Purpose: The purpose of this reference guide is to provide information for the High School 2019 Summer Term for eligible students. Selected credit recovery courses funded by Title I will be available for current LAUSD 9th through 12th grade students at designated high schools. General funds will be allocated to each host site for two sections of non-core subjects, including enrichment and elective courses. Host sites will have the option to offer a Title I funded Bridge program for current LAUSD incoming at-risk freshmen.

Major Changes: This reference guide replaces REF-6824.1, High School 2018 Summer Term, dated March 6, 2018. Budget and schedule information have been updated to reflect the 2019 Summer Term. A five-hour Pupil Free Day for all Summer Term certificated staff is scheduled for Tuesday, June 18, 2019. The Schoology online gradebook and learning management system (see page 10) is required for all course sections programmed in MiSiS for the summer term.

Instructions: I. Background

   B. The Local District and Support Staff Directory (Attachment A) is available for further assistance.

II. Guidelines and Schedules
   A. The High School 2019 Summer Term provides high school credit recovery at selected sites (Attachment B).

   B. The High School 2019 Summer Term will be held for 24 days from Wednesday, June 19, 2019 through Wednesday, July 24, 2019. Student
hours are 8:30 a.m. to 2:00 p.m. and include a 30-minute nutrition break. The dates of the Bridge program are the same as Summer Term.

C. A five-hour Pupil Free Day for all Summer Term certificated staff is scheduled for Tuesday, June 18, 2019.

D. Summer Term schools will be closed on July 4 and 5, 2019 in observance of the Independence Day holiday.

E. Students have the opportunity to enroll in up to two courses.

F. Schools are to use MiSiS to determine the courses students need based on D and F marks in A-G courses in English Language Arts, Mathematics, Science and History/Social Science.

G. Host sites will have the option to offer a Title I funded Bridge program for incoming freshmen students who have demonstrated difficulty with academics, attendance and/or behavior in middle school. Only students currently enrolled in an LAUSD middle school may be enrolled.

H. The Time Task Calendar for the High School 2019 Summer Term is outlined in Attachment C.

I. The Extended School Year (ESY) special education program will be co-located at selected sites (Attachment B). More detailed information may be obtained by contacting Special Education Service Center Operations at (213) 241-6701.

III. Enrollment and Student Eligibility

A. Enrollment for the High School 2019 Summer Term is an integral part of the pre-planning process.

1. The summer planning teams from sending and receiving schools must collaborate to begin the enrollment/registration process for High School 2019 Summer Term as soon as possible.

2. Receiving school planning teams, in collaboration with the sending school planning teams, are responsible for the equitable allocation of seats for students from the sending school.

3. Approved courses are found in the LAUSD online High School Course Catalog [https://coursecatalog.lausd.net/CourseCatalog/](https://coursecatalog.lausd.net/CourseCatalog/).

4. Sending high school counselors must complete the MiSiS Summer School 2019 Application and send the original home for a parent signature. When the student returns the signed application, a copy should be made for the school file. The sending school will enter the courses approved and the location of the receiving school. The suggested deadline is April 26, 2019.
5. Summer Term principal(s) are responsible for creating and inputting the Summer Term Master Schedule into MiSiS with input from sending school counseling staffs.

6. All sending and receiving schools must adhere to the timeline and deadlines outlined in the Time Task Calendar (Attachment C).

B. Credit Recovery Students with an Individualized Education Plan (IEP)
   1. Students with disabilities are eligible to participate in Summer Term to the same extent as their non-disabled peers. The California Department of Education requires that Summer Term teachers be provided information as to whether a student has an IEP and, if so, how to access information on the services, accommodations, modifications and supports expected of the Summer Term teachers.
   2. The following are required procedures that apply to students with IEPs who are participating in general education Summer Term.
      a. Students with District Summer Term applications:
         i. Sending school will ensure that the IEP/Special Education designation is marked on the MiSiS enrollment screen.
         ii. The receiving Summer Term principal will download the IEP Free Appropriate Public Education (FAPE) page 1 from Welligent. If Welligent is not available, the principal will contact the Special Education Service Center Operations at (213) 241-6701 for assistance.
         iii. The receiving Summer Term principal will provide the assigned teacher a copy of the FAPE page 1 of the IEP and review the information on the services, accommodations, modifications and supports expected.
         iv. If the student qualifies for Special Education supports, the Summer Term principal will contact the Special Education Service Center Operations at (213) 241-6701 for assistance.
      b. “Drop-in” students without District Summer Term applications:
         i. If a student registers for Summer Term without a District application form, the Summer Term principal will ascertain if the student has an IEP on file.
         ii. The Summer Term principal will download the IEP from Welligent. If Welligent is not available, the principal will contact the Special Education Service Center Operations at (213) 241-6701 for assistance.
         iii. Once the IEP is obtained, the principal will follow the steps in III B., 2 a., iii, and iv.

C. Student Eligibility
   1. Only LAUSD students enrolled in the spring 2019 semester may participate in the High School 2019 Summer Term.
   2. Only current LAUSD students in grades 9-12 in need of credits for graduation may be enrolled in Summer Term.
3. Only students enrolled in an LAUSD middle school in the spring 2019 semester may participate in the Bridge program.
4. Only current LAUSD students in grade 8 who have demonstrated difficulty with academics, attendance and/or behavior in middle school may be enrolled in the Bridge program.

D. Enrollment in My Integrated Student Information System (MiSiS)
   1. MiSiS will be used to enroll students in Summer Term and Bridge.
   2. Job Aids for entering Summer Term students into MiSiS are available on the MiSiS website [http://achieve.lausd.net/Page/4836](http://achieve.lausd.net/Page/4836).
   3. Disciplinary records as required by BUL-3927.2, *Mandated Reporting of Certain Student Behavior*, dated September 13, 2010, are to be made accessible to respective teachers. This information can be found on the MiSiS Student Profile Page and on the MiSiS Teacher Roster. There is a “D” alert box that indicates a past discipline referral.

IV. Student Application and Parent Notification
A. The High School 2019 Summer Term Student Application serves as the parent notification.
   1. All high schools will generate the Summer Term 2019 Student Application using MiSiS.
   2. The sending school principal or designee is responsible for counseling, registering, and publicizing the Summer Term.
   3. The sending school should enter the application information into MiSiS by the suggested due date of April 26, 2019 (Attachment C).

B. School Counseling Staffs
   Counseling staffs are responsible for working collaboratively to:
   1. Identify eligible students who have failed courses or who are at risk of failing a course in the second semester.
   2. Counsel students on the appropriate courses to take during the High School 2019 Summer Term.
   3. Provide input to the Summer Term principal regarding the Summer Term Master Schedule in order to meet the indicated needs of students.
   4. Register eligible students and counsel them on the importance of daily attendance and study habits.
   5. Articulate with sending LAUSD middle schools to identify and enroll eligible at-risk incoming freshmen in the Bridge program.

V. Transportation
A. Transportation during the High School 2019 Summer Term will not be available. However, Summer Term students may attend any high school that is geographically convenient. For students with disabilities requiring transportation for Extended School Year (ESY), please contact...
the Division of Special Education at (213) 241-6701.

VI. Organization of Classes
A. Schools are to construct a Master Schedule to meet the indicated needs for credit recovery based on the approved courses in the online High School Course Catalog [https://coursecatalog.lausd.net/CourseCatalog/](https://coursecatalog.lausd.net/CourseCatalog/).
   1. Classes must be organized with enrolled students by Friday, June 7, 2019 to start instruction on the first day of the Summer Term, which is June 19, 2019.
   2. Sending schools are to provide students with their MiSiS Confirmation Letters confirming enrollment in Summer Term or Bridge by the end of the school year.
   3. The Bridge program course name and number is #420107 LIFE SKILLS 21ST. Upon successful completion of the Bridge program, students will earn five elective credits. Schools may schedule their Bridge program classes during Period 1 and/or Period 2.

B. Class Size
   1. Class size is 25:1 for both Summer Term and Bridge.
   2. On Norm Day, the fourth day of Summer Term, classes may be closed if enrollment falls below 25 students.
   3. Norm day is Monday, June 24, 2019.
   4. Physical Education classes may not have more than 45 students.
   5. Daily attendance must be maintained. The average daily attendance rate for Summer Term is expected to be at least 90%.

VII. Application and Staffing Procedures
A. Application Procedure for Employees
   1. High School 2019 Summer Term positions must be applied for online at: [https://summer.lausd.net](https://summer.lausd.net) using a LAUSD email account.
   2. Email accounts are available at [https://idmlogin.lausd.net/myprofile](https://idmlogin.lausd.net/myprofile).
   3. The High School 2019 Summer Term online application period is:
      a. February 1, 2019 to February 28, 2019 for Administrators.
      b. February 1, 2019 to April 12, 2019 for Teachers and Academic Counselors.
      c. February 1, 2019 to June 28, 2019 for School Administrative Assistants, Campus Aides, and School Supervision Aides. Principals may hire at any time during this window.
   4. Only eligible personnel who apply online may be selected.
   5. Administrators must follow selection guidelines and select staff from official electronic rosters only. Once assigned, 2019 Summer Term staff are electronically issued a summer Personnel Employment Record Number (PERN) for payroll purposes.
   6. Summer Term hours for employees are listed in Schedule, High School 2019 Summer Term (Attachment D).
B. Summer Term Principal Selection
   1. Priority, selection and details for high school Summer Term principals are referenced in REF-061106.0, Beyond the Bell Summer Academic Programs: Principal Assignments and Application Process, dated December 21, 2018.
   2. B-Basis administrators may work from June 19, 2019 to July 24, 2019 (24 days).
   3. Due to basis overlap, E-Basis administrators may only work from June 26, 2019 to July 24, 2019 (19 days).
   4. Summer programs are considered a responsibility of A-Basis administrators as part of their regular assignment. Administrators at participating Reed Investment schools are required to submit an online application for payroll and other security access in the summer.
   5. Summer Term principal assignments are 6.5 hours each day of the program.
   6. Local District Superintendents have final approval of Summer Term principals and will notify selected and non-selected administrators of assignments.

C. Academic Counselor Selection
   1. Counselors must have appropriate credentials to be eligible to work during the Summer Term.
   2. High School 2019 Summer Term principals will select Summer Term academic counselors from the online roster and notify selected and non-selected counselors of assignments.
   3. Counselor positions will be based on the number of allocated sections at each school site. One (1) counselor position will be funded for the duration of Summer Term for high schools with less than 40 sections. Two (2) counselor positions will be funded for high schools with 40 or more sections.
   4. In addition to programming students, the role of the Summer Term counselor is to act as a case manager for students by providing social, emotional and academic support. This includes monitoring daily attendance/tardiness, visiting classrooms, counseling students individually or in small groups, holding parent conferences, and supporting the Bridge program.
   5. Summer counselors are to use MiSiS Counseling Communication to document all direct services to students.

D. Teacher Selection
   The priority and selection process for the High School 2019 Summer Term is referenced in Article XX of the District-UTLA Contract.
   1. Teachers must have the appropriate teaching credential for the course(s) they are assigned to teach during Summer Term.
   2. High School 2019 Summer Term principals select teachers from the
online roster and notify selected and non-selected teachers of Summer Term assignments.

3. Teachers selected to teach core subjects during the Summer Term are required to participate in professional development prior to the start of Summer Term as a condition of employment.

4. Common Planning Time/PD will be scheduled over the course of Summer Term for teachers selected to teach core subjects.

5. There will be a separate application and selection process for Bridge teachers. Bridge teachers are required to participate in professional development (paid at their hourly rate) prior to the start of the program as a condition of employment. Additional information and details will be provided at the Summer Term principals trainings.

E. Instructional Support – Teacher Leader

1. Two periods of teacher leader instructional support will be allocated to schools.

2. The role of teacher leaders during Summer Term is to support classroom teachers with effective and dynamic instructional strategies for the extended block period via planning collaboratively, co-teaching, modeling lessons and providing professional development.

3. Teacher Leaders will be responsible for planning and facilitating Common Planning Time/PD together with the Summer Term principal based on input from the teaching staff and on classroom visitations.

4. Teacher Leaders are to maintain a daily log of activities using the Summer Term Teacher Leader Log (Attachment E).

5. Teacher Leaders are required to participate in professional development prior to the start of Summer Term as a condition of employment.

6. There will be a separate application and selection process for teacher leaders. Additional information and details will be provided at the Summer Term principals trainings.

F. Summer Term Teacher Substitutes

1. Regular teachers interested in working as on-call day-to-day substitutes must apply online at https://summer.lausd.net.

2. Teachers who apply as substitutes will receive the substitute rate of payment, regardless of the length of service during the summer.

G. Support Personnel

1. Clerical Support

   a. Schools will be allocated 19 days of clerical time for an E-Basis School Administrative Assistant (SAA) to work from June 26, 2019 to July 24, 2019.
2. Custodial Support
   a. A-Basis on-site custodial positions are to support the full implementation of the High School 2019 Summer Term as part of the regular A-Basis assignment.

3. School Supervision Support
   a. Three (3) School Supervision Aide (SSA) positions will be funded at every Summer Term site.
   b. One (1) campus aide position will be funded for the duration of Summer Term by the Division of District Operations for high schools with 40 or more sections allocated in Summer Term.

4. Other Support
   a. Positions listed in the Resources At-A-Glance for the High School 2019 Summer Term (Attachment F) are the only authorized positions.
   b. Deans and other off-norm positions created by adjusting class-size norms are not allowed. Schools hiring deans and off-norm support must fund the positions from the local school site budget.
   c. Schools will be held responsible for unauthorized expenditures and positions.
   d. Payroll audits will be conducted during and at the conclusion of Summer Term.

5. School Library Closure
   a. There will be no Teacher Librarian positions budgeted for the 2019 Summer Term.
   b. Given the value of the resources in the school library, such as, books, multimedia, computers, and furniture, all school libraries are to be closed during the Summer Term and summer vacation period. There should be no exceptions made for any teacher or organization. There is no funding to replace any resources that are damaged or stolen during the summer when the Teacher Librarian is not available to help students and colleagues.

H. Accurate contact information for appropriate school site personnel is extremely important in the event of an emergency-related incident before, during or after school during Summer Term. Therefore, the Summer Term Principal must:
   1. Complete the Staff Emergency Contact Information Form (Attachment G) and fax it to BTB at 213-241-7562 or email to btb-intervention@lausd.net by the end of the first day of Summer Term on Wednesday, June 19, 2019.
   2. Fax a copy of the completed form to the Local District office by the end of the first day of Summer Term.
   3. Ensure updated emergency contact information for each Summer Term student and staff member is available in the school office.
VIII. Budget and Payroll Procedures
A. The school principal is responsible for the High School 2019 Summer Term budget including the preplanning hours.
   1. Preplanning funding
      a. Funds will be provided per Summer Term site for preplanning support (Attachment F). Summer Term principal(s) are responsible for creating and inputting the Summer Term Master Schedule into MiSiS with input from sending school counseling staffs.
      b. The hours must be time reported on or prior to June 28, 2019.
      c. A Request for Extra Duty Pay for Certificated Administrators (Attachment H) signed by the Local District Superintendent must be kept in the school’s file for auditing purposes. The request must follow the Guidelines for Extra Duty Pay for Certificated Administrators (Attachment I) established by the Human Resources Division.

B. Budget
   1. Title I funds may only be used for credit recovery in core subject courses (English, Math, Science, History/Social Science).
   2. General funds will be allocated to each school site for two sections of non-core subjects, including enrichment and elective courses.
   3. Schools that wish to augment their Summer Term course offerings using local school site funding should refer to REF-6587.2 High School Locally Designed and Funded Credit Recovery and Intervention Programs, dated October 10, 2017 for guidelines.
   4. Funding for copier related expenses is not available during Summer Term.

C. Payroll Procedures
   1. The High School 2019 Summer Term principal is responsible for certifying that the appropriate program codes are used for payroll time reporting.
   2. Official time cards must be kept for all Summer Term staff.
   3. Summer Term and Bridge classroom teachers who are paid at a pay period rate during the regular school year shall be paid at a rate equal to 1.09224 times their scheduled hourly rate.
   4. Employees who receive compensation from federal or state categorical programs are required to complete additional supporting documentation which confirms that the activities or work that was completed was indeed for the program that funded the activity. Summer Term principals should refer to BUL-2643.8 Documentation for Employees Paid from Federal and State Categorical Programs, dated June 7, 2017 for information regarding additional documentation that is necessary for Summer Term employees funded with Title I.
5. Additional payroll information will be available in the 2019 Summer Term Policies and Procedures Handbook which is distributed to summer administrators and SAAs at their scheduled trainings listed in the Time Task Calendar (Attachment C).

IX. Instructional Program
A. Instructional guides and assessments for selected courses will be made available on the Division of Instruction website http://achieve.lausd.net/Page/10954#spn-content.

B. High schools that use Springboard (College Board) Mathematics instructional materials during the regular school year will need to complete the Springboard Mathematics Consumables Order Form (Attachment J) indicating the planned number of mathematics course sections that will be offered and the corresponding estimate of Springboard consumables requested. To ensure that materials are delivered before the start of Summer Term, the order form must be faxed to BTB at 213-241-7562 or emailed to btb-intervention@lausd.net no later than Friday, April 26, 2019.

C. High schools that use Springboard (College Board), Study Sync (McGraw-Hill), or My Perspectives (Pearson) ELA instructional materials during the regular school year will need to complete the English Language Arts Consumables Order Form (Attachment K) indicating the planned number of English course sections that will be offered and the corresponding estimate of consumables requested. To ensure that materials are delivered before the start of Summer Term, the order form must be faxed to BTB at 213-241-7562 or emailed to btb-intervention@lausd.net no later than Friday, April 26, 2019.

D. Summer Term host sites that choose to participate in the Bridge program must adhere to the established curriculum. The Bridge instructional program will include the following components:
   1. Focused Reading Intervention with a focus on 21st Century Skills
   2. STEAM text based cooperative activities
   3. Culturally Authentic and Responsive text based activities
   4. Naviance and high school orientation

E. Schools are to adhere to the policies and guidelines outlined in BUL-1353.1, Marking Practices and Procedures in Secondary Schools, dated December 23, 2005. Only active Summer Term and Bridge program students should receive final grade marks.

F. The Schoology online gradebook and learning management system (LMS) is required for all course sections programmed in MiSiS for the summer term. For additional guidance, please refer to REF-6294.3,
Secondary Official Roll Book, dated September 14, 2017. The “MiSiS Grade Passback” feature will be used for the teacher of record to submit grades from Schoology to the summer midterm and final report cards.

G. Summer Term principals shall supervise instruction based on the instructional guides, assessments and the Summer Term 4 X 3 Visitation and Observation Form (Attachment L).

H. Teacher Leaders will support the instructional program by facilitating professional development and/or Common Planning Time for core subject teachers and by modeling instructional strategies in classrooms.

I. Funding will be provided to support PD and/or Common Planning Time (CPT) for core subject teachers during Summer Term. Summer Term principals and teacher leaders will be responsible for planning and facilitating the PD and/or CPT before the school day begins or after the school day ends. Schools are required to inform Beyond the Bell of their PD/CPT schedule, including the specific day of the week and time of the day by submitting Attachment M to BTB via fax 213-241-7562 or email btb-intervention@lausd.net no later than Thursday, June 20, 2019.

X. Professional Development for Core Subject Teachers
   A. Teachers who apply and are selected to teach courses in Mathematics, English Language Arts, Science and History/Social Science are required to participate in training as a condition of employment.

   B. Selected Summer Term core subject teachers will be compensated at their regular hourly rate for participation in the High School 2019 Summer Term Teacher Professional Development which will be delivered through MyPLN.

XI. Documentation and Attendance Accounting
   A. Schoology support resources are available at the Personalized Learning Systems (PLS) website (http://achieve.lausd.net/pls/).

   B. All High School 2019 Summer Term and Bridge attendance must be entered into MiSiS daily. Grades and marks will be entered through the “MiSiS Grade Passback” feature in Schoology.

   C. Summer School Job Aids are available on the MiSiS website at http://achieve.lausd.net/Page/8061.
      1. In MiSiS, “Summer Session 01” is the term for the high school summer program.
      2. The Summer Term principal is responsible for maintaining enrollment and attendance records and ensuring all other required data is entered into MiSiS.
3. Summer Term counselors and principals must document in writing three attempts to counsel students and notify parents before dropping any student from the 2019 Summer Term.

4. Attendance must be monitored and recorded on a daily basis.
   a. Students with three or more unexcused absences may be dropped at the discretion of the Summer Term principal.
   b. Student tardies equal to or greater than 30 minutes will be considered an unexcused absence. Students with three unexcused tardies greater than 30 minutes may be dropped at the discretion of the Summer Term principal.
   c. Students who are habitually tardy for less than 30 minutes may be dropped at the discretion of the Summer Term principal.

5. The MiSiS No Show process runs every night beginning with the first day of Summer Term through the end of Summer Term. Students are processed as No Shows if they meet one of the following criteria:
   a. Student has a Section Start Date the same as Section End Date.
   b. Student has 4 days of consecutive unresolved absences in an assigned period beginning with the Section Enroll Date.

6. Norm Day for 2019 Summer Term is Monday, June 24, 2019, the fourth day of the Summer Term. Schools are to have all data accurately entered into MiSiS by this date. This includes reorganizing classes, dropping students from one period if the student decides to take only one course instead of two, and dropping students who begin, but decide not to continue.

7. On Tuesday, June 25, 2019 Summer Term principals are to certify enrollment by printing, signing, and submitting the MiSiS Class Enrollment Report–Summer School to BTB via fax at 213-241-7562 or email btb-intervention@lausd.net. To ensure accuracy, schools should not print the report before this date.

8. By the last day of the Summer Term, Wednesday, July 24, 2019, schools are to ensure:
   a. MiSiS enrollment and attendance procedures have been followed.
   b. All required data is accurately entered into MiSiS, including final grade marks for all active Summer Term and Bridge students.
   c. All 2019 Summer Term paperwork and documentation is placed in the school’s 2019 Summer Term file for audit purposes.

RELATED RESOURCES:

BUL-045789.1, Graduation Requirements for the Class of 2021, dated February 23, 2018


BUL-2643.8, Documentation for Employees Paid from Federal and State Categorical Programs, dated June 7, 2017
BUL-3927.2, *Mandated Reporting of Certain Student Behavior*, dated September 13, 2010


BUL-6778.0, *Graduation Requirements for the Class of 2020*, dated January 3, 2017

REF-061106.0, *Beyond the Bell Summer Academic Programs: Principal Assignments and Application Process*, dated December 21, 2018


REF-5803.4, *Emergency Drills and Procedures*, dated August 29, 2018


REF-6767.2, *LAUSD Campuses as Safe Zones and Resource Centers*, dated July 1, 2018

**ASSISTANCE:**

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For any other questions, please contact Beyond the Bell at 213-241-7900.