Elementary School

Dual Language Education Programs

Set Up Procedures Before and After the Elementary Rollover

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Section 1. Preparing for the Elementary Rollover

Elementary Dual Language Education Programs (One-Way, Two-Way and World Language Immersion) have their own school cost center. This allows for clearer norming and ECast projections. This is similar to the Magnet school setup whereby students are scheduled separately according to the cost center. Students and teachers participating in Dual Language Education Programs will be scheduled into new cost centers only. In preparation for this, schools must verify students' Master Plan Programs. The following describes the processes involved.
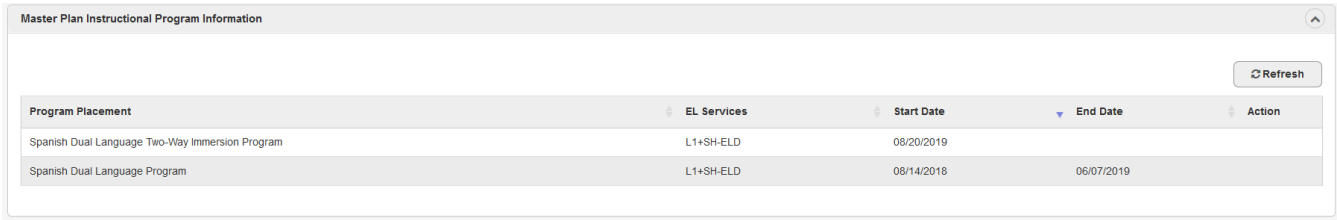
1. **Verify the Master Plan Program** - Students enrolled in Dual Language Education Programs need to have a valid Master Plan Program that reflects the correct program and language.

- To verify that each student has an accurate Master Plan Program:
  - Run the Master Plan Roster, found in the Reports menu in MiSiS, for newly enrolled students in the Dual Language Education Programs.
  - If any student has an existing MPP that does not correspond to the Dual Language Education Program where they will enroll, it must be updated.
  - The sample report shows students with a current MPP of DTS "Dual Two-Way Spanish"
  - Students missing a Master Plan Program, when scheduled will automatically be given a MPP corresponding to the appropriate program.

Master Plan Roster for Room ▓▓▓▓▓
Period: 1 Course-Section: 110133-1 Course Name: GRADE 3

CLASS	RFEP Date	ID#	NAME........	GR	L1	MP PROG.	ENG. PROF	OVERALL SCALE SCORE	ORAL LANG	WRITTEN LANG	ENG PROF DATE	L1 PROF	L1 PROF DATE	INFORMAL ACCESS	OVERALL PROF LEVEL	OVERALL SCALE SCORE	ORAL LANG	ORAL LANG SCORE	WRITTEN LANG	WRITTEN LANG SCORE
EO				3	ENGLISH	DTS														
EO				3	ENGLISH	DTS														
EO				3	ENGLISH	DTS														
EO				3	ENGLISH	DTS														
*** 4																				
IFEP				3	SPANISH	DTS	4-EA	496			09-11-15									
IFEP				3	SPANISH	DTS	4-EA	455			09-08-16									
IFEP				3	SPANISH	DTS	4-EA	454			09-11-15									
*** 3																				

Update students whose Master Plan Program is not valid based on the enrolled school. Search for the student in the Student Search page. Click on the student and navigate to the English Learner screen > Services > English Learner > Master Plan Instructional Program Information. The Categorical Program Coordinator role allows the user to edit the Master Plan section. Each student must have a current MPP based on the school of enrollment.

Master Plan Instructional Program Information				
				⟳ Refresh
Program Placement	EL Services	Start Date	End Date	Action
Spanish Dual Language Two-Way Immersion Program	L1+SH-ELD	08/20/2019		
Spanish Dual Language Program	L1+SH-ELD	08/14/2018	06/07/2019	

Section 2. Elementary Rollover

Elementary Rollover

The Elementary School Rollover Process occurs in April. For parents who applied via the Unified Enrollment process and accepted the selection/program, schools will see students in the MiSiS system once the enrollment process and the Elementary School Rollover Process are completed. Students will need to be scheduled in the appropriate grade level sections with the correct teachers. The Elementary School Rollover Process creates Unfilled grade level sections. These Unfilled sections may be edited and assigned to the actual grade level teacher using the Sections Editor screen. All elementary schools are responsible for creating new sections, assigning appropriate teachers, and adding the students to the correct sections. If the Unfilled grade level sections are not used, then those temporary sections should be deleted.

Section 3. Section Setup

To accurately identify students and teachers in the programs, sections must be set up correctly. After the elementary rollover has occurred you will find temporary sections created in Sections Editor. The temporary sections will be assigned to unfilled teacher position number 25. All elementary schools are responsible for creating new sections, assigning appropriate attributes, and reviewing students' Master Plan Programs. The temporary sections should then be deleted.

Sections Editor- Creating a New Section

1. ### Pre-requisite before creating sections

   Teachers and other school staff newly assigned at the Dual Language Education Program cost center must go to OneAccess and apply for access. Teacher names will then display in the Sections Editor drop down list when assigning sections to teachers. Please refer to the job aid at:
   https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/139/jobaids/OneAccess%20MiSiS%20Job%20Aid%20-%20School-Based%20Users%205.23.18.pdf

   Schools with "NEW" Dual Language Education Program cost centers will need to add room numbers to their Master Schedule *(see appendix A Adding Classrooms Into the School Master Schedule for instructions on adding school spaces)*

2. ### Steps to create a new section in Sections Editor

   o Click on **+ New Section** to add a new section. The Scheduling Administrator has access to edit a section.

   o Enter the appropriate data for the required fields – **room, teacher, section type, period, capacity, etc.**

   o Make sure the effective dates are correct

3. **Sections Editor- Assigning a Section Attribute**

o When creating a new section that is designated for Dual Language Education Programs, a message indicates that section attributes are required before saving the section.

> ⚠ On the next screen 'Add Section Attributes', please complete the required fields: 'Master Plan Program', 'Target Language Teacher' and 'Language of Instruction'.

o Under **Master Plan Program**- select the appropriate Master Plan program designation.
o Under **Target Language Teacher**- select Yes or No
o Under **Language of Instruction**- select the appropriate language of instruction.
o Under **Team Teacher**- select the checkbox if assigned teacher is team teaching.
o Under **English Learner Services** – select the appropriate service, as required.
o Click "**Save**" to save your entries for the selected section.

Example: "Master Plan Program" Spanish Dual Language Two-Way is the targeted program for Grade 3- and the "Language of Instruction" selected is Spanish. Note that the English Learner Service is not a mandatory field; however, EL students receiving EL services should reflect the appropriate service attribute (refer to Section Attributes Guidance for DLE Programs).

Note: If EOs, RFEPs/IFEPs are enrolled in the DLE section, leave the **"English Learner Service"**
Section Attribute BLANK. Eos, RFEPs/IFEPs need to have the master plan DLE program assigned.
For instance, for an EO student enrolled in a Dual Language Two-Way Immersion Spanish program,
the student's assigned master plan program would be the DTS (Dual Two-Way Spanish) program.

**See Appendix B for Guidance from the DLE Office on Adding Section Attributes.**

4. Steps to delete/end temporary section
You may use the Sections Editor tab in Master Scheduling to delete/end sections. The
Scheduling Administrator role allows the user to edit sections.

- o In **Sections Editor,** click on a temporary section with no students enrolled to delete it.
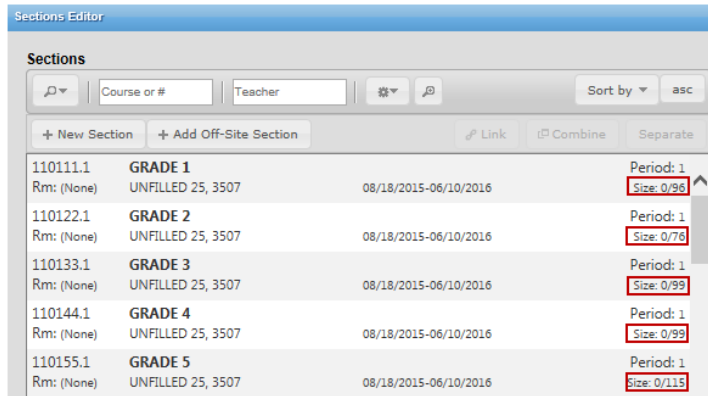
- o With your mouse hover over the selection icons and click on the **delete icon** (trash can). Enter the effective date. The Effective date should be the same date as the start date of the school year. The section will be removed from the list of classes in Sections Editor.
- o Click the **Submit** changes button. A successful message should display
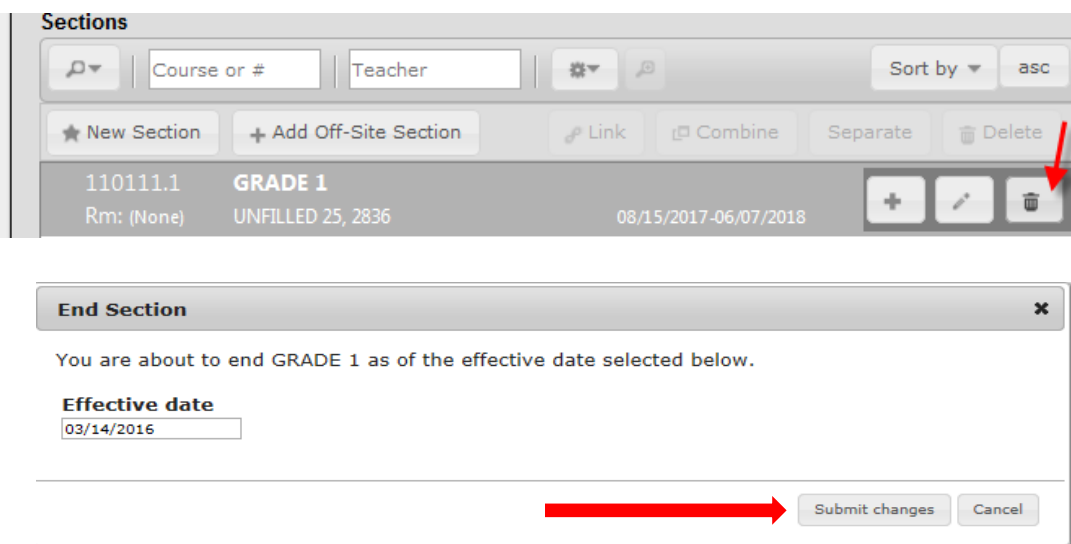
Section 4. Scheduling New Students Using the Walk-In Scheduler

The Walk-In Scheduler allows users to assign a new enrollee to a class and process class changes for individual students.

- o Click on the **Walk-In** tab under **Master Scheduling**.

2. **Review student placement –** Schools must review the sections to determine

accurate student placement.

- To check individual student placement:
  - Review the Master Plan rosters or class rosters and confirm that the correct students are listed. New students without Master Plan Programs are automatically provide the appropriate Master Plan Program based on the Cost Center of enrollment.
  - Identify students that do not belong in the sections and move them to the appropriate section using the Walk-In Scheduler.
- Type the student's name in the Name data entry field to filter the results. The student schedule will display on the left-hand side of the screen.
- Click on the **Teachers** menu or the class menu (selected) and select the replacement teacher or grade level class.
- Click the "**X**" button to close the list.
- The teacher's class or grade level classes will appear.
- Click once on the square icon of the class section that the student will be moved to. The student's schedule is updated to reflect the new class section.
- Click the Submit button to complete the move.

Section 5. Timeline

Date	Task	Responsible Staff
After rollover through June	Elementary school staff will need to: • create new sections (assign teachers, rooms, section attributes) • move students from the temporary sections to the newly created sections • delete the temporary sections Run various reports to check on the accuracy of student placement in the sections and confirm teacher assignments.	Elementary School Principal or Office Manager (Scheduling Admin role required to make changes to sections)
May to June	An Elementary Monitoring Report will be used by the Local Districts to assist schools with finalizing student placement.	MiSiS and Local District Staff
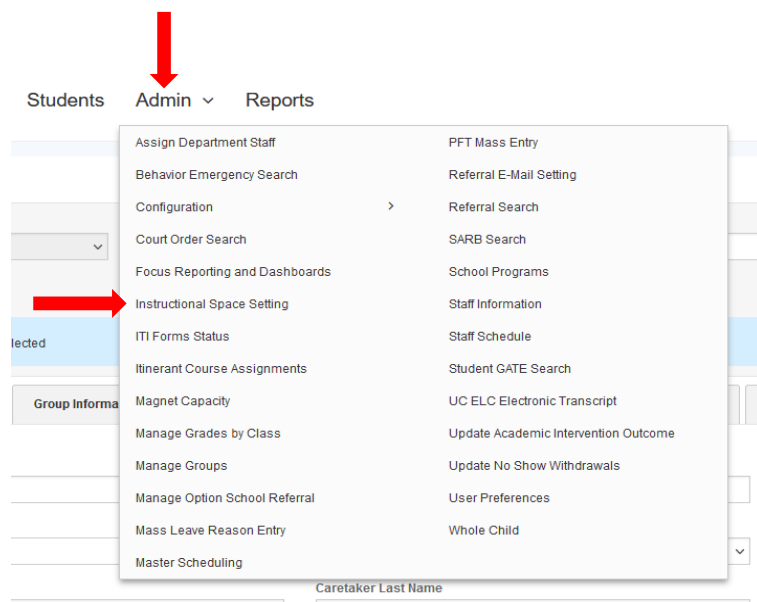
1. From the "Admin." menu, select "School Instructional Space Setting".
2. From the "School Instructional Space Setting" screen, select "Add new record".
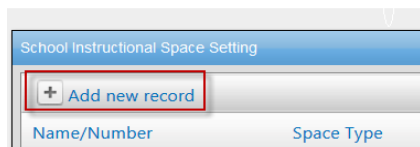
3. Fill in ALL boxes marked with the red asterisk and click on the "Save" button. You should then see a line for the new room you just added.
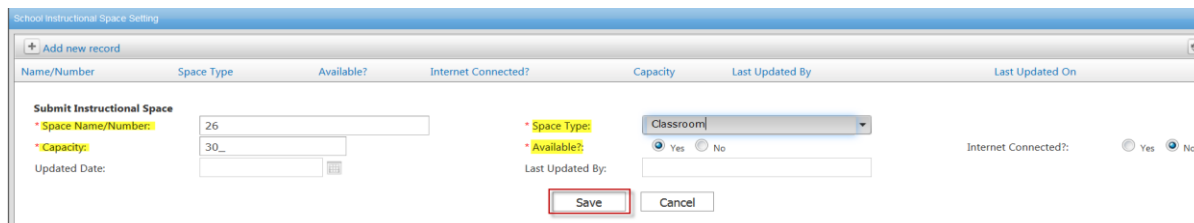
4. Return to the "Admin" tab and select the "Scheduling Administrator" link. Select the "School Spaces" tab.

5. All of the rooms added in step 3 will now be visible in the "Instructional Spaces" box. Double click or drag the newly created rooms to bring them over to the "School Spaces" box.
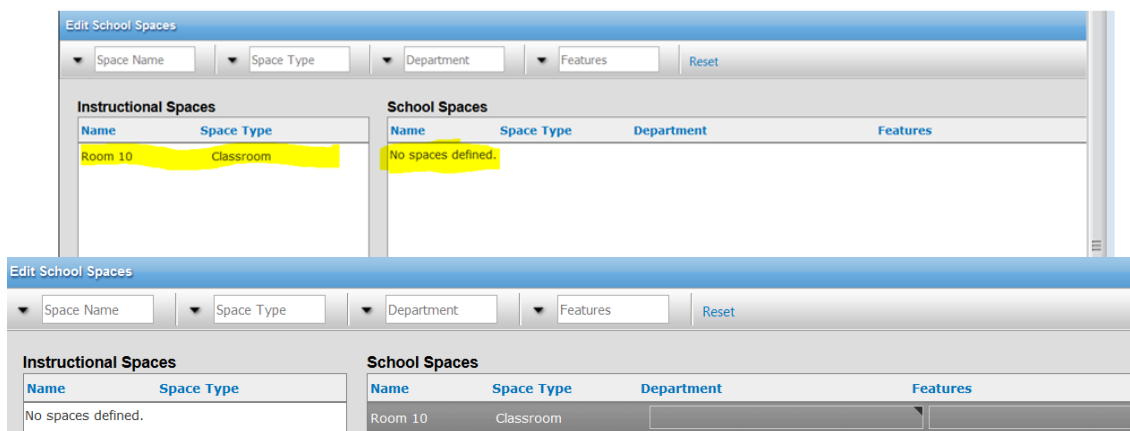
6. All of the rooms added in step 5, will now be available when using the "Sections Editor" tab. Any new sections can be created and assigned to new classrooms.

2022-2023
DUAL LANGUAGE EDUCATION (DLE) PROGRAMS
SECTION ATTRIBUTES GUIDANCE AT-A-GLANCE
ELEMENTARY SCHOOLS

The following is a quick guide for inputting the appropriate information in MiSiS for fields applicable to dual language teacher sections depending on the teaching arrangement being implemented at each school.

There are two kinds of teaching arrangements at elementary DLE schools:

- **SELF-CONTAINED TEACHING ARRANGEMENT:** Scenario where <u>one</u> teacher provides instruction to students in the target language and in English.

- **TEAM-TEACHING ARRANGEMENT:** Scenario where two teachers of the same grade level provide instruction to each other's classes.
  - o The **Target Language partner teacher** provides instruction in the target language to each group of students.
  - o The **English partner teacher** provides instruction in English to each group of students.

NOTE: Inputting of appropriate MISIS attributes should be done carefully and thoughtfully as some fields are mandatory and cannot be edited once saved. If an error is made on a mandatory field and saved, the entire section must be deleted and a new one created. This may affect the teachers' work in Schoology for the class in that section.

I.   GUIDANCE FOR SELF-CONTAINED TEACHING ARRANGEMENT

SELF-CONTAINED TEACHING ARRANGEMENT One teacher instructing in the target language and in English	
MASTER PLAN PROGRAM	Select the school's approved DLE program from the drop-down menu. This is the name of the school as it appears in the L.A. Unified school directory.
TARGET LANGUAGE TEACHER	Mark "YES"
LANGUAGE OF INSTRUCTION	**If at least one English Learner is enrolled in the class:** Select the program's target language from the drop-down menu. This is the language as it appears in the L.A. Unified school directory name. Select the appropriate target language for the teacher. **NOTE: If only EOs and FEPs are enrolled in the class:** LEAVE BLANK
TEAM TEACHER	n/a LEAVE BOX UNCHECKED
ENGLISH LEARNER SERVICES	**If at least one English Learner is enrolled in the class:** Primary Language, ELD, SDAIE
	If only EOs and FEPs are enrolled in the class: LEAVE BLANK

2022-2023
DUAL LANGUAGE EDUCATION (DLE) PROGRAMS
SECTION ATTRIBUTES GUIDANCE AT-A-GLANCE
ELEMENTARY SCHOOLS

II.   GUIDANCE FOR TEAM-TEACHING ARRANGEMENT

Guidance is provided for each of the partner teachers in this scenario. Please select the appropriate attributes for the Target Language teacher (A) and for the English partner teacher (B).

NOTE: Inputting of appropriate MISIS attributes should be done carefully and thoughtfully as some fields are mandatory and cannot be edited once saved. If an error is made on a mandatory field and saved, the entire section must be deleted and a new one created. This may affect the teachers'
work in Schoology for the class in that section.

A. TARGET LANGUAGE PARTNER TEACHER

Add Section Attributes

Section: 110144.1

Field	Value
Additional Educator Role:	- Teacher Select -
Additional Educator Name:	-English Partner Teacher Name
Daily Hours:	0.00
Learning Community:	- Please Select -
Location:	2832 - 3rd Street Elementary DL
Master Plan Program:	Korean Dual Language Two-Way
Target Language Teacher:	⦿Yes ◯No
Language of Instruction:	KOREAN
Team Teacher:	☒
Special Day Program:	- Please Select -
English Learner Service:	- Please Select -

English Language Development
Primary Language
Primary Language, ELD, & SDAIE
SDAIE
SDAIE English Language Development

Exclude Att
Exclude

Save   Cancel

TEAM-TEACHING ARRANGEMENT
TARGET LANGUAGE PARTNER TEACHER

ADDITIONAL EDUCATOR ROLE	Select "Teacher"
ADDITIONAL EDUCATOR NAME	Select the name of the <u>English</u> partner teacher here. *If you do not see teacher names on the menu, please follow the steps in the green box at bottom left to add them and return to this step.
MASTER PLAN PROGRAM	Select the school's approved DLE program from the drop-down menu. This is the name of the school as it appears in the L.A. Unified school directory.
TARGET LANGUAGE TEACHER	Mark "Yes"
LANGUAGE OF INSTRUCTION	If at least one English Learner is enrolled in the class: Select the program's target language from the drop-down menu. This is the language as it appears in the L.A. Unified school directory name. Some schools may have more than one language program. Select the appropriate target language for the teacher. **NOTE: If only EOs and FEPs are enrolled in the class:** LEAVE BLANK
TEAM TEACHER	Click the checkbox
ENGLISH LEARNER SERVICES	If at least ONE English Learner is enrolled in the class: Primary Language, ELD, SDAIE If only EOs and FEPs are enrolled in the class: LEAVE BLANK

*Adding Teachers to the Additional Educator Role Menu
- In the Master Scheduling menu, select "Administrator –Staff Information"
- Click on the teacher you want to add (you will need to do this for each partner teacher
- Scroll to the bottom and select "Additional Assignment Details"
- On the left side, select "Teacher" as the title role
- Save

2022-2023
DUAL LANGUAGE EDUCATION (DLE) PROGRAMS
SECTION ATTRIBUTES GUIDANCE AT-A-GLANCE
ELEMENTARY SCHOOLS

GUIDANCE FOR TEAM-TEACHING ARRANGEMENT (CONTINUED)

NOTE: Inputting of appropriate MISIS attributes should be done carefully and thoughtfully as some fields are mandatory and cannot be edited once saved. If an error is made on a mandatory field and saved, the entire section must be deleted and a new one created. This may affect the teachers' work in Schoology for the class in that section.

B. ENGLISH PARTNER TEACHER

Add Section Attributes

Section: 110144.1

➤ Additional Educator Role:	Teacherelect -
➤ Additional Educator Name:	-Target Language Partner Name
Daily Hours:	0.00
Learning Community:	- Please Select -
Location:	
➤ Master Plan Program:	Korean Dual Language Two-Way
➤ Target Language Teacher:	○Yes●No
➤ Language of Instruction:	English
➤ Team Teacher:	☒
Special Day Program:	- Please Select -
➤ English Learner Service:	- Please Select -

English Language Development
Primary Language
Primary Language, ELD, & SDAIE
SDAIE
Exclude Att SDAIE English Language
Exclude Development

Save   Cancel

TEAM-TEACHING ARRANGEMENT ENGLISH PARTNER TEACHER	
ADDITIONAL EDUCATOR ROLE	Select "Teacher"
ADDITIONAL EDUCATOR NAME	Once the partner teacher has been assigned in the Staff Information Master Scheduling screen*, the name of the Target Language partner teacher can be selected here.
MASTER PLAN PROGRAM	Select the school's approved DLE program from the drop-down menu. This is the name of the school as it appears in the L.A. Unified school directory.
TARGET LANGUAGE TEACHER	Mark "No"
LANGUAGE OF INSTRUCTION	Select ENGLISH
TEAM TEACHER	Click the checkbox
ENGLISH LEARNER SERVICES	If at least ONE English Learner is enrolled in the class: ELD, SDAIE (**DO NOT** include primary language)
	If only EOs and FEPs are enrolled in the class: LEAVE BLANK

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*Adding Teachers to the Additional Educator Role Menu
- In the Master Scheduling menu, select "Administrator –Staff Information"
- Click on the teacher you want to add (you will need to do this for each partner teacher
- Scroll to the bottom and select "Additional Assignment Details"
- On the left side, select "Teacher" as the title role
- Save