

# EXTENDED SCHOOL YEAR (ESY)

ESY Policies and Procedures Manual DIVISION OF SPECIAL EDUCATION

#### Contents

1.		EXTENDED SCHOOL YEAR FACT SHEET	3
A	٩.	Date(s):	3
E	3.	Time(s): (subject to change)	3
2.		BACKGROUND	3
3.		STUDENT ELIGIBILITY	3
4.		ESY SITES, PROGRAMS, AND FEEDER SCHOOLS	4
5.		EMPLOYMENT OPPORTUNITIES	4
A	١.	Summer Employment Application Window and Terms	4
Е	3.	Assignment Basis Overlap	4
C	2.	Staffing Selection	5
6. E	ES	SY ENROLLMENT	10
7. 3	S	CHOOL OF ATTENDANCE (SOA) ROLES AND RESPONSIBILITIES	11
8. E	ES	SY TRANSPORTATION SERVICE	12
9. ]	IN	NSTRUCTIONAL PROGRAMS	13
A	٩.	Class Size	13
E	3.	Course Descriptions and Instructional Materials	13
10.	E	ESY PREPARATORY ACTIVITIES	15
A	١.	Planning Hours for ESY Office Staff	15
Е	3.	Mandatory ESY Principal Meetings	16
C	2.	Class Organization	16
	).	Procedure for Late Enrollment	16
Е	Ξ.	Classroom Considerations	16
F		Mandatory Two (2) Hour Training on June 25, 2019	17
C	ŝ.	Opening Day Procedure	17
H	١.	Organization Notebook	17
11.	I	ESY OPERATION PROCEDURES – STAFFING (ESY Principal Responsibilities)	17
A	١.	Teaching Staff	18
В	3.	Teacher Hours and Daily Schedule	18
C	2.	Teacher Salary	18
	).	Substitute Teachers	18
12.	P	PROGRAM SUPPORT (SPECIAL EDUCATION ASSISTANT/HCA)	19
A	٩.	Clerical Staff	20
E	3.	Custodial Staff	20

C.	District Nursing Services	21
13. ES	SY OPERATION PROCEDURES – ORGANIZATION (ESY Principal Responsibilities)	21
A.	Attendance, Accounting, and Documentation	21
B.	Emergency Drill Reports	21
C.	Emergency Information	21
D.	Related Services	22
E.	Budget and Payroll Procedures	22
F.	Food Services	23
G.	Facility Maintenance	23
H.	Staff Welligent Access and User Role	23
14. ES	SY CLOSING PROCEDURES	23
15. OF	FFICES AND CONTACTS	24
16. RE	ELATED RESOURCES	27
17 A7	TTACHMENTS	28

#### 1. EXTENDED SCHOOL YEAR FACT SHEET

#### A. Date(s):



Instructional Days:	June 26, 2019 through July 24, 2019
Training Day:	June 25, 2019
(Mandatory two hour for teachers,	
paraprofessionals, SSEA).	
Holiday – No School	July 4, 2019
Unassigned Day	July 5, 2019

<sup>\*</sup>For complete available assignments, dates, hours, please refer to ESY 2019 Fact Sheet

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



	Elementary	Secondary, Special Ed. Center
	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	8:00 a.m. to 2:30 p.m.	7:30 a.m. to 2:00 p.m.
hours:		

#### 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 <u>BUL-059905.0</u>: *Guidelines for IEP Teams when Students with Disabilities are Being Considered for ESY Programs and Services*.

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 1, 2019, the most updated list of 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

Starting February 1, 2019, all applicants for summer school positions (including ESY positions) must apply online at <a href="http://summer.lausd.net">http://summer.lausd.net</a> 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 until March 4, 2019. The application window for all other ESY positions will remain open until 5:00 p.m. on April 8, 2019.

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

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

#### 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:

<u>B-Basis:</u> Whereas there is no basis overlap anticipated for B-Basis staff for the upcoming ESY 2019 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.

<u>E-Basis</u>: 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:
    - 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 administrators must work the entire allowable assignment. Administrator assignments cannot be split.

- D. Selection of ESY Administrators:
  - 1. <u>Special Education Operations</u> will provide Local District Superintendents a seniority list of ESY Principal Applicants on or before **March 8, 2019**.
  - 2. <u>Local District Superintendents</u> are responsible for submitting their list of recommended ESY Principals via email to the Associate Superintendent of Special Education for final assignment approval on or before **March 15, 2019.**
  - 3. <u>Associate Superintendent of Special Education</u> will make final ESY Principal selections and appointments on/before **March 22, 2019**.
  - 4. <u>Special Education Operations</u> will notify and confirm selected ESY principals by **March 29, 2019.**
  - 5. There is no provision for a substitute for the principal position during the ESY program.

#### 2. Teacher Selection and Assignment:

- A. <u>Eligibility:</u> Per the <u>LAUSD/UTLA Contract</u>, 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. <u>Selection Process:</u> 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 March 29, 2019 (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.
- E. Non-selected teachers must be available for all schools in the geographic area for which they initially applied.
- F. <u>Teacher work hours and daily schedule</u>: For ESY dates and times, please refer to the Division of Special. Education ESY <u>Fact Sheet</u>. Per the <u>LAUSD/UTLA Contract</u>, 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 <u>Division of Special Education Operations</u> ESY website.

- H. <u>Teacher Norm Day:</u> 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 instructional ESY date.
- I. <u>Teacher Orientation</u>: Teachers will be required to attend a two (2) hour paid orientation; subject to funding availability.

#### 3. ESY Substitute Teachers:

- A. Special education teachers with a current assignment and are returning fall 2019, who are interested in working as a day-to-day substitute, must apply online at <a href="https://summer.lausd.net/">https://summer.lausd.net/</a>.
- 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 <a href="LAUSD/UTLA Contract">LAUSD/UTLA Contract</a>, 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.
- 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, 2019 through July 24, 2019. Principals may include their SSEA as part of the allocated ESY planning hours.
- C. Only current employees in a SSEA position, who have <u>not</u> received a Notice of Unsatisfactory Service in the last school year, may apply for an ESY SSEA position.
- D. SSEAs shall be assigned to each school on the basis of priority followed by seniority in the job classification.
- E. SSEA will have priority to an ESY position if the ESY site is the same as his/her RSY assignment. (SSEA must submit an application for ESY summer employment in order to be considered).
- F. 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.
- G. 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 (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 <a href="LAUSD/Unit B">LAUSD/Unit B</a> <a href="Collective Bargaining Agreement">Collective Bargaining Agreement</a>, Article XI, Section 7.0., Assignments to Summer Session (ESY) and Intersession.
  - 1. Employees who accept an assignment are expected to work the assignment for the entire ESY session.
  - 2. 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 to verify that they assignment correspond with the information listed in classroom management.
- 3. 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 25, 2019 to July 24, 2019, excluding any basis overlap days.
- C. ESY Summer assignments for off-basis SAA positions are outlined in the <u>LAUSD/Unit S</u> 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. Trainings are available for all SAAs selected for ESY.
- G. 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

- 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, 2019 and July 24, 2019, 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 <u>LAUSD/Unit D Collective</u> 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.
- 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.

C. Campus Aid position during ESY are a 4-hour assignment from June 26, 2019 to July 24, 2019.

#### 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:

- <u>February 1, 2019</u>: SPED Operations mails ESY Parent Confirmation Letters (<u>English/Spanish</u>) home to parents/guardians via US Mail.
- March 22, 2019: SPED Operations sends a telephone reminder to parents to submit their ESY Parent Confirmation Letters for the purpose of "Continuity" on or before March 29, 2019.
- May 17, 2019: ESY Confirmation letters and Parent Portal responses will be accepted and processed until May 17, 2019 in order to secure transportation for the first week of ESY.
- May 20, 2019: Families interested in having their child participate in the ESY Program who did not submit their Parent Confirmation Letters on or before May 17, 2019, may enroll directly at their designated ESY site during Late Enrollment scheduled on Tuesday, June 25, 2019.
- June 26, 2019: 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 <u>ESY Roster</u> which will be available on February 1, 2019.

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 1, 2019.

#### **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. <u>ESY School Portal</u>: 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 <u>EZACCESS</u> starting on February 1, 2019. To request account access to School ESY Portal for LAUSD employees, please click on the following <u>link</u>.
- Uploading the Parent Confirmation Letter into Welligent ESY Roster. Job aids will be available on the Division of Special Education Operations Website beginning February 1, 2019.

#### 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 **March 29, 2019** 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 <u>Division of Special Education Operations Website</u> - ESY Sites and Feeder Patterns section. All address changes are subject to verification and may result in a change of the ESY site.

SOA staff is responsible for reminding parents that any changes made to student demographic information (ie: new addresses) after May 27, 2019, 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 28, 2019**, 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 1, 2019.
  - Additional, blank letter templates can be downloaded from the SPED Operations website starting February 1, 2019.
- Following up with parents/guardians to remind them to confirm ESY attendance through the <u>Parent Portal</u> 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 17, 2019, 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 **March 29, 2019** 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 (<a href="https://tinyurl.com/ESY-LI-TRANS-REQ">https://tinyurl.com/ESY-LI-TRANS-REQ</a>) and "Low Incidence Equipment" label (<a href="https://tinyurl.com/Li-Label-ESY">https://tinyurl.com/Li-Label-ESY</a>) 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
- 2018-2019 School of Attendance (SOA) school site pick-up and location
- 2019 ESY school site drop-off & pick-up
- 2019-2020 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 17, 2019, 5:00 p.m. After May 17, 2019, the SOA administrator or designee must submit a transportation request using the <u>ESY 2019 Transportation</u> Request Form which will be available on May 18, 2019.

Transportation on the first day of ESY is not guaranteed for requests made after May 17, 2019.

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 2<sup>nd</sup> 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 <u>BUL 5003.3:</u> *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 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 an 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 <u>planning and preparation</u>. The planning hours are based on the projected number of students enrolled at the designated ESY site (see table below).

Projected Number of Students	Amount of Hours Budgeted for Planning and
	Preparation
0-150	25
151-300	35
301+	45

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. The planning hours are to be shared among all the planning staff, including the principal. 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, 2019.

Access to these forms will be granted to ESY principals through the virtual ESY binder starting June 1, 2019.

#### **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 <a href="http://summer.lausd.net">http://summer.lausd.net</a> starting February 1, 2019. 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 2019 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 10, 2019: Time: 9:00 am 12:00 pm ~ Leichman Sped Ed. Center
- April 11, 2019: Time: 1:00 pm 4:00 pm ~ Banneker Sped Ed. Center

#### **Meeting No. 2: (Workshops: ESY Operations)**

- May 8, 2019: Time:  $9:00 \text{ am} 1:00 \text{ pm} \sim \text{Lokrantz Sped Ed. Center}$
- May 15, 2019: Time: 12:00 pm 4:00 pm ~ Banneker Sped Ed. Center

#### 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 and Welligent Classroom Management by June 21, 2019 for all students whose parents returned a signed ESY 2019 Confirmation Letter or confirmed attendance in the ESY Portal by May 18, 2019.

#### D. Procedure for Late Enrollment

Enrollment procedures for June 25, 2019 should be in place for students whose parents did not turn in a signed ESY 2019 Parent Confirmation Letter on or before May 18, 2019.

#### 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 25, 2019

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 25, 2019. The meeting time and agenda are to be available to teachers, paraprofessionals, campus aide, SSA the day before the meeting.

- 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
  - o ESY principals must contact the hosting site prior to June 25, 2019 to ensure that materials are secured and accessible

#### **G.** Opening Day Procedure

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, 8:00 a.m. – 2:30 p.m. for elementary sites, 7:30 a.m. – 2:00 p.m. for secondary sites and Special Ed. Centers. 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 <u>Article XX of the District/UTLA Agreement</u> shall be followed. Please complete Cancellation of Summer Term

Teaching Assignment. (Attachment F).

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 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 <a href="https://summer.lausd.net">https://summer.lausd.net</a>. 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.

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 8, 2019)
- 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 <u>REF-6770.2</u>)

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 (<u>Attachment B</u>) and Extended School Year (ESY) Special Education Trainee/Assistant Release Notification form (<u>Attachment C</u>) 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 handle all release forms according to the contract. Any questions related to a release of an employee must be address directly with the Classified Employment Services Branch.

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 <u>LAUSD/Unit B Collective Bargaining Agreement, Article XI, Section 7.0</u>.

#### A. Clerical Staff

School administrative assistant (SAA) is a 6-hour position, 8:00 am - 2:30 pm, at elementary sites and 7:30 a.m. - 2:00 p.m., at secondary sites, and Special Education Centers/Schools. 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 entered into MiSiS daily.

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 2019, (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 Reference Guide 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 ESY site.

ESY principals are responsible for completing the online Extended School Year (2019 ESY) Emergency Information. available June 11, 2019, by the end of the **first** day of ESY.

Transportation Service – refer to Transportation section.

#### 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.
  - o 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 <u>G1</u> and <u>G2</u>) for all employees paid out of program code 12159 for ESY in accordance with BUL-2643.8: *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, 2019.
- 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 Food Services Division at (213) 241-6419 or (213) 241-3185.

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 26, 2019. Established meal schedules may not be altered after April 26, 2019.

#### 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 (<a href="mailto:jchen2@lausd.net">jchen2@lausd.net</a>) and copied Ruben Diaz, Assistant Director, Special Education Operations (<a href="mailto:jchenx.diaz@lausd.net">jchen2@lausd.net</a>) by Thursday, June 27, 2019. The ESY principal shall ensure all items are left in good condition.

#### H. Staff Welligent Access and User Role

Staff who applied and were selected for ESY need to be aware that on June 11, 2019 their Regular School Year (RSY) Welligent user role will be changed to the ESY 2019 Welligent user role. RSY Welligent user roles will be reactivated on August 1, 2019.

#### 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 <u>Division of Special Education Operations ESY website</u> starting on July 6, 2019.

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) 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.** 

#### 15. OFFICES AND CONTACTS

#### SPECIAL EDUCATION SERVICE CENTER, OPERATIONS

STECKIE ED CONTROL SERVICE CENTER, OF ENTITIONS	
Jeff Chen	(213) 241-6701
Oscar Rodriguez	(213) 241-6701
Jason Rosales (LD Central)	(213) 241-6701
Darilyn Little (LD Northwest)	(213) 241-6701
Brandy Spencer (LD Northeast)	(213) 241-6701
Dolores Kovalesky (LD West)	(213) 241-6701
Brenda Martinez (LD East)	(213) 241-6701
William Wagabaza (LD South)	(213) 241-6701
FAX	(213) 241-5168

#### LOCAL DISTRICT SPECIAL EDUCATION ADMINISTRATORS

Christina Cisneros (LD Central)	(213) 241-4999
Cindy Welden (LD Northwest)	(818) 654-5001
Alesha Haase (LD Northeast)	(818) 686-4400
Janet Montoya (LD East)	(213) 224-3300
Jennifer Mcconn (LD South)	(310) 354-3431
Bette Medina (LD West)	(310) 235-3701

#### **DIVISION OF SPECIAL EDUCATION (INSTRUCTION)**

Lela Rondeau (Secondary Core Curriculum	(213) 241-8133
Maryann Sullivan (Elementary Core Curriculum)	(213) 241-8051
Tiffany Sepe (Elementary & Secondary Alternate Curriculum)	(213) 241-4966
Michael Lopez-Breaux/Cesar Rodriguez (Preschool)	(213) 241-4713
Deaf and Hard of Hearing	(213) 241-8260
Visual Impairment	(213) 241-8260

ATTENDANCE/PUPIL STATISTICS AND REPORTS SECTION William Wagabaza (LD South)	(213) 241-2196
FAX	(213) 241-2190
TAA	(213) 241-0631
BEHAVIOR SUPPORT	
Laura Zeff	(213) 241-8303
Lisa Rhee	(213) 241-8303
CERTIFICATED PERSONNEL SPECIALISTS	
Oscar Hernandez	(213) 241-6923
Elise Cho	(213) 241-6102
Ann Cho-Lim	(213) 242-9209
Fax	(213) 241-8410
	(213) 241-8411
CERTIFICATED ADMINISTRATIVE PERSONNEL	
Maria Voigt	(213) 241-6365
1026	(213) 211 0303
CLASSIFIED PERSONNEL	
(SAA, Office Technician and Campus Aide)	(213) 241-6329
ESY/SPECIAL ED CLASSIFIED PERSONNEL	
Maria Underwood	(213) 241-6300
Tasha Hardy	(213) 241-8205
Renata Medina - (SPED Operations C, E)	(213) 241-8163
Judy Hicks – (SPED Operations NW, NE)	(213) 241-6701
Yolanda Lopez - (SPED Operations S,W)	(213) 241-0710
Stacie Foote – (Supervising Assignment Technician)	(213) 241-6314
FACILITIES MAINTENANCE & OPERATIONS	
General Number	(213) 241-0352
FOOD SERVICES	
Monica Dudley	(213) 241-5320
·	
STUDENT HEALTH AND HUMAN SERVICES	(010) 011 0010
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
LOW INCIDENCE	
General Number	(213) 241-8501
Company A variables	(213) 211 0301

MAINTENANCE AND OPERATIONS General Number	(213) 241-0352
Ocheral Tumber	(213) 241-0332
MISIS ASSISTANCE	
General Number	(213) 241-5200
Option 5 (for user role assistance, contact Elizabeth	elizabeth.louros@lausd.net
Louros	
Email: misis-support@lausd.net	
MULTILINGUAL AND MULTICULTURAL ED I	PROCRAMS
General Number	(213) 241-5582
General Trainion	(213) 211 3302
NONPUBLIC SERVICE	
General Number	(213) 241-7001
NURSING SERVICES	(242) 202 7520
General Number	(213) 202-7529
HCA SUBLINE	(213) 202-7573
Eileen Mitchell & Sally Newcomer	(213) 202-7580
DISTRICT OPERATIONS	
Daryl Narimatsu, Administrator of Operations	(213) 241-5337
PAYROLL	L.a.a. a.u
Employee Service Center	(213) 241-6670
ITD HELP Desk Payroll	(213) 241-5200
Time Reporting: Press options 6-2-1	(213) 241-5200
RELATED SERVICES	
Adapted Physical Education	(213) 241-6200
Occupational /Physical Therapy	(213) 241-6200
Assistive Technology	(213) 241-6200
Speech and Language	(213) 241-6200
SCHOOL POLICE	
General Number	(213) 625-6631
STAFF RELATIONS	
General Number	(213) 241-6056
	(-13) - 11 3000
SUBSTITUTE -SMARTFIND EXPRESS	
General Number	(877) 528-7378
	I

Substitute Unit Telephone Number

(213) 241-6117

#### TRANSPORTATION BRANCH

General Number	(800) LA-BUSES	
SPECIAL EDUCATION SERVICE CENTER - OPERATIONS		
	(212) 211 (501	

Elena Bernal, Transportation Specialist	(213) 241-6701
Ernesto Caloca, Transportation specialist	(213) 241-6701
Online-Transportation Request ( <a href="http://achieve.lausd.net/transportation">http://achieve.lausd.net/transportation</a>	

#### REGIONAL TRANSPORTATION MANAGEMENT

REGIONAL TRANSFORTATION MANAGEMENT	
Region A (South/Central/West)	(310) 515-3132
David Whisnat, Regional Transportation Manager	
Elain Montgomery, Transportation Planner	
Region B (East/Central)	(213) 745-1100
Steven Camelia, Regional Transportation Manager	
Monique Altamirano, Transportation Planner	
Region C (West/Northwest)	(818) 830-2249
Michael Clark, Regional Transportation Manager	
Felix Reyes, Transportation Planner	
Region A (Northwest/Northeast)	(818) 982-0425
Harold Brand, Regional Transportation Manager	
Bryon Johnson, transportation Planner	

#### **YOUTH SERVICE**

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

#### WELLIGENT SUPPORT

General Number: Option 4, then Option 3	213-241-5200
Email: welligentsupport@lausd.net	

#### 16. RELATED RESOURCES

BUL-2643.8:	Documentation for Employees Paid from Federal and State Categorical Programs,
	June 7, 2017.

- <u>BUL-5003.3</u>: Transportation Guidelines for Individualized Education Program (IEP) Teams, January 25, 2010.
- <u>REF-5803.4</u>: Emergency Drills and Procedures, August 29, 2018.
- <u>REF-6770.2:</u> Procedures for Monitoring First Aid and CPR Certification for Special Education Paraprofessionals, December 19, 2016.
- <u>REF-6325.0</u>: Annual Reporting of SESAC Data and Program Support Assignments Using the Welligent Integrated System for District-operated and Charter-operated Schools, July 14, 2014.

<u>BUL-059905.0:</u> 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 Department

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

LAUSD/UTLA Collective Bargaining Unit Agreement, Article XX

LAUSD/UNIT B Collective Bargaining Unit Agreement, Article XI

LAUSD/UNIT D Collective Bargaining Unit Agreement, Article IX

LAUSD/Unit S Collective Bargaining Agreement, Appendix D

LAUSD/AALA Collective Bargaining Agreement

#### 17. ATTACHMENTS

Attachment A: ESY 2019 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: School Report Summer 2019

Attachment F: Cancellation of Summer Term Teaching Assignment

Attachment G1: Blanket Semi Annual Certification Form Part 1

Attachment G2: Blanket Semi Annual Certification Form Part 2

Attachment H1: Parent Confirmation Letter English
Attachment H2: Parent Confirmation Letter Spanish