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SAN DIEGO CITY SCHOOLS
Educational Services Division

## ITEMS OF INFORMATION

The following two items are of general interest to all administrators. Specific details will be provided in the future for those administrators who are directly involved with each item.

### Elementary School Reading Program

The Board of Education has adopted the Houghton-Mifflin Reading Program (K-6) as the single set of reading text materials to be used by the district.

The school year 1984-85 will be the first year of districtwide implementation.

During the current year, selected sites will use the Houghton-Mifflin series to determine the most effective means for adapting the adopted materials for use by special populations; i.e., special education, LEP, AGP, and gifted. Participating sites have been notified.

### Secondary School Advanced Placement Program

The district has for many years offered high school courses which prepare students to take the Advanced Placement (AP) examinations. However, with the 1983-84 school year the district will begin inauguration of a more formalized AP program. To enable sites to offer appropriate courses, the 1983-84 edition of the Digest of the Secondary School Curriculum will contain course descriptions and code numbers for AP courses in the following general subject areas:

- Art
- English
- Foreign Language
- Mathematics
- Music
- Science
- Social Studies

Schools should move as soon as possible to offer as many AP courses as are appropriate to the needs of students and availability of prepared teachers. English courses may be converted immediately to AP courses.

Plans are currently underway to provide teachers with appropriate inservice education to conduct AP courses.

RP:cm
8/22/83

SAN DIEGO CITY SCHOOLS
Educational Services Division

## INSTRUCTIONAL PROGRAMS FOR LEP STUDENTS
## Significant Changes in Personnel and Procedures

Significant changes have been and are being made in personnel, policies, and procedures affecting instructional programs for LEP students. Key among these are the following:

### Personnel

- Mr. Tim Allen has been appointed curriculum specialist for second language education, effective August 15, 1983.

- The number of central resource teachers, K-12, serving schools with programs for LEP students has been increased by 10. Five of those will be assigned by the beginning of school in September. The remaining positions will be filled after the regular semester begins.

- Duties of the central resource teachers have been expanded to include providing service to sites in all components of programs for LEP students, including ESL, primary language, and sheltered English, without regard to the languages spoken by the resource personnel.

- The amount of instructional aide time assigned to elementary school sites has been increased to provide aides in support of ESL as well as primary language components of instruction.

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- Duties of the central resource teachers have been expanded to include providing service to sites in all components of programs for LEP students, including ESL, primary language, and sheltered English, without regard to the languages spoken by the resource personnel.

- Classification team has been established to assist sites in implementing initial classification (identification, assessment, placement), reclassification, and follow-up

- The amount of instructional aide time assigned to elementary school sites has been increased to provide aides in support of ESL as well as primary language instruction.

- The itinerant team program at the elementary school level has been terminated.

### Policies

- Principals of sites at which there are LEP students are responsible for provision of all components of instruction for these students.

- ESL instruction for all LEP students and sheltered English instruction for Indochinese LEP students is provided by classroom teachers.

  The assignment of instructional aides is to assist those teachers who are directly responsible for instruction. Aides serve under the supervision of designated teachers.

- Primary language instruction is provided by bilingual classroom teachers who are fluent in English as well as an appropriate other language.

  These teachers are assigned to fill positions within normal site staffing only when their demonstrated proficiency in English warrants; otherwise, they are employed above regular staffing formulas.

  When the number of LEP students who speak a specific language is too small to warrant employment of bilingual teachers within normal staffing formulas, or when a bilingual teacher is not available for employment, appropriate bilingual instructional aides are used.

Primary language instructional aides assist in the direct instruction to students

This instruction is supervised by designated teachers, who are responsibile for the planning and effective implementation of instruction. At the elementary school level, this responsibility may be given to self-contained classroom teachers, or the school may organize to deploy students to teachers designated for the responsibility.

- Funds available to schools for the employment of instructional aides are to be used to provide appropriately equivalent support to ESL as well as primary language instruction.

Procedures

- Each central resource teacher will be assigned to serve designated sites.

  --Resource teachers will visit sites according to a published schedule.
  --Sites may request additional service by calling the Second Lanuage Education Office, 569-9640.

  Because only half of the central resource teachers will have been selected and assigned by the start of school in September, provision of full service may be delayed for several months.)

- During the opening three weeks of the fall semester sites will be provided assistance in assessing entering potential LEP students.

  --The leader of the classification team will develop a schedule of visitation to sites and will notify each site of that schedule.
  --Sites with special needs may request service by calling the Second Language Education Office 569-9640.

  Sites will continue to be responsible for maintaining appropriate records and submitting appropriate reports on LEP students.

- The State Department of Education has modified the criteria to be used in reclassifying (exiting) LEP students. Among the changes is the requirement that candidates for reclassification must score between the 31st and 36th percentile on a standardized measure of achievement in the basic skills. Complete district guidelines for reclassification will be published as soon as they are developed.

- A required principals workshop on programs in LEP students has been scheduled:

When: Wednesday, September 7
8:00 - 10:00 a.m.

Where: Casa del Prado
Balboa Park

HBW:mr
8/22/83