



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Guidelines for Issuing L.A. Unified K-8 Pathway to Biliteracy Awards for the 2021-2022 School Year and Beyond

NUMBER: REF-062900.3

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DATE: October 25, 2021

ROUTING

Local District Superintendents
Administrators of Instruction
Community of School Administrators
Directors
Principals
Assistant Principals
Assistant Principals, SCS
EL Coordinators
Secondary Counselors
English Department Chairs
WLC Department Chairs
Biliteracy Award Designee
UTLA Chapter Chairs

PURPOSE: The purpose of this reference guide is to provide guidelines for the 2021-2022 school year and beyond, for the issuance of the Los Angeles Unified (L.A. Unified) K-8 Pathway to Biliteracy Awards. These awards build upon the rich linguistic and cultural assets of the District's students and communicate that the mastery of English and other world languages is an important skill that is advantageous in an ever-growing, interconnected global society. The awards are also consistent with the Global 2030 mission to equip students with world language skills and the appreciation of multiple cultures, heritages, and languages.

MAJOR CHANGES: This reference guide replaces REF-062900.2, Guidelines for Issuing of L.A. Unified Pathway to Biliteracy Awards for the 2020-2021 School Year and Beyond, dated May 10, 2021.

The following changes have been made:

- New Kindergarten and 1st grade Promise to Bilingualism Award
- English Language Proficiency Assessment of California (ELPAC) can be used to meet the English proficiency criteria in grades 5/6
- A class writing assignment or essay is no longer required to meet Option 2 for the middle school criteria for one or more languages in addition to English. World Languages Level 2B Language Other Than English (LOTE) course 15-week grade will suffice



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INSTRUCTIONS: I. ESTABLISH A PROMISE TO BILINGUALISM/PATHWAY TO BILITERACY AWARDS COMMITTEE

Each school site establishes a Promise to Bilingualism/Pathway to Biliteracy Awards Committee (PBAC) to lead the implementation of the L.A. Unified Promise to Bilingualism Award. An PBAC may include but is not limited to Grade K/1, 5/6 or 8th grade teachers of ELA or World Languages, out-of-classroom certificated personnel (e.g., site coordinators, instructional coaches), as well as a site administrator or their designee.

PBACs are led by one key committee member, who also serves as the PBAC Designee and is the point-of-contact with the MMED WLC office. The PBAC Designee provides support to the committee as needed. After the PBAC Designee or point-of-contact person is identified at the school site, required forms and supplementary documents may be accessed by joining the Schoology group, *Elementary and Middle School Pathway to Biliteracy Award*, using access code QNZ8R-XQ7BQ at <https://lms.lausd.net>.

The school-site PBAC's responsibilities include the following:

1. Adhere to the key dates for program implementation as listed in Time-Task Calendar (Attachment A)
2. Disseminate information about the L.A. Unified Promise to Bilingualism Awards to students, parents, and teachers
3. Assist with the completion of reference guide forms
4. Contact the WLC office for support with verification of eligibility for less common languages (Categories 2-4 based on WL Standards: Arabic, Armenian, Korean, Mandarin, etc.)
5. Verify that student eligibility requirements for the award are met
6. Submit Student Nomination Roster (available in Schoology group resource folders) and request decals (K & 1) or medals (5th/6th & 8th) from Rebecca Cabrera, World Languages and Cultures Specialist, rebecca.cabrera@lausd.net
7. Record student recognition in cumulative records for elementary schools and MiSiS for middle schools
8. Print and personalize certificates (K/1 designees will affix decals to certificates)
9. Include L.A. Unified Promise to Bilingualism/Pathway to Biliteracy Awards in end-of-year ceremony



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II. KINDERGARTEN AND 1st GRADE PROMISE TO BILINGUALISM AWARD

All students in Grades K and 1, regardless of language classification or Master Plan program participation (e.g., Mainstream English, L²EAP, Dual Language), may apply for the Promise to Bilingualism Award, and must meet the requirements for English and one or more languages in addition to English as described in this reference guide. The following guidelines are provided to help schools issue the L.A. Unified Promise to Bilingualism Award:

A. Verification of Eligibility Criteria

1. Kindergarten students demonstrate proficiency by meeting three of the five following criteria in both English, and one or more languages in addition to English, with 75% accuracy on the checklist (Attachment B):
 - a. Recite numbers 1 to 20
 - b. Follow 2-step instructions
 - c. Sing (1) simple song, chant, or poem
 - d. Name the days of the week
 - e. Name three animals

2. First Grade students demonstrate proficiency by meeting three of the five following criteria in both English, and one or more languages in addition to English, with 80% accuracy on the checklist (Attachment C):
 - a. Recite numbers 1 to 30
 - b. Follow 3-step instructions
 - c. Sing (2) simple songs, chants, or poems
 - d. Name the months of the year
 - e. Describe a favorite animal using three (3) or more details

B. Submission of Student Nomination Roster

To request MMED decals to affix to certificates, the PBAC designee must submit the Student Nomination Roster for L.A. Unified Promise to Bilingualism Awards to World Languages and Cultures Specialist, Rebecca Cabrera at rebecca.cabrera@lausd.net by **April 29, 2022**.

Note: Faxes and PDFs of the roster are not accepted and will be returned, thus delaying the processing of the award materials to the school site.



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C. Presentation of Award

After the PBAC designee requests decals for certificates from MMED, the following must occur:

- Notify award recipients and their families
- Plan and hold end-of-year award ceremony

D. Recording Student Recognition on Cumulative Records

The PBAC will designate an appropriate school staff member(s) to record the L.A. Unified Promise to Bilingualism Award recognition on students' cumulative records by **June 1, 2022**.

III. ELEMENTARY PATHWAY TO BILITERACY AWARD GRADES 5/6

All students in Grade 5 (or Grade 6 in TK-6 elementary schools), regardless of language classification or master plan program participation (e.g., Mainstream English, L²EAP, Dual Language, etc.), are eligible to apply for the L.A. Unified Pathway to Biliteracy Award and must meet the requirements for English and one or more languages in addition to English as described in this reference guide.

The following guidelines are provided to help schools issue the L.A. Unified Elementary Pathway to Biliteracy Award:

A. Verification of Eligibility Criteria

1. Proficiency in English by meeting one of two criteria:
 - a. An overall composite score of “Benchmark” or above on DIBELS Middle-of-Year (MOY) report.
or
 - b. A Text Reading Comprehension (TRC) or Reading Inventory (RI) score demonstrating grade-level ELA proficiency.
or
 - c. A **3** or better ELA composite score on the second reporting period.
or
 - d. An overall score of Level **3** or **4** on the ELPAC, with a minimum score of a Level **3** on both Oral and Written Language Composite Skills.

Note: Once eligibility has been determined, the PBAC must record student scores (Attachment D) and file documentation in cumulative records.



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2. Proficiency in one or more languages in addition to English as demonstrated by meeting both of the following:
 - a. A reading log (Attachment E) documenting 10 or more titles in one or more languages in addition to English at the “Intermediate-Low” level or higher for Category I (e.g., Spanish and French) languages or at the “Novice-High” level or higher for Category II - IV (e.g., Arabic, Korean, and Mandarin) languages according to the [2019 World Languages Standards for California Public Schools](#).
 - b. An essay written in one or more languages in addition to English in response to a MMED prompt and scored using the MMED rubric accessed in the Schoology group *Elementary and Middle School Pathway to Biliteracy Awards* using access code QNZ8R-XQ7BQ. These documents should only be accessed by the PBAC committee members. Expected performance is at “Intermediate-Low” level with a score of “3” or above for students studying Spanish, French and other languages closely related to English (Category 1 based on the 2019 World Languages Standards for California Public Schools).

Expected performance is at “Novice-High” level with a score of “2” or above for students studying Arabic, Armenian, Korean, Mandarin, and other languages with significant linguistic or cultural differences from English (Categories 2-4 based on the 2019 World Languages Standards for California Public Schools).

Note: It is highly recommended that the team tasked to score student essays includes a certificated staff member with an appropriate authorization for the language being reviewed. If such staff member is not present at the school site, the committee shall collaborate with certificated personnel from their Local District office, neighboring L.A. Unified schools or contact MMED for guidance.

For Dual Language Education (DLE) students only:

After the second reporting period, MMED will send out verification forms to DLE schools to certify that students have met the required criteria.

B. Submission of Student Nomination Roster

To request medals, the PBAC designee must submit the Student Nomination Roster for L.A. Unified Pathway to Biliteracy to WLC Specialist, Rebecca Cabrera at rebecca.cabrera@lausd.net by **April 29, 2022**.



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Note: Faxes and PDFs of the roster are not accepted and will be returned, thus delaying the processing of the award materials to the school site.

C. Presentation of Award

After the PBAC designee emails the request for award medals to MMED, the following must occur:

- Notify award recipients and their families
- Plan and hold end-of-year award ceremony

D. Recording Student Recognition on Cumulative Records

The PBAC will designate an appropriate school staff member(s) to record the L.A. Unified Pathway to Biliteracy Award recognition on students' cumulative records by **June 1, 2022**.

IV. MIDDLE SCHOOL PATHWAY TO BILITERACY AWARD - GRADE 8

All students in Grade 8, regardless of language classification or master plan program participation (Mainstream English, L²EAP, Dual Language Two-Way, etc.) are eligible to apply for the L.A. Unified Pathway to Biliteracy Award.

The following guidelines are provided to help middle schools issue the Pathway to Biliteracy Award:

A. Criteria and Identification of Eligible Students

The PBAC Designee disseminates information about the L.A. Unified Pathway to Biliteracy Award and identifies students in Grade 8 who could potentially meet the criteria to for the award.

B. Verification of Eligibility Criteria

1. Proficiency in English as demonstrated by meeting the following:
 - a. Marks of **A** or **B** in Grade 8 ELA coursework for both semesters. The 15-week reporting period grade for Spring semester will be used for the Pathway Award.
 - or
 - b. Marks of **A** or **B** in Grade 8 English Language Development coursework for both semesters. The 15-week reporting period grade for Spring semester will be used for the Pathway Award.



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Note: Once eligibility has been determined, the PBAC must record student scores (Attachment F) and file documentation in cumulative records.

2. Proficiency in one or more languages in addition to English as demonstrated through the completion of the following:

Option: 1

- a. Reading log of 10 or more titles at 2B LOTE course reading level (Attachment G).
- and
- b. An essay written in one or more languages in addition to English in response to a MMED prompt and scored using a MMED rubric accessed in the Schoology group QNZ8R-XQ7BQ.

Student entries should be ready for publishing (not drafts) and preferably should be typed.

Expected performance is at “Intermediate-Low” level with a score of “4” or above for students studying Spanish, French and other languages closely related to English (category 1 based WL Standards).

Expected performance is at “Novice-High” level with a score of “3” or above for students studying Arabic, Armenian, Korean, Mandarin and other languages with significant linguistic or cultural differences from English (categories 2-4).

Note: It is highly recommended that the team tasked to score student essays includes a certificated staff member with a WLC teacher for the language being reviewed. If such staff member is not present at the school site, the committee shall collaborate with certificated personnel from their Local District office or neighboring L.A. Unified schools or contact MMED for guidance.

Option 2

Completion of a 2nd year L.A. Unified “a-g” WLC course (e.g., Spanish 2AB) with the final mark of **B** and above in the last semester. The 15-week reporting period grade for Spring semester will be used for the Pathway Award.

3. To request medals, the PBAC designee must submit the Student Nomination Roster for L.A. Unified Pathway to Bilingual Award to



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WLC Specialist, Rebecca Cabrera, at rebecca.cabrera@lausd.net by **April 29, 2022**.

Note: Faxes and PDFs of the roster will not be accepted and will be returned, which will delay the processing of the award materials.

C. Presentation of Award

After the PBAC designee emails the request for award medals to MMED, the following must occur:

- Notify award recipients and their families
- Plan and hold end-of-year award ceremony

D. Recording Student Recognition on Cumulative Records

1. The PBAC will designate an appropriate school staff member to record the L.A. Unified Pathway to Biliteracy Award recognition on students' cumulative records by **June 1, 2022**.
2. Verify that student eligibility requirements for the award are met. Record student recognition in MiSiS (job aide dated March 1, 2019 available here <https://achieve.lausd.net/Page/8380>) entering *Biliteracy Pathway Award* in the Transcript Screen.

V. SUPPORT AND MATERIALS

A. Support

Upon request, support in the issuance of the K/1st, 5th/6th, and 8th grade L.A. Unified Biliteracy Pathway Award is available to schools. Please contact WLC Specialist, Rebecca Cabrera at rebecca.cabrera@lausd.net.

B. Forms

The following forms for the L.A. Unified Biliteracy Pathway Award are available upon request or may be accessed in the Schoology group:

- L.A. Unified Pathway to Biliteracy Award Student Attachments
- Reading Log
- Writing Prompt
- Scoring Rubric
- Student Nomination Roster
- Award Certificate



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AUTHORITY: This is a policy of L.A. Unified in alignment with the following Board Resolution:

- June 20, 2017–*Establishing a Commitment to Biliteracy for All*
- June 13, 2018–*Realizing the Promise for All: Close the Gap by 2023* stating in part: *Prepare all English Learners and students enrolled in Dual Language programs since kindergarten or first grade to receive Seals of Biliteracy grades 5, 8 or 12.*

RELATED RESOURCES: [CA Department of Education State Seal of Biliteracy website](#)
[Common Core English Language Arts Standards for Kindergarten–Grade 12](#)
[World Language and Cultures Website–Pathway to Biliteracy Page](#)
[2019 World Languages Standards for California Public Schools–Kindergarten Through Grade Twelve](#)

Materials to support issuance of the L.A. Unified Pathway to Biliteracy Award are available and will be sent electronically to schools upon request.

ASSISTANCE: For assistance or additional information, please contact Rebecca Cabrera, World Languages and Cultures Specialist at rebecca.cabrera@lausd.net, or Dr. Eva Arrechiga, World Languages and Cultures Coordinator at eal0710@lausd.net.



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ATTACHMENT A

Promise to Bilingualism and Pathway Awards Time-Task Calendar for K/1st, 5th/6th, and 8th grades

| MONTH | TASK |
|------------------|----------------------------------------------------------------------------------------------------|
| October | School Site Informational Meeting Establish Pathway to Biliteracy Committee (PBAC) and Designee |
| November | Identify “Met” and “Potential” Students (MOY) / (TRC) / (RI)/ Report Card Grades |
| December | Students’ Start with Reading Log in one or more languages in addition to English |
| February - April | Teachers and/or PBAC Administer and Score Writing Task Using MMED Writing Prompt and Rubric |
| April 29 | Certify / Submit Student Roster to MMED and Order Decals and/or Medals |
| May | Print Certificates and Annotate Student Transcript |
| June | End-of-Year Ceremony |



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ATTACHMENT B

**L.A. UNIFIED PATHWAY TO BILITERACY AWARD
VERIFICATION OF CRITERIA
GRADE K**

School Name: _____

Local District: _____

Complete the information for the eligible student in Grade K. Please print legibly.

| | | |
|----------------|----------|----------------------------------------------------------------------------------------------------------------|
| Student Name: | | Grade Level and Program: <input type="checkbox"/> Grade K <input type="checkbox"/> Dual Language Program |
| PBAC Designee: | Teacher: | Room #: |

Students demonstrate proficiency by meeting three of the five criteria in English and one or more languages in addition to English with 75% accuracy:

| Met Criteria in English | Met Criteria in one or more languages in addition to English. | Criteria |
|--------------------------|---------------------------------------------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Recite numbers 1 to 20 |
| <input type="checkbox"/> | <input type="checkbox"/> | Follow 2-step instructions |
| <input type="checkbox"/> | <input type="checkbox"/> | Sing (1) simple song, chant or poem |
| <input type="checkbox"/> | <input type="checkbox"/> | Name the days of the week |
| <input type="checkbox"/> | <input type="checkbox"/> | Name three animals |

Print Teacher or Designee Name

Signature

Date

File - Cumulative Record Folder



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ATTACHMENT C

**L.A. UNIFIED PATHWAY TO BILITERACY AWARD
VERIFICATION OF CRITERIA
GRADE 1**

School Name: _____

Local District: _____

Complete the information for the eligible student in Grade 1. Please print legibly.

| | | |
|----------------|----------|----------------------------------------------------------------------------------------------------------------|
| Student Name: | | Grade Level and Program: <input type="checkbox"/> Grade 1 <input type="checkbox"/> Dual Language Program |
| PBAC Designee: | Teacher: | Room #: |

Students demonstrate proficiency by meeting three of the five criteria in English and one or more languages in addition to English with 80% accuracy:

| Met Criteria in English | Met Criteria in one or more languages in addition to English. | Criteria |
|--------------------------|---------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Recite numbers 1 to 30 |
| <input type="checkbox"/> | <input type="checkbox"/> | Follow 3-step instructions |
| <input type="checkbox"/> | <input type="checkbox"/> | Sing (2) simple songs, chants or poems |
| <input type="checkbox"/> | <input type="checkbox"/> | Name the months of the year |
| <input type="checkbox"/> | <input type="checkbox"/> | Describe a favorite animal using 3 or more details |

Print Teacher or Designee Name

Signature

Date

File - Cumulative Record Folder



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ATTACHMENT D

L.A. UNIFIED PATHWAY TO BILITERACY AWARD VERIFICATION OF CRITERIA GRADE 5/6

School Name: _____ Local District: _____

Complete the information for the eligible student in Grades 5/6. Please print legibly.

| | | |
|----------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Student Name: | | Grade Level and Program: <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 6 <input type="checkbox"/> Dual Language Program |
| PBAC Designee: | Teacher: | Room #: |

Students must meet one of the following requirements to demonstrate proficiency in English:

Check the criterion used to demonstrate proficiency in ELA:

- Overall composite score of “Benchmark” or “Above Benchmark” on DIBELS MOY report **or**
- Text Reading Comprehension (TRC) or Reading Inventory (RI) score demonstrating grade level English Language Arts proficient **or**
- A **3** or better ELA composite score on the second reporting period **or**
- An overall score of **3** or **4** on the ELPAC with a minimum score of a **3** on both Oral and Written Language Composite Skills

Confirm both criteria are met to demonstrate proficiency in one or more languages in addition to English:

- Reading Log documenting 10 or more titles at “Novice-High” or “Intermediate-Low” based on [2019 WL Standards for CA Public Schools](#) **and**
- An essay written in one or more languages in addition to English in response to the MMED prompts and scored using an MMED rubric

**For most students enrolled in an L.A. Unified Dual Language Education Program, this form does not apply.*

I hereby certify that this student has met the criteria in one or more languages in addition to English for this award

Print Teacher or Designee Name

Signature

Date

File - Cumulative Record Folder



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ATTACHMENT E

L.A. UNIFIED PATHWAY TO BILITERACY AWARD GRADE 5/6 READING LOG

Students applying for the L.A. Unified Pathway to Biliteracy Award must document at least 10 titles or more at “Novice-High” or “Intermediate-Low” level in one or more languages in addition to English. In support of the [2019 WL Standards for CA Public Schools](#), we recommend that the student include and read a wide range of text types and genres to reflect literature and informational texts.

Please write down the information for each title below. Print legibly and use additional paper if necessary.

| Author(s) | Title | # of Pages | Date Read |
|-----------|-------|------------|-----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

I hereby certify that this student has met the criteria in one or more languages in addition to English for this award

Print Teacher or Designee Name

Signature

Date

File - Cumulative Record Folder



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ATTACHMENT F

**L.A. UNIFIED PATHWAY TO BILITERACY AWARD
VERIFICATION OF CRITERIA
GRADE 8**

School Name: _____ Local District: _____

Complete the information for the eligible student. Please print legibly.

| | | |
|-----------------|----------|----------------------------------------------------------------------------------------------------------------|
| Student's Name: | | Grade Level and Program: <input type="checkbox"/> Grade 8 <input type="checkbox"/> Dual Language Program |
| PBAC Designee: | Teacher: | Room #: |

Students must meet the following requirement to demonstrate proficiency in English:

Check the Criteria used to demonstrate proficiency in ELA:

- Marks of **A** or **B** in English courses taken in Grade 8 for both semesters. The 15-week reporting period grade for Spring semester will be used for the Pathway Award **or**
- Marks of **A** or **B** in Grade 8 ELD coursework for both semesters. The 15-week reporting period grade for Spring semester will be used for the Pathway Award

Confirm one of the following criteria are met to demonstrate proficiency in a one or more languages in addition to English:

Option 1

- Reading Log of 10 or more titles at a World Languages 2B LOTE course reading level **and**
- An essay written in one or more languages in addition to English in response to MMED prompts and scored using a MMED rubric. Student entries should be ready for publishing (not drafts) and preferably typed **or**

Option 2

- Completion of a second year World Languages 2B LOTE course with the final mark of **A** or **B** second semester. The 15-week reporting period grade for Spring semester will be used for the Pathway Award

I hereby certify that this student has met the criteria in one or more languages in addition to English for this award

Print Teacher or Designee Name

Signature

Date

File - Cumulative Record Folder



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ATTACHMENT G

L.A. UNIFIED PATHWAY TO BILITERACY AWARD GRADE 8 READING LOG

Students applying for the L.A. Unified Pathway to Biliteracy Award must document at least 10 titles or more at a World Languages 2B LOTE course reading level. In support of the [2019 WL Standards for CA Public Schools](#), we recommend that the student include and read a wide range of text types and genres to reflect literature and informational texts.

Please write down the information for each title below. Print legibly and use additional paper if necessary.

| Author(s) | Title | # of Pages | Date Read |
|-----------|-------|------------|-----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

I hereby certify that this student has met the criteria in one or more languages in addition to English for this award

Print Teacher or Designee Name

Signature

Date

File - Cumulative Record Folder