## 2021-2022 DUAL LANGUAGE EDUCATION (DLE) PROGRAMS SECTION ATTRIBUTES GUIDANCE AT-A-GLANCE ELEMENTARY SCHOOLS

The following is a quick guide for inputting the appropriate information in MiSiS for fields applicable to dual language teacher sections depending on the teaching arrangement being implemented at each school.

There are two kinds of teaching arrangements at elementary DLE schools:

- **SELF-CONTAINED TEACHING ARRANGEMENT:** Scenario where <u>one</u> teacher provides instruction to students in the target language and in English.
- **TEAM-TEACHING ARRANGEMENT:** Scenario where two teachers of the same grade level provide instruction to each other's classes.
  - The **Target Language partner teacher** provides instruction in the target language to each group of students.
  - The **English partner teacher** provides instruction in English to each group of students.

**NOTE**: Inputting of appropriate MISIS attributes should be done carefully and thoughtfully as some fields are mandatory and cannot be edited once saved. If an error is made on a mandatory field and saved, the entire section must be deleted and a new one created. This may affect the teachers' work in Schoology for the class in that section.

### I. GUIDANCE FOR SELF-CONTAINED TEACHING ARRANGEMENT

ection: 310115.34	
Additional Educator Role:	- Please Select -
Additional Educator Name:	- Please Select -
Daily Hours:	
Learning Community:	- Please Select -
Location:	- Please Select -
Master Plan Program:	Korean Dual Language Two-Way I
Target Language Teacher:	● <sub>Yes</sub> ○ <sub>No</sub>
Language of Instruction:	KOREAN
Special Day Program:	- Please Select -
English Learner Service:	- Please Select -
RSP:	
GATE:	
Core:	
Exclude Attendance:	
Exclude Grades:	
Independent Study:	
Work Experience (Continuation):	
ndependent Study (Continuation):	

SELF-CONTAINED TEACHING ARRANGEMENT One teacher instructing in the target language and in English				
MASTER PLAN PROGRAM	Select the school's approved DLE program from drop- down menu. This is the name of the school as it appears in the L.A. Unified school directory.			
TARGET LANGUAGE TEACHER	Mark "Yes"			
LANGUAGE OF INSTRUCTION	If at least one English Learner is enrolled in the class: Select the program's target language from the drop- down menu. This is the language as it appears in the L.A. Unified school directory name. Select the appropriate target language for the teacher. NOTE: If only EOs and FEPs are enrolled in the class: LEAVE BLANK			
ENGLISH LEARNER SERVICES	If at least one English Learner is enrolled in the class: Primary Language, ELD, SDAIE			
	If only EOs and FEPs are enrolled in the class: LEAVE BLANK			

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### II. GUIDANCE FOR TEAM-TEACHING ARRANGEMENT

Add Continue Attailants

\*Adding

Guidance is provided for each of the partner teachers in this scenario. Please select the appropriate attributes for the Target Language teacher (A) and for the English partner teacher (B).

**NOTE**: Inputting of appropriate MISIS attributes should be done carefully and thoughtfully as some fields are mandatory and cannot be edited once saved. If an error is made on a mandatory field and saved, the entire section must be deleted and a new one created. This may affect the teachers' work in Schoology for the class in that section

Add Section Attributes		TEAM-TEACHING ARRANGEMENT		
Section: 310115.34		TARGET LANGUAGE PARTNER TEACHER		
Additional Educator Role: Additional Educator Name:	- Please Select -	ADDITIONAL	Select "Teacher"	
Daily Hours: Learning Community:	- Please Select -	EDUCATOR ROLE		
Location:	- Please Select -	ADDITIONAL	Select the name of the English partner teacher here.	
Master Plan Program:	Korean Dual Language Two-Way I	EDUCATOR	*If you do not see teacher names on the menu, please	
Target Language Teacher:	● <sub>Yes</sub> O <sub>No</sub>	NAME	follow the steps in the green box at bottom left to add	
Language of Instruction:	KOREAN		them and return to this step.	
Special Day Program: English Learner Service:	- Please Select -	MASTER PLAN PROGRAM	Select the school's approved DLE program from drop- down menu. This is the name of the school as it appears	
RSP:			in the L.A. Unified school directory.	
GATE: Core:		TARGET LANGUAGE	Mark "Yes"	
Exclude Attendance:		TEACHER		
Exclude Grades: Independent Study:		LANGUAGE OF	If at least one English Learner is enrolled in the class: Select the program's target language from the drop-	
Work Experience (Continuation): Independent Study (Continuation): Save	Cancel		down menu. This is the language as it appears in the L.A. Unified school directory name. Some schools may have more than one language program. Select the appropriate target language for the teacher.	
Teachers to the Additional Educator Role Menu			NOTE: If only EOs and FEPs are enrolled in the class: LEAVE BLANK	
"Administrator –Staff Info	menu, select			
Click on the teacher you want to add (you will need to do this for each partner teacher Scroll to the bottom and select "Additional Assignment Details" On the left side, select "Teacher" as the title role Save		ENGLISH LEARNER SERVICES	If at least ONE English Learner is enrolled in the class: Primary Language, ELD, SDAIE	
			If only EOs and FEPs are enrolled in the class: LEAVE BLANK	

## A. TARGET LANGUAGE PARTNER TEACHER

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### **GUIDANCE FOR TEAM-TEACHING ARRANGEMENT (CONTINUED)**

**NOTE**: Inputting of appropriate MISIS attributes should be done carefully and thoughtfully as some fields are mandatory and cannot be edited once saved. If an error is made on a mandatory field and saved, the entire section must be deleted and a new one created. This may affect the teachers' work in Schoology for the class in that section.

Add Section Attributes		1
Section: 310115.34		
Additional Educator Role:	- Please Select -	
Additional Educator Name:	- Please Select -	
Daily Hours:		ADDIT
Learning Community:	- Please Select -	EDUC
Location:	- Please Select -	ADDIT
Master Plan Program:	Korean Dual Language Two-Way I	EDUC
Target Language Teacher:	● <sub>Yes</sub> O <sub>No</sub>	NAME
Language of Instruction:	KSelect ENGLISH	
Special Day Program:	- Please Select -	MAST
English Learner Service:	- Please Select -	PROG
RSP:		
GATE:		
Core:		TARG
Exclude Attendance:		
Exclude Grades:		
Independent Study:		LANG
Work Experience (Continuation):		INSTR
Independent Study (Continuation):		ENGLI
,, (		LEARN
Save	Cancel	SERVI

#### **B. ENGLISH PARTNER TEACHER**

TEAM-TEACHING ARRANGEMENT ENGLISH PARTNER TEACHER			
ADDITIONAL EDUCATOR ROLE	Select "Teacher"		
ADDITIONAL EDUCATOR NAME	Once the partner teacher has been assigned in the Staff Information Master Scheduling screen <sup>*</sup> , the name of the Target Language partner teacher can be selected here.		
MASTER PLAN PROGRAM	Select the school's approved DLE program from drop-down menu. This is the name of the school as it appears in the L.A. Unified school directory.		
TARGET LANGUAGE TEACHER	Mark "No"		
LANGUAGE OF	Select ENGLISH		
ENGLISH LEARNER SERVICES	If at least ONE English Learner is enrolled in the class: ELD, SDAIE (DO NOT include primary language)		
	If only EOs and FEPs are enrolled in the class: LEAVE BLANK		

\*Adding Teachers to the Additional Educator Role Menu

- In the Master Scheduling menu, select "Administrator –Staff Information"
- Click on the teacher you want to add (you will need to do this for each partner teacher
- Scroll to the bottom and select "Additional Assignment Details"
- On the left side, select "Teacher" as the title role
- Save