
Dolores Kovalesky – Specialist	(213) 241-6701
Jason Rosales - Specialist	(213) 241-6701
Elvia Troncoso – Specialist (LD Central and East)	(213) 241-6701
Winston Ekpo- Specialist (LD Northeast and Northwest)	(213) 241-6701
William Wagabaza – Specialist (LD South and West)	(213) 241-6701
FAX	(213) 241-5168

LOCAL DISTRICT SPECIAL EDUCATION ADMINISTRATORS

Yolanda Bueno (LD Central)	(213) 241-4999
Lisa Kendrick (LD Northwest)	(818) 654-5001
Alesha Haase (LD Northeast)	(818) 686-4400
Janet Montoya (LD East)	(323) 224-3300
Jennifer Mcconn (LD South)	(310) 354-3431
Annmarie Serrano (LD West)	(310) 235-3700

DIVISION OF SPECIAL EDUCATION (INSTRUCTION)

Lela Rondeau (Secondary Core Curriculum)	(213) 241-8051
Maryann Sullivan (TK and Elementary Core Curriculum)	(213) 241-8051
James Koontz (Elementary & Secondary Alternate Curriculum)	(213) 241-8051
Michael Lopez-Breaux/Cesar Rodríguez (Pre-school)	(213) 241-4713

ATTENDANCE/PUPIL STATISTICS AND REPORTS SECTION

Aileen Santos	(213) 241-2196
FAX	(213) 241-6831

BEHAVIOR SUPPORT

Jacqueline Mora -Coordinator	(213) 241-8303
Roberta Wrobel	(213) 241-8303

CERTIFICATED PERSONNEL SPECIALISTS

Oscar Hernandez (Itinerants, PSA Counselors, Special Education & Support Services)	(213) 241-6923
Elise Cho & Carolyn Chang (LD Northeast & Northwest)	(213) 241-6102

**LOS ANGELES UNIFIED SCHOOL DISTRICT – DIVISION OF SPECIAL EDUCATION
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Carol Shimizu & William Masis (LD Central)	(213) 241-4580
Carol Shimizu & Edward Salazar (LD East)	(213) 241-4193
Andres Equihua & Michael Thompson (LD South)	(213) 241-8091 (213) 241-2533
Karen Castro & Michael Thompson (LD West)	(213) 241-5436 (213) 241-2533
Fax	(213) 241-8410 (213) 241-8411

CERTIFICATED ADMINISTRATIVE PERSONNEL

Maria Voigt (Director)	(213) 241-6365
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CLASSIFIED PERSONNEL

(SAA, Office Technician and Campus Aide)	(213) 241-6329
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ESY/SPECIAL ED CLASSIFIED PERSONNEL

Maria Underwood	(213) 241-7830
Tasha Hardy	(213) 241-8205
Renata Medina - (SPED Operations LD Central, East, Northeast)	(213) 241-0671
Yolanda Lopez - (SPED Operations LD South, West, Northwest)	(213) 241-0710
Stacie Foote – (Supervising Assignment Technician)	(213) 241-6314

FACILITIES MAINTENANCE & OPERATIONS

General Number	(213) 241-0352
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FOOD SERVICES

Monica Dudley	(213) 241-5320
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STUDENT HEALTH AND HUMAN SERVICES

General Number	(213) 241-3840
Pupil Services	(213) 241-3844
Student Medical Services	(213) 202-7584
School Mental Health	(213) 241-3841

INFORMATION TECHNOLOGY DIVISION

General Number	(213) 241-5200
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LOW INCIDENCE

General Number	(213) 241-6200
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MAINTENANCE AND OPERATIONS

General Number	(213) 241-0352
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MiSiS ASSISTANCE

General Number	(213) 241-5200
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Option 5 and then Option 2	
Email: misis-support@lausd.net	

MULTILINGUAL, MULTICULTURAL AND DUAL LANGUAGE ED PROGRAMS

General Number	(213) 241-5582
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NONPUBLIC SERVICE

General Number	(213) 241-7001
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NURSING SERVICES

General Number	(213) 202-7529
HCA SUBLINE	(213) 202-7573
Specialist, Eileen Mitchell & School Nurse, Sally Newcomer	(213) 202-7580

DISTRICT OPERATIONS

Zsuzsanna Vincze, Interim Administrator of Operations/Mojgan Moazzez	(213) 241-5337
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PAYROLL

Employee Service Center	(213) 241-2570
ITD HELP Desk Payroll	(213) 241-5200
Time Reporting	(213) 241-5200

RELATED SERVICES

Adapted Physical Education	(213) 241-6200
Deaf and Hard of Hearing	(213) 241-6200
Occupational /Physical Therapy	(213) 241-6200
Assistive Technology	(213) 241-6200
Speech and Language	(213) 241-6200
Visual Impairment	(213) 241-6200

SCHOOL POLICE

General Number	(213) 625-6631
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STAFF RELATIONS

General Number	(213) 241-6056
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SUBSTITUTE –SMARTFIND EXPRESS

General Number	(877) 528-7378
Substitute Unit Telephone Number	(213) 241-6117

TRANSPORTATION BRANCH

General Number	(800) LA-BUSES
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SPECIAL EDUCATION SERVICE CENTER - OPERATIONS

Elena Bernal, Transportation Specialist	(213) 241-6701
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Ernesto Caloca, Transportation specialist	(213) 241-6701
Online-Transportation Request https://tinyurl.com/20-21-transportation-requests	

REGIONAL TRANSPORTATION MANAGEMENT

Region A (South/Central/West) Steven Camelia, Regional Transportation Manager Jason Kyle, Interim Transportation Planner	(310) 515-3132
Region B (East/Central) Myron Gray, Regional Transportation Manager Monique Altamirano, Transportation Planner	(213) 745-1100
Region C (West/Northwest) Michael Clark, Regional Transportation Manager Felix Reyes, Transportation Planner	(818) 830-2249
Region A (Northwest/Northeast) Harold Brand, Regional Transportation Manager Bryon Johnson, transportation Planner	(818) 982-0425

YOUTH SERVICE

Beyond the Bell	(213) 241-7900
Lashelle Montgomery, Summer Playground School Supervision Aides	(213) 633-3535

WELLIGENT SUPPORT

General Number: Option 8	(213) 241-5200
Email: welligentsupport@lausd.net	

16. RELATED RESOURCES

- [BUL-2643.9](#): *Documentation for Employees Paid from Federal and State Categorical Programs*, July 10, 2019.
- [BUL-5003.3](#): *Transportation Guidelines for Individualized Education Program (IEP) Teams*, January 25, 2010.
- [REF-5803.4](#): *Emergency Drills and Procedures*, August 29, 2018.
- [REF-6770.2](#): *Procedures for Monitoring First Aid and CPR Certification for Special Education Paraprofessionals*, December 19, 2016.
- [REF-6325.0](#): *Annual Reporting of SESAC Data and Program Support Assignments Using the Welligent Integrated System for District-operated and Charter-operated Schools*, July 14, 2014.
- [BUL-059905.0](#): *Guidelines for IEP Teams when Students with Disabilities are Being Considered for ESY Programs and Services*, October 23, 2018.

Summer School Procedural Guide, Business Tools for Schools published each year by Pay Roll

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Department

Special Education Electronic Policies and Procedures Manual ([e-PPM](#)), Extended School Year (ESY) Services

[2014-2017 LAUSD/UTLA Collective Bargaining Unit Agreement, Article XX](#)

[2014-2017 LAUSD/UNIT B Collective Bargaining Unit Agreement, Article XI](#)

[2014-2017 LAUSD/UNIT D Collective Bargaining Unit Agreement, Article IX](#)

[2014-2017 LAUSD/Unit S Collective Bargaining Agreement, Appendix D](#)

[2014-2017 LAUSD/AALA Collective Bargaining Agreement](#)

17. ATTACHMENTS

- Attachment A: ESY 2020 Available Assignments Fact Sheet
- Attachment B: ESY Assistant/Trainee Release Form
- Attachment C: ESY Special Education Trainee/Assistant Release Notification Form
- Attachment D: Classified Substitute Unsatisfactory Report
- Attachment E: Cancellation of Summer Term Teaching Assignment
- Attachment F1: Blanket Semi Annual Certification Form Part 1
- Attachment F2: Blanket Semi Annual Certification Form Part 2
- Attachment G1: Parent Confirmation Letter English
- Attachment G2: Parent Confirmation Letter Spanish

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2020 SUMMER SCHOOL PROGRAMS
 Available Assignments

FACT SHEET

**NOTE: SOME EMPLOYEES ARE ENTITLED TO HOLIDAY PAY PER CONTRACT.
 No SCHOOL ON FRIDAY, JULY 3RD.**

Summer Program	<u>ESY</u> – Extended School Year	<u>ELOS</u> – Extended Learning Opportunity Summer (ES/MS)	<u>High School</u> -Summer Term
School Administrator	June 26 – July 24, 2020 6 hrs./day	June 24 – July 22, 2020	June 24 – July 28, 2020
Teacher	June 29 – July 24, 2020 4 hrs./day	June 24 – July 22, 2020	June 24 – July 28, 2020
School Administrative Assistant	June 26 – July 24, 2020 6 hrs./day 90 total hours	July 1 – 22, 2020 5 hrs./day 75 total hours	July 1 – 22, 2020 6 hrs./day 90 total hours
Senior Office Technician OR Office Technician	June 26 – July 24, 2020 80 total hrs.	July 9 or July 16 until July 22, 2020 5 hrs./day Depending on Site	n/a
Campus Aide	June 29 – July 24, 2020 4 hrs./day 76 hrs.	June 24 – July 22, 2020 4 hrs./day 80 total hrs.	June 24 – July 28, 2020 4 hrs./day 96 total hrs.
Educational Resource Aide	n/a	June 24 – July 22, 2020 4 hrs./day 80 total hrs.	n/a
School Supervision Aide	n/a	n/a	June 24 – July 28, 2020 4 hrs./day 96 total hrs.

Summer Program	<u>ESY</u> – Extended School Year	<u>ELOS</u> – Extended Learning Opportunity Summer (ES/MS)	<u>High School</u>-Summer Term
Special Ed Paraprofessionals	June 29 – July 24, 2020 Paraprofessionals 4.5 hrs./day SSEA 6 hrs./day	n/a	n/a
Teacher Assistant	n/a	June 24 – July 22, 2020 3.5 hrs./day 70 total hrs.	n/a

ATTENTION: Oscar Rodriguez,
Coordinator

**EXTENDED SCHOOL YEAR (ESY)
ASSISTANT/TRAINEE RELEASE FORM**

Fax to Special Education Service Center,
Operations at (213) 241-5168 and keep a
copy at the ESY site.

Date: _____

School: _____ ESY Principal: _____ Location Code: _____ LD: _____

Please list assistants/trainees who are released due to under-norm enrollment, student not enrolled, or other factors.

ESY Program	Teacher's Name	Number of Students	Name of Employee Released	Employee #	Position Type	Reason	Student Name (if applicable)

Total Number of Paraprofessionals Released: _____

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education

**EXTENDED SCHOOL YEAR (ESY)
SPECIAL EDUCATION TRAINEE/ASSISTANT
RELEASE NOTIFICATION**

This form is to be signed and then submitted by the summer school principal to Classified Employment Services to provide notification that a special education employee is being released due to non-attendance of assigned student, low class enrollment, or other factors. One form is to be submitted for each affected employee. Please give a copy to the employee for his/her records.

**TO: Unit B, Classified Employment Services
333 South Beaudry, 12th Floor
Fax: (213) 241-6805 or (213) 241-6808**

DATE: _____

FROM: _____
School

ESY Principal's Name

ESY Principal's Signature

This is to notify Classified Employment Services that the classified employee indicated below is being released from the ESY assignment due to the factor(s) checked below.

Employee/AA Name

Employee No.

Check all that apply:

The classified employee did not report to work on the first day of the ESY session.

The student assigned to the assistant/trainee listed below did not attend by the second day of the ESY session.

Student Name

The class indicated below has been closed due to low enrollment or other factors.

Type/Name of Class

The class indicated below has sufficient levels of program support to meet the educational needs of the students attending.

Type/Name of Class

The employee is being released due to unsatisfactory performance. The Classified Substitute Unsatisfactory Report (Attachment D) is attached.

**LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Classified Employment Services
FAX No. (213) 241-6808**

ATTACHMENT D

CLASSIFIED SUBSTITUTE UNSATISFACTORY REPORT

Substitute's Last Name	First	MI	Person ID/Employee #
Job Title		Location and Location Code	
Date(s) Assigned:	From:	/ /	To: / /

Unsatisfactory service described as follows:

- | | | |
|---|--|---|
| <input type="checkbox"/> Verbal threat
<input type="checkbox"/> No call/ No show
<input type="checkbox"/> Insubordination
assignment:
<input type="checkbox"/> Incompetence/ Inefficiency
<input type="checkbox"/> Rude/Discourteous conduct
<input type="checkbox"/> Excessive tardiness
<input type="checkbox"/> Other | <input type="checkbox"/> Substitute arrival late _____
Time accepted assignment: _____
Starting time of _____

Substitute arrived: | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<input type="checkbox"/> a.m. <input type="checkbox"/> p.m. |
|---|--|---|

COMMENTS:

RECOMMENDATIONS: As a result, I recommend that the following action(s) be taken concerning this substitute.

- Do not reassign to this location.
 Dismiss from employment.

I certify that the above is correct and I have faxed a copy to the Classified Employment Services at 213-241-6808.

SIGNED: _____
Site Administrator & Title
Print your name
Date

To the Employee:

Receipt of an unsatisfactory report may cause your name to be removed from the substitute list, eligibility list, and reemployment list. If you disagree with this report, send a letter to the Classified Employment Services at 333 S. Beaudry Avenue, 12th Floor, Los Angeles, CA 90017 within seven calendar days of the date of this report explaining why you disagree. It will be added to your personnel folder and a determination will be made as to your status for future assignments.

To the Supervisor:

Please complete this form for a substitute employee whose performance is unsatisfactory. Provide a copy to the employee and fax this form to (213) 241-6808. Upon receipt of this form, this person will no longer be sent to your location.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources
 Certificated Assignments and Support Services

2020
SUMMER TERM

TO: Certificated Assignments and Support Services Date:
 Human Resources, Beaudry Site, 15th Floor

SUBJECT: **CANCELLATION OF SUMMER TERM PROGRAM ASSIGNMENT**

The cancellation of a SUMMER TERM teaching assignment for

_____ Name (Please Print)

_____ Employee Number

is necessary due to one of the following reasons:

- Change in employee's plans for summer.
(Employee loses priority for the following winter/summer.)
- Illness of employee as verified by the attached physician's statement.
- Drop in enrollment.
- Other _____

Enclosed are the following documents relating to this cancellation:

- Written acceptance of assignment
- Physician's verification of illness

_____ Principal

_____ School

Distribution: Original to Certificated Assignments and Support Services
Fax to 213-241-8411

Copy for school file



LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF SPECIAL EDUCATION
 333 South Beaudry Avenue Los Angeles, CA 90017
 Office: (213) 241-6701 ♦ Fax: (877) 339-2684

Date and time this form was returned to school
--

DATE

LAUSD Parent/Guardian
 (Student Address)

Dear Parents/Guardian of ,
 (Student Name)

The purpose of this letter is to remind you of your child's Extended School Year (ESY) eligibility per current, active, Individual Education Program (IEP). (Student Name), currently attending...(SOA) is eligible to participate in the upcoming summer ESY program from...(ESY Dates) to...(ESY Dates).. at...(ESY Site). If your child becomes ineligible for ESY and or transportation services per new active IEP this letter will no longer be valid.

ESY site and transportation route may be subject to change.

As we plan ESY, it is important that LAUSD has the most up-to-date and accurate student information.

Please confirm at Parent Portal <https://achieve.lausd.net/Page/10470>

1.	Will (Student Name) be participating in the summer ESY Program? If "Yes", please answer all of the questions below. If "No", will the student be attending other summer program? If marked "NO" Please skip to the bottom of the page. Sign, date, and return this form to school.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Is the student address correct as indicated above? If "No", please update new information at the student's school of attendance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Is the emergency/family contact information correct? (Person 1) (Person 2) If "No", please update new information at the student's school of attendance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Your child is eligible per active IEP for ESY (transportation type) transportation; do you wish to utilize District transportation services? Option 1: <input type="checkbox"/> Yes, I will need "pick up" and "drop off" District transportation services Option 2: <input type="checkbox"/> Yes, I will need only "pick up" District transportation services Option 3: <input type="checkbox"/> Yes, I will need only "drop off" District transportation services	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	If your child is eligible for Home to School ESY transportation, is the transportation pick up and drop off address correct? (Pick up address from PURL) (Drop off address from PURL) If incorrect for the ESY period, please write in correct address. <i>Note: All changes are subject to verification and may result in a change of ESY site. If student's school of residence is hosting ESY, transportation may not be available. To ensure that District transportation is available the first day of ESY, all updates must be made before the second Friday in May. For students eligible for transportation, a follow-up letter will be mailed to the student's home address, reflecting pick-up and drop-off times in early June.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Is the "Transportation Release to" information correct? If "blank", please add "Transportation Release to" person(s) Below. "Transportation Release to" person must be 18 and over. (Person 1) (Person 2) (Person 3) (Person 4) If "No", or you would like to add "Transportation Release to" person, please update. Student qualifying for school-to-school transportation will be released to person(s) listed above unless you select option below: <input type="checkbox"/> (Only 3 rd grade and up) Yes , my child has my permission to walk home if eligible for school-to-school transportation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parent/Guardian Name		Signature
Telephone Number		Date

Please confirm at Parent Portal <https://achieve.lausd.net/Page/10470> or submit this form to your school. If you have any questions related to ESY, please contact your school of attendance or call Special Education School and Family Support Services at (213)241-6701.

Best Regards,



DISTRITO ESCOLAR UNIFICADO LOS ANGELES

DIVISIÓN DE EDUCACIÓN ESPECIAL

333 South Beaudry Avenue Los Angeles, CA 90017

Oficina: (213) 241-6701 ♦ Fax: (877) 339-2684

Fecha y hora en que este formulario fue enviado a la escuela

FECHA

LAUSD Padre de familia/Tutor legal

(Domicilio del alumno/a)

Estimados padres/Tutor de,

(Nombre del alumno/a)

El propósito de esta carta es recordarle la elegibilidad para los servicios del año escolar extendido (ESY) de su hijo/a de acuerdo con el actual y vigente programa de educación individualizado (IEP). (Nombre del alumno/a), actualmente asistiendo a... (SOA) es elegible para participar en el próximo programa de verano de servicios ESY desde... (Fecha de servicios ESY) hasta... (Fecha de servicios ESY).. en... (Lugar de servicios ESY). Esta carta dejará de tener validez si su hijo/a deja de ser elegible para recibir los servicios ESY y/o servicios de transporte de acuerdo con el nuevo IEP vigente.

La ubicación de servicios ESY y la ruta de transporte pueden estar sujetos a cambios.

A medida que planificamos los servicios ESY, es importante que LAUSD tenga la información estudiantil más actualizada y precisa.

Por favor confirme en el portal informativo para padres de familia <https://achieve.lausd.net/Page/10470>.

1.	¿Participará (Nombre del estudiante) en el programa ESY de verano? En caso afirmativo, responda todas las preguntas a continuación.	<input type="checkbox"/> Sí <input type="checkbox"/> No
	En caso negativo, ¿asistirá el estudiante a otro programa de verano?	<input type="checkbox"/> Sí <input type="checkbox"/> No
	Si está marcado "NO" vaya al final de la página. Firme, ponga la fecha y entregue este formulario a la escuela.	
2.	¿Es correcta la dirección del estudiante como se indicó anteriormente? En caso negativo, actualice la nueva información en la escuela de asistencia del alumno/a.	<input type="checkbox"/> Sí <input type="checkbox"/> No
3.	¿Es correcta la información de contacto de emergencia / familia? (Persona 1) (Persona 2) En caso negativo, actualice la nueva información en la escuela de asistencia del alumno/a.	<input type="checkbox"/> Sí <input type="checkbox"/> No
4.	Su hijo/a es elegible de acuerdo al vigente IEP para recibir el transporte ESY (tipo de transporte); ¿Desea utilizar los servicios de transporte del distrito? Primera opción: <input type="checkbox"/> Sí, necesitaré los servicios de transporte del distrito de "recogida" y "entrega" Segunda opción: <input type="checkbox"/> Sí, solamente necesitaré los servicios de transporte del distrito de "recogida" Tercera opción: <input type="checkbox"/> Sí, solamente necesitaré los servicios de transporte del distrito de "entrega"	<input type="checkbox"/> Sí <input type="checkbox"/> No
5.	Si su hijo/a es elegible para el transporte ESY de casa a la escuela, ¿es correcta la dirección de recogida y entrega del transporte? (Recoja el domicilio de la localidad del trayecto del alumno/a (PURL) (domicilio de entrega de PURL) Si es incorrecto para el período ESY, escriba la dirección correcta. <i>Nota: Todos los cambios están sujetos a verificación y pueden dar lugar a un cambio en la localidad de ESY. Si la escuela de residencia del estudiante ofrece ESY, es posible que el transporte no esté disponible. Para garantizar que el transporte del Distrito esté disponible el primer día de ESY, todas las actualizaciones deben realizarse antes del segundo viernes de mayo. Para los estudiantes elegibles para el transporte, se enviará una carta de seguimiento a la dirección del hogar del estudiante, reflejando los horarios de recogida y entrega a principios de junio.</i>	<input type="checkbox"/> Sí <input type="checkbox"/> No
6.	¿Es correcta la información de "Autorización de transporte"? Si está "en blanco", agregue "Autorización de transporte a" la persona (s) a continuación. La persona para la "Autorización de transporte a" debe ser mayor de 18 años. (Persona 1) (Persona 2) (Persona 3) (Persona 4) Si responde "No", o si desea agregar a la persona para la "Autorización de transporte", debe actualizar la información. Los estudiantes que califiquen para el servicio de transporte de escuela a escuela serán entregados a las personas mencionadas anteriormente a menos que seleccione la opción a continuación: <input type="checkbox"/> (Solamente tercer grado y cursos superiores) Sí, mi hijo tiene mi permiso para caminar a casa si es elegible para el transporte de escuela a escuela.	<input type="checkbox"/> Sí <input type="checkbox"/> No
Nombre del padre de familia / Tutor legal		Firma
Número de teléfono		Fecha

Por favor confirme en el portal informativo para padres de familia <https://achieve.lausd.net/Page/10470> o envíe este formulario a su escuela. Si tiene alguna pregunta relacionada con ESY, comuníquese con la escuela de asistencia o llame a los servicios escolares y de apoyo familiar de educación especial al número de teléfono (213)241-6701.

Atentamente,