



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Required Procedures to Ensure That All New Alternate Curriculum Special Day Programs Have Appropriate Instructional Materials and Support

NUMBER: REF-5749.1

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: July 4, 2016

ROUTING
 All Schools
 Local Instructional Area Superintendents
 Instructional Directors
 Special Education Service Center Administrators
 School Administrators
 Special Education Teachers

PURPOSE: The purpose of this Reference Guide is to provide teachers and school site administrators with procedures and timelines to ensure that all new special day program (SDP) classes using the alternate curriculum have appropriate instructional materials and support by the first day of class each school year. In order to maintain the compliance issues identified by the U.S. Department of Education, Office of Civil Rights (OCR) – Docket Number 09-11-1025, The Division of Special Education will require the procedures within this Reference Guide to be implemented.

MAJOR CHANGES: This Reference Guide replaces REF-5749.0, “Required Procedures to Ensure That All New Alternate Curriculum Special Day Programs Have Appropriate Instructional Materials and Support”, dated September 25, 2012. This Reference Guide provides procedural updates for ensuring instructional materials are available for new alternate curriculum programs.

BACKGROUND: In the 2012-2013 school year the Los Angeles Unified School District (the District) developed timelines and procedures to ensure that all new SDP classes using the alternate curriculum have access to appropriate instructional materials in a timely manner and teachers have adequate support to effectively use these materials.

- PROCEDURES:**
- I. Appropriate Instructional Materials for SDP Classes Using the Alternate Curriculum
 - A. All materials that are appropriate to the shared, common, or general needs of students in new alternate curriculum classes must be in the classroom by the first day of class. The school site staff and administration will work in collaboration with the Division of Special Education to ensure that appropriate materials are in place in new SDP alternate curriculum programs by the first day of class. Please contact Ryan Morse, Specialist, Alternate Curriculum, about instructional materials for Alternate Curriculum Programs at 213-241-6701 or via email at ryan.morse@lausd.net.
 - B. Within the first ten (10) days of the first day of class during the school year, the classroom teacher will identify and order any necessary additional individualized instructional materials based on the Individualized Education Programs (IEPs) of



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PROCEDURES (Continued):

the students in the new SDP alternate curriculum class. Support for identifying appropriate materials is available from the Division of Special Education. Those additional instructional materials that are unique to a particular student or students in the new SDP alternate curriculum class and necessary to effectively implement the students' IEPs will be promptly acquired using the Instructional Materials Account (IMA) and will be obtained within twenty (20) school days from the first day of the class.*

*Note: In some cases, the ordering process may exceed twenty (20) days due to product availability and/or shipment time.

In order to provide equal educational opportunities, the appropriate instructional materials provided to new SDP alternate curriculum classes must be comparable to the instructional materials provided to students in new general education classes. Comparable instructional materials provided to SDP alternate curriculum classes may be different than those provided to general education curriculum classes, as SDP students' IEPs may require modified instructional materials in addition to or instead of the District-adopted instructional materials or may require adopted instructional materials that are aligned to the content standards at a different grade level. The instructional materials provided may not be inferior in quantity, quality, or effectiveness in implementing a given curriculum (general or alternate).

- C. New SDP alternate curriculum classes will receive District-adopted appropriate instructional materials for students who participate on the alternate curriculum, which include the following:
- Appropriate written materials (e.g., texts and other books)
 - Computer programs/computer-based programs
 - Reproducible lesson materials, including worksheets printed from teacher websites
 - Manipulatives, visual aids, and other such materials/resources
 - Materials to teach functional academic skills and multimodal instructional materials
- D. During the first semester of each year, the Division of Special Education will select and convene a representative sample of teachers/administrators across the District to determine the need, if any, for supplemental materials to support the alternate curriculum. Identified materials must be purchased for dissemination and use by the beginning of the next school year.

II. Training and Support

All new SDP alternate curriculum classes will receive appropriate personnel training and support, including the following:

- A. Teachers of students participating on the alternate curriculum will receive the



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District-adopted instructional materials and have access to in-person and online trainings. The Division of Special Education will provide support implementing District-adopted instructional materials for students participating on the alternate curriculum. Schools will be informed about these trainings via memorandum.

B. Site administrators will notify teachers of their assignment to teach a new SDP alternate curriculum class and provide adequate supervision and support of such new classes throughout the school year as evidenced by the District's teacher evaluation process.

III. Verifying Completion of Required Actions – Completion of Attachment A

Principals of school sites that have new SDP alternate curriculum classes must complete a copy of Attachment A: "Alternate Curriculum New Special Day Program (SDP) Materials Verification Form" for each teacher of a new class and submit it via fax (213-241-8916) to Lisa Kendrick, Director, Instruction and Parent Engagement, Floor 17, Beaudry Headquarters.

ATTACHMENTS: Attachment A: "Alternate Curriculum New Special Day Program (SDP) Materials Verification Form"

RELATED RESOURCES: REF-5750.1: "Required Procedures for School Site Administrators to Verify Support to Substitute Teachers in Alternate Curriculum Special Day Program (SDP) Classes"

ASSISTANCE: For assistance or further information, please contact your Special Education Support Center Administrator, or Lisa Kendrick, Director, Instruction and Parent Engagement, at (213) 241-6701.

Alternate Curriculum New Special Day Program (SDP) Materials Verification Form

Date:		Type of Class and Room #:	
School:		Local District:	
Classroom Teacher of Record Name:		Employee Number:	

I verify the following:

1. Within the first 10 days of the beginning of the school year, the classroom teacher named above has identified necessary additional and individualized materials based on the Individualized Educational Programs of the students in the new Alternate Curriculum SDP class.
2. Those materials that are unique to a particular student or students in the new Alternate Curriculum SDP class will be promptly acquired using the Instructional Materials Account (IMA).
3. I understand that the decision to utilize the IMA funds must be made within the first 20 days of the beginning of the school year.

School Site Administrator Name (Printed):	
School Site Administrator Signature:	Date:

PLEASE RETURN THIS FORM VIA SCHOOL MAIL, FAX, OR EMAIL:

LISA KENDRICK, DIRECTOR, INSTRUCTION AND PARENT ENGAGEMENT
17th FLOOR, BEAUDRY
FAX: 213-241-8916
lisa.kendrick@lausd.net