



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

**TITLE:** Guidelines for Implementation of the LAUSD  
 Biliteracy Awards

**NUMBER:** REF-5306.0

**ISSUER:** Judy Elliott, Chief Academic Officer  
 Office of Curriculum, Instruction and School Support

Mary Campbell, Administrator  
 Language Acquisition Branch

**DATE:** October 11, 2010

**ROUTING**  
 Local District Superintendents  
 Local District Administrators,  
 Instructional Services  
 Local District Directors,  
 Support Unit  
 Local District PreK-12  
 Counseling Coordinators  
 Elementary Principals  
 Assistant Principals,  
 Elementary  
 School Site Coordinators,  
 English Learner Programs  
 Secondary Principals  
 Assistant Principals, SCS  
 Secondary Counselors  
 English Department Chairs  
 World Languages and Cultures  
 Department Chairs

**PURPOSE:** The purpose of this Reference Guide is to provide guidelines for the implementation of the *LAUSD Pathway to Biliteracy* and the *LAUSD Seal of Biliteracy Awards*.

**MAJOR CHANGES:** New reference guide.

**BACKGROUND:** Beginning with the 2010-2011 school year, the *Pathway to Biliteracy* and the *Seal of Biliteracy Awards*, known collectively as the *LAUSD Biliteracy Awards*, will be given annually to LAUSD students (elementary, middle, and high school) who demonstrate excellence in English and in a language other than English. All students who demonstrate achievement in learning two or more languages will receive recognition. These *Biliteracy Awards* advance the District’s commitment that every LAUSD student graduates prepared and equipped with the knowledge and skills to participate successfully in college, career, and a diverse 21<sup>st</sup> century society. Additionally, the awards build upon the rich linguistic and cultural assets of the District and communicate that the mastery of two or more languages is an important skill that is advantageous in an ever-shrinking global society.

The *LAUSD Pathway to Biliteracy Award* includes a certificate and an honor medallion given at the completion of the elementary and the middle school level to students who demonstrate mastery in English and another language, including American Sign Language. At the high school level, the *LAUSD Seal of Biliteracy* is awarded to graduating seniors who demonstrate mastery in English and any other language. The *Seal of Biliteracy* takes the form of a metallic seal affixed to a student’s high school diploma and a notation on the student’s transcript. Graduating



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

seniors receiving this award will also be presented with an honor sash or cord to be worn during the graduation ceremony.

To receive this academic recognition, a student must meet identified performance standards which include a combination of assessments, course requirements, student work, and performance. Each school must establish a committee that includes teachers, a counselor, an English learner coordinator and an administrator. The committee is responsible for annually identifying students and for ensuring that identified students receive academic recognition and that student transcripts (high school) are duly noted.

With the *Biliteracy Awards* program, LAUSD joins a state-wide movement to promote the development of literacy in two or more languages and officially acknowledges the value of biliteracy in our society, affirms the value of diversity, and honors the cultures of our community.

### INSTRUCTIONS:

#### I. LAUSD PATHWAY TO BILITERACY AWARD (Elementary)

##### A. Biliteracy Award Committee

1. Each site establishes a Biliteracy Award Committee that includes teachers, the English Learner coordinator, and an administrator.
2. It is the Biliteracy Award Committee's responsibility to:
  - a. disseminate information on the *Pathway to Biliteracy Awards* to teachers, students, and parents
  - b. assist students with completing application packets
  - c. verify that eligibility requirements have been met
  - d. score student essays
  - e. approve reading logs
  - f. enter data in LAUSD MAX
  - g. obtain honor medallions and personalize certificates
  - h. send school's list of *Pathway to Biliteracy Award* recipients to Language Acquisition Branch
  - i. hold a *Pathway to Biliteracy Awards* ceremony at the end of each school year

##### B. Identification of Eligible Students (First Semester)

1. After dissemination information to staff, students and parents regarding the Pathway to Biliteracy Award, teachers identify students in 5<sup>th</sup> grade (or 6<sup>th</sup> grade in K-6 schools) who meet the criteria for the *LAUSD Pathway to Biliteracy Award*.
2. The Biliteracy Award Committee distributes application packets to identified students and helps students complete the application.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

### C. Verification of Eligibility

1. Student applications are reviewed by the committee to verify that following criteria for the *LAUSD Pathway to Biliteracy Award* are met:
  - a) proficiency in English as demonstrated through a score of Proficient or Advanced on the grade 4 (or grade 5, for K-6 schools) English/ Language Arts CST, **AND**
  - b) proficiency in a language other than English demonstrated through:
    - 1) submission of a reading log of at least ten books at grade level in a language other than English, read independently, **AND**
    - 2) an essay written by the student in a language other than English on why bilingualism and biliteracy are important to him/her, their community, and to the world, with a score of 3 or 4 on the District rubric.

### D. Selection of Students

1. By the 12<sup>th</sup> week of the second semester, the Biliteracy Award Committee completes the review of student applications, approves reading logs, and scores student essays according to the District rubric.
2. The team tasked to score student essays must include a certificated staff member with A-level fluency or a BCLAD in the language(s). If the team does not have certificated staff member authorized in a particular language, it should contact the local district or the Language Acquisition Branch for assistance.
3. Submit the list of *Pathway to Biliteracy Award* recipients to Language Acquisition Branch at Central **no later than** the 14<sup>th</sup> week of the second semester.

### E. Presentation of Awards

1. After identification of students (approximately 13<sup>th</sup> week of second semester), the Biliteracy Award Committee needs to address the following:
  - a. Printing of award certificate (a template will be provided.)
  - b. Ordering of honor medallions.
  - c. Notifying of recipients and the scheduling awards ceremony.

### F. Data Entry on LAUSD MAX

1. From the Student Menu in LAUSD MAX, select "Activities and Awards".
2. Search for the student's name.
3. Select "Add Award".
4. For "Award Name", type in the language other than English used by the student to earn the *LAUSD Pathway to Biliteracy Award* (e.g., "Spanish").
5. For "Award Type", select "Pathway to Biliteracy (ES)"



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

6. Enter award date.
7. Check for spelling.
8. Click "Add Award".

### II. LAUSD PATHWAY TO BILITERACY AWARD (Middle School)

#### A. Biliteracy Award Committee

1. Each site establishes a Biliteracy Award Committee that includes teachers, the English Learner coordinator, and an administrator.
2. It is the committee's responsibility to:
  - a. disseminate information on the *Pathway to Biliteracy Awards* to teachers, students, and parents
  - b. assist students with completing application packets
  - c. verify that eligibility requirements have been met
  - d. score student essays
  - e. approve reading logs
  - f. enter data in LAUSD MAX
  - g. obtain honor medallions and personalize certificates
  - h. send school's list of *Pathway to Biliteracy Award* recipients to Language Acquisition Branch
  - i. hold a Biliteracy Awards ceremony at the end of school year

#### B. Identification of Eligible Students

1. The Biliteracy Award Committee shares information on the *LAUSD Pathway to Biliteracy Award* with teachers, students, and parents.
2. During the first semester, teachers help identify students in eighth grade who may be eligible to meet the criteria for the *LAUSD Pathway to Biliteracy Award*.
3. The Biliteracy Award Committee distributes application packets to students and helps students complete the application packet. This may take place between the last half of the first semester through the first half of the second semester.

#### C. Verification of Eligibility

1. Student applications are reviewed by the Biliteracy Award Committee to verify that following criteria for the *LAUSD Pathway to Biliteracy Award* are met:
  - a) proficiency in English as demonstrated through a score of Proficient or Advanced on the grade 7 English/ Language Arts CST, **AND**
  - b) proficiency in a language other than English demonstrated through:
    - 1) submission of a reading log of at least ten books at grade level in a language other than English, read independently, **AND**
    - 2) an essay written by the student in a language other than English on



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

why bilingualism and biliteracy are important in a career of their interest, with a score of 3 or 4 on the District rubric.

### D. Selection of Students

1. By the 12<sup>th</sup> week of the second semester, the Biliteracy Award Committee completes the review of student applications, approves reading logs, and scores student essays according to the District rubric.
2. The team tasked to score student essays must include a certificated staff member with A-level fluency or a BCLAD in the language(s). If the team does not have certificated staff member authorized in a particular language, it should contact the local district or the Language Acquisition Branch for assistance.
3. Submit the list of *Pathway to Biliteracy Award* recipients to Language Acquisition Branch **no later than** the 14<sup>th</sup> week of the second semester.

### E. Presentation of Awards

1. After identification of students (approximately 13<sup>th</sup> week of second semester), the Biliteracy Award Committee needs to address the following:
  - a. Printing of award certificate. (A template will be provided.)
  - b. Ordering of honor medallions.
  - c. Notifying of recipients and the scheduling awards ceremony.

### F. Entering *LAUSD Pathway to Biliteracy Award* Information on LAUSDMAX

1. From the Student Menu in LAUSDMAX, select "Activities and Awards".
2. Search for the student's name.
3. Select "Add Award".
4. For "Award Name", type in the language of the Pathway to Biliteracy Award (e.g., "Spanish").
5. For "Award Type", select "Pathway to Biliteracy (MS)".
6. Enter award date.
7. Check for spelling.
8. Click "Add Award".

## III. LAUSD SEAL OF BILITERACY AWARDS (High School)

### A. Biliteracy Award Committee

1. Each site establishes a selection committee that includes teachers, the English Learner coordinator, and an administrator.
2. It is the committee's responsibility to:
  - a. disseminate information on the *Seal of Biliteracy Award* to teachers, students, and parents



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

- b. assist students with completing application packets
- b. verify that eligibility requirements have been met
- c. enter this award on student transcripts
- d. obtain and affix seals to diplomas of identified students
- e. ensure that honor sashes/cords are worn during the graduation ceremony by award recipient
- f. send school's list of *Seal of Biliteracy Award* recipients to Language Acquisition Branch

### B. Identification of Eligible Students

1. During the first semester, teachers and counselors help identify students in twelfth grade who may be eligible to meet the criteria for the *LAUSD Seal of Biliteracy Award*.
2. The Biliteracy Award Committee distributes application packet to students. (At the end of first semester).

### C. Verification of Eligibility

1. Student applications are read by the Biliteracy Award Committee to verify that the following eligibility requirements for the *LAUSD Seal of Biliteracy* are met:
  - a) Proficiency in English demonstrated through ONE of the following:
    - 1) a score of Proficient or Advanced on the grade 11 English/ Language Arts CST, **OR**
    - 2) a score of 3 or higher on an Advanced Placement English language or literature examination, **AND**
  - b) Proficiency in a language other than English demonstrated through ONE of the following:
    - 1) a score of 3 or higher on an Advanced Placement world language or literature examination, **OR**
    - 2) transcripts from LAUSD (and/or other accredited institutions) showing completion of at least four years of high school level world language coursework with grades of B or higher, **OR**
    - 3) completion of a LAUSD dual language program from elementary through high school, with at least four semesters of coursework in the target language with a GPA of 3.0 or higher, **OR**
    - 4) score of 600 on a SAT Subject Test in any language other than English, **OR**
    - 5) official transcripts from a school abroad showing completion of three years (not necessarily consecutive) of formal instruction in grade six or beyond in a language other than English, with the equivalent of a grade of B or higher in language arts coursework in the target language, **OR**
    - 6) certification by the principal (or designee) of biliteracy equivalent to the criteria above.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

### D. Selection of Students

1. By week 12 of the second semester, the Biliteracy Award Committee reviews all student applications and identifies students to receive the *LAUSD Seal of Biliteracy Award*.
2. The Biliteracy Award Committee sends a list of students to Language Acquisition Branch to request the seals to be affixed to student diplomas as well as honor sashes/cords for students receiving the *LAUSD Seal of Biliteracy Award* **no later than** the 14<sup>th</sup> week of the second semester.

### E. Presentation of Awards to Students

1. The Biliteracy Award Committee schedules the appropriate ceremony (commencement, school assembly, or other appropriate event) to present the *LAUSD Seal of Biliteracy Award* in recognition of students' attainment of this academic achievement.
2. Students receiving the *LAUSD Seal of Biliteracy Award* should wear their honor sashes/cords during the graduation ceremony.

### F. Entering *LAUSD Seal of Biliteracy Award* Information on LAUSD MAX

1. From the Student Menu in LAUSD MAX, select "Activities and Awards".
2. Search for the student's name.
3. Select "Add Award".
4. For "Award Name", type in the language of the Seal of Biliteracy Award (e.g., "Chinese Mandarin")
5. For "Award Type", select "Seal of Biliteracy"
6. Enter award date.
7. Click "Add Award".

### G. Entering Notation on Student Transcripts on ISIS\*

1. The Selection Committee assigns staff to enter a *LAUSD Seal of Biliteracy* notation on transcripts of students who have met the criteria. This should be done no later than two weeks after awards have been presented to students.
2. From the ISIS Main Menu, select "Grades".
3. On the Grades page, select "Transcript Header".
4. From the Transcript Header page, perform a search for the student name or student ID number.
5. From the individual student's transcript header page, select "Add Note", found near the bottom right corner of the screen.
6. In the Add Note screen, select "Public", then select "Academic Awards" from the "Category" dropdown menu.
7. In the "New Keyword" field, type in "LAUSD Seal of Biliteracy".
8. In the "Note Text" field, type in "LAUSD Seal of Biliteracy Award/" followed by the language used by the student to meet the criteria. (E.g.,



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

- "LAUSD Seal of Biliteracy/Mandarin").
9. For "Print on Transcript", select "Yes".
  10. For "Editable", select "Yes".
  11. Check for spelling.
  12. Select "Add Note" to save changes and exit.

\* Support for ISIS option available October 2011.

### IV. PROFESSIONAL DEVELOPMENT

#### A. Professional Development

1. Professional development and materials to support school site implementation of the *LAUSD Pathway to Biliteracy* and *LAUSD Seal of Biliteracy Awards* will be available to schools starting October 2010.
2. Check [www.lausd.net/worldlanguages](http://www.lausd.net/worldlanguages) for updates.

**RELATED  
RESOURCES:** N/A

**ASSISTANCE:** For assistance or further information please contact William Chang, Coordinator, World Languages and Cultures, at [william.chang@lausd.net](mailto:william.chang@lausd.net) or (213) 241-5582.

For assistance with ISIS/LAUSDMAX issues, please contact the ITD Help Desk at (213) 241-5200.