

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

GUIDELINE NO. 109
September 26, 2011

SUBJECT: DISTANCE LEARNING IMPLEMENTATION

- I. Background
- II. Student Placement
- III. TOPSpro and CASAS
- IV. Course Requirements
- V. Student Folders
- VI. Recording Attendance Hours
- VII. Approved Distance Learning Courses

I. BACKGROUND

- A. Distance Learning uses technology and alternative instructional methods to expand learning opportunities beyond the classroom. This Guideline supersedes Guideline No. 98 issued on October 26, 2010.

- B. Distance Learning is defined by California Education Code 51865.

Distance Learning means instruction in which the pupil and instructor are in different locations and interact through the use of computer and communications technology. Distance Learning may include video or audio instruction in which the primary mode of communication between pupil and instructor is instructional television, video, or any other instruction that relies on computer or communications technology.

- C. Distance Learning requires regular one-to-one communication between teacher and student, either in person, by phone, email, or computer-based chat.
- D. Student progress is measured by the demonstration of course competencies.
- E. Both adult and secondary students may participate in Distance Learning.

II. STUDENT PLACEMENT

- A. Students must be properly placed during enrollment in Distance Learning.
- B. English as a Second Language (ESL) placement may be based on the Division of Adult and Career Education ESL Placement System results or teacher recommendation.
- C. GED, citizenship, and parent education placement may be based on a TABE score of 9.0 or counselor referral.

III. TOPSpro and CASAS

- A. During each academic year (July 1-June 30), all Distance Learning ESL and GED students are required to complete at least one TOPSpro Entry and one Update Record regardless of how many classes the students take in a particular program. Identifying the Instructional Program (item 11, TOPSpro Entry Record) is required. Students should not mark Distance Learning under Special Programs (item 13, TOPSpro Entry Record) regardless of being enrolled in a Distance Learning class.
- B. Distance Learning ESL and GED students must participate in the CASAS testing process. Students enrolled only in Distance Learning will be tested by their Distance Learning instructors. Students who take the CASAS test in a traditional class do not need to test again in the Distance Learning class.

IV. COURSE REQUIREMENTS

- A. Learning is verified through work completed by students. Students who have not completed a Distance Learning course at the end of a term may re-enroll in order to complete unfinished units.
- B. Students must watch the entire video lesson and complete all written exercises in the corresponding workbook unit. Students demonstrate mastery of course competencies by scoring 80% or better on the unit test.
- C. Adult students may self-correct workbook exercises where answer keys allow. Distance Learning instructors will correct writing exercises where answers may vary. Secondary students may not self-correct their workbooks.
- D. Only Distance Learning instructors may grade and certify unit tests.

V. STUDENT FOLDERS

- A. For students who watch program episodes on DVD, broadcast TV, or online and do exercises in workbooks, teachers create and maintain a folder for each course in which their students are enrolled. Folder contents include:
- a copy of the current registration form with appropriate course number
 - a completed Attachment A
 - a Unified Student Record, or individual Student Record Sheet from the workbook, or GED Video Partner Log
 - a copy of each completed unit test (secondary students taking parent education courses only)
- B. For ESL and GED students, verification of completed TOPSpro forms and CASAS must be indicated on the Attachment A. Actual TOPSpro forms and CASAS tests do not need to be retained in the student folder.
- C. During the one-to-one communication, the Distance Learning teacher confirms that the student has watched the video lesson, completed the workbook exercises, and scored 80% or better on the unit test. The teacher certifies that the student has met all the course requirements by signing and dating the unit on either the Unified Student Record, the individual Student Record Sheet, or the GED Video Partner Log.
- D. Instructors may use the form that best serves the needs of their office to certify student progress. In the case of the individual Student Record Sheet, it must be removed from the workbook and placed in the student folder.
- E. All Distance Learning student folders should be retained for three years for audit purposes.
- F. For students who participate in Distance Learning online at “dllausd.net,” teachers create a unique user account for each student and indicate completion of TOPSpro and CASAS in the student’s profile. Students log in to watch program episodes, do exercises and take unit tests. Teachers verify that students have satisfied the course requirements for each unit online and credit the attendance on their class rosters. Student work and progress are automatically documented and saved on the database under student profiles. Therefore, traditional student folders are not required.

VI. RECORDING ATTENDANCE HOURS

- A. Once a student has completed the course requirements for a unit, the teacher reports

attendance hours for the student on the Adult-Weekly Attendance Form.

- B. Hours are reported during the statistical period in which instructional units have been completed.
- C. Distance Learning Courses may be offered as individual courses or as part of a Distance Learning forum, whichever best meets local school needs.

VII. APPROVED DISTANCE LEARNING COURSES

- A. ESL BEGINNING LOW (50-01-91)
Each Learning English unit consists of four 30-minute video lessons and corresponding workbook exercises. There are 20 units in all. One completed unit is credited as 10 hours of attendance.
- B. ESL BEGINNING LOW (50-01-96)
Each Putting English to Work 1 unit consists of one 30-minute video lesson and corresponding workbook exercises. There are 20 units in all. One completed unit is credited as 10 hours of attendance.
- C. ESL BEGINNING HIGH (50-01-92)
Putting English to Work 2 has two instructional levels. Units 1-12 equate to Level 2A. Units 13-24 equate to Level 2B. Each unit consists of one 30-minute video lesson and corresponding workbook exercises. One completed unit is credited as 10 hours of attendance.
- D. ESL INTERMEDIATE LOW (50-01-93)
Putting English to Work 3 has two instructional levels. Units 1-12 equate to Level 3A. Units 13-24 equate to Level 3B. Each unit consists of one 30-minute video lesson and corresponding workbook exercises. One completed unit is credited as 10 hours of attendance.
- E. ESL INTERMEDIATE HIGH A (50-01-94)
Connect with English consists of 24 units. Each unit consists of one 15-minute video lesson and corresponding workbook exercises. One completed unit is credited as 10 hours of attendance.
- F. ESL INTERMEDIATE HIGH B (50-01-95)
Connect with English continues with the next 24 units (episodes 25-48) and corresponding workbook exercises. One completed unit is credited as 10 hours of attendance.

G. PARENT EDUCATION (51-07-93)

The Now and Future Parent and Los Padres consists of 10 units each. Each unit consists of one 30-minute video lesson and corresponding workbook exercises. One completed unit is credited as 10 hours of attendance. The completed The Now and Future Parent course, with an appropriately credentialed teacher, earns 5 elective credits towards a high school diploma.*

H. PARENTING THE ADOLESCENT (51-05-93)

Surviving the Teen Years consists of 10 units. Each unit consists of one 30-minute video lesson and corresponding workbook exercises. One completed unit is credited as 12 hours of attendance. The completed course, with an appropriately credentialed teacher, earns 10 elective credits toward a high school diploma.*

*Secondary students must have the approval of their counselors in order to take parent education courses for high school credit.

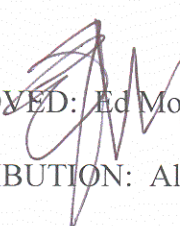
I. CITIZENSHIP (50-01-90)

U.S. Citizenship consists of 3 units. Each unit consists of one 30-minute video lesson and corresponding workbook exercises. One completed unit is credited as 20 hours of attendance.

J. GED (30-50-93)

GED Connection consists of 39 video lessons (length of each video varies) and corresponding workbook exercises. Each completed unit is credited as 10 hours of attendance.

For assistance with fiscal questions, please contact Ted Nelson at (213) 241-3175. For assistance with Adult-SIS questions, contact Krimhilde Roth at (213) 241-6967. For TOPSpro and CASAS, contact Laura Chardiet at (213) 241-3830. For program implementation, contact Paul Yung, Distance Learning Program Advisor, at (213) 765-2465, or Joanna McConaghy, Principal, Abram Friedman Occupational Center at (213) 765-2401.

 APPROVED: Ed Morris, Executive Director

DISTRIBUTION: All Schools and Offices, Division of Adult and Career Education