



LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

**TITLE:** Guidelines for Issuing of L.A. Unified Biliteracy Pathway Awards for the 2019-2020 School Year

**NUMBER:** REF-062900.1

**ISSUER:** Alison Yoshimoto-Towery,  
Interim Chief Academic Officer  
Division of Instruction

Lydia Acosta Stephens, Executive Director  
Multilingual and Multicultural Education  
Department

**DATE:** January 9, 2020

**ROUTING**  
Local District  
Superintendents  
Administrators of Instruction  
Principal Supervisors  
Directors  
Counseling Coordinators  
LD EL Coordinators  
Principals  
Assistant Principals  
Assistant Principals, SCS  
EL Coordinators  
Secondary Counselors  
English Department Chairs  
WL and Cultures  
Department Chairs  
UTLA Chapter Chairs

**PURPOSE:** The purpose of this Reference Guide is to provide guidelines for the 2019-2020 school year for the issuance of the L.A. Unified Pathway to Biliteracy Award.

Since the 2010-2011 school year, the L.A. Unified Pathway to Biliteracy Award has been presented annually to L.A. Unified students in grades 5 and 8 who demonstrate excellence in English and in a language other than English.

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.

**MAJOR CHANGES:** This is a new reference guide that replaces REF-062900, *Guidelines for Issuing of the LAUSD Biliteracy Pathway Awards for the 2018-2019 School Year*, dated January 31, 2019. The information has been revised to reflect key dates for School Year 2019-2020 program implementation .

**INSTRUCTIONS: I. 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 program participation (e.g., Mainstream English, L<sup>2</sup>EAP, Dual Language Two-Way, etc.), are eligible to apply for the L.A. Unified Pathway to Biliteracy Award and must meet the requirements for English and a Language Other Than English (LOTE) as described in this Reference Guide.



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

### A. Establishment of school site Biliteracy Award Committee (BAC)

Each school site establishes a BAC to implement the L.A. Unified Pathway to Biliteracy Award. An elementary school BAC may include but is not limited to grade 5 (or grade 6 in TK-6 elementary schools) teachers, out-of-classroom certificated personnel (e.g., site coordinators, instructional coaches), as well as a site administrator or their designee.

BACs are led by one key committee member who also serves as the point-of-contact with the World Languages and Cultures Office and provides support to the committee as needed. After the BAC 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 Biliteracy Pathway Awards* by using access code QNZ8R-XQ7BQ at <https://lms.lausd.net>.

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

1. Observe and adhere to the key dates for program implementation.
2. Disseminate information to students, parents, and teachers.
3. Assist students with completing application form (Attachment A if self-nominating).
4. Verify that student eligibility requirements for the award are met.
5. Submit complete Student Nomination Roster (available in Schoology group resource folders) to request award medallions to Michael Berger, Specialist, [mberger@lausd.net](mailto:mberger@lausd.net).
6. Record student recognition on cumulative records.
7. Print and personalize certificates.
8. Include the L.A. Unified Biliteracy Pathway Award in an end-of-year ceremony.



B. Dissemination of Information and Identification of Eligible Students

The BAC designee works with teachers to disseminate information about the L.A. Unified Pathway to Biliteracy Award and identify students in grade 5 (or grade 6 in TK-6 elementary schools) who may meet the criteria to apply for the award.

C. Verification of Eligibility Criteria

The BAC reviews student applications to verify that the following criteria for the L.A. Unified Pathway to Biliteracy Award are met:

1. Proficiency in English as demonstrated through either of two criteria:
  - a. Score of “Benchmark” on individual DIBELS Middle-of-Year (MOY) report or
  - b. Text Reading Comprehension (TRC) or Reading Inventory (RI) score demonstrating grade level English Language Arts (ELA) proficiency
2. Proficiency in LOTE demonstrated through both (a or b) criteria and c:
  - a. Score of “Standard Met” or “Standard Exceeded” on student’s California Spanish Assessment (Grade 4 for promoting 5th grade students or Grade 5 for promoting 6th grade students) or
  - b. Completed Reading Log (Attachment B) documenting 10 or more grade appropriate titles read in a LOTE.

For students enrolled in an L.A. Unified Dual Language Education Program, the Reading Log may include in-class reading assignments that are part of the academic curriculum.

It is recommended that the BAC guide students to read titles for the Reading Log that reflect the range of text types aligned with the CCSS, including literature and informational texts.

- c. An essay written in a LOTE in response to a prompt and scored using a rubric accessed in the Schoology group QNZ8R-XQ7BQ. These documents should only be accessed by the BAC designee, who may also email Michael Berger to be added to the Schoology group. The BAC scores the student essays.



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It is highly recommended that the team tasked to score student essays includes a certificated staff member with an appropriate bilingual 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 or neighboring L.A. Unified schools.

### D. Submission of Student Nomination Roster

To request medallions, the BAC designee must submit the Student Nomination Roster for L.A. Unified Pathway to Biliteracy to Michael Berger by **April 30, 2020**.

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.

### E. Presentation of Award

After the BAC designee sends the request for award medallions to the World Languages and Cultures Office, the following must occur:

- Notify award recipients and their parents/guardians
- Plan and hold the Award ceremony

### F. Recording Student Recognition on Cumulative Records

The BAC will designate an appropriate school staff member(s) to record the L.A. Unified Pathway to Biliteracy Award recognition on students' cumulative records by **April 30, 2020**.

## II. MIDDLE SCHOOL PATHWAY TO BILITERACY AWARD GRADE 8

All students in grade 8, regardless of language classification or 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 schools issue the Middle School L.A. Unified Pathway to Biliteracy Award:

### A. Establishment of a BAC

Each school site establishes a BAC to implement the L.A. Unified Pathway to Biliteracy Award at the school site. A middle school BAC may include, but is not limited to, grade 8 teachers of ELA; teachers of LOTE; out-of-classroom certificated personnel (e.g., site coordinators, instructional



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coaches); as well as a site administrator.

BACs are led by one key committee member who also serves as the point-of-contact with the World Languages and Cultures Office and provides support to the committee as needed. After the BAC 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 Biliteracy Pathway Awards* using access code QNZ8R-XQ7BQ.

The school site BAC's responsibilities include the following:

1. Observe and adhere to the key dates for program implementation.
2. Disseminate information on the L.A. Unified Pathway to Biliteracy Award to students, parents, and teachers.
3. Assist students with completing application forms (Attachment C if self-nominating).
4. Verify that student eligibility requirements for the award are met.
5. Submit complete and accurate Student Nomination Roster to request award medallions by the due date to Michael Berger at [mberger@lausd.net](mailto:mberger@lausd.net).
6. Record student recognition in MiSiS (refer to the job aide available here <https://achieve.lausd.net/Page/8380> Entering *Biliteracy Seal Awards* in the Transcript Screen).
7. Print and personalize certificates of achievement.
8. Include the L.A. Unified Pathway to Biliteracy Award in an end-of-year ceremony.

### B. Dissemination of Information and Identification of Eligible Students

The BAC designee disseminates information about the L.A. Unified Pathway to Biliteracy Award and identifies students in grade 8 who might meet the criteria to apply for the award.



### C. Verification of Eligibility Criteria

The BAC reviews student applications to verify that the following criteria for the L.A. Unified Pathway to Biliteracy Award are met:

1. Proficiency in English as demonstrated through both criteria:
  - a. Marks of “A” or “B” in grade 8 ELA coursework and
  - b. Recommendation from the student’s 8th grade ELA teacher.
2. Proficiency in a LOTE demonstrated through the completion of one of the following:

#### Option 1:

- a. Score of “Standard Met” or “Standard Exceeded” on student’s Grade 7 California Spanish Assessment.

#### Option 2:

- a. A reading log of 10 or more titles at grade level in LOTE (Attachment D), and
- b. An essay written in a LOTE in response to a prompt and scored using a rubric accessed in the Schoology group QNZ8R-XQ7BQ. For students enrolled in L.A. Unified Dual Language Education Programs, the reading log may include in-class reading assignments that are part of the academic curriculum, or

#### Option 3:

- a. Completion of a 2nd year L.A. Unified a-g World Language and Cultures course (e.g., Spanish 2AB) with the final mark of “B” and above in the last semester, and
- b. Evidence of writing demonstrated either through one of the classes’ assessments, or written product from Option 1b.



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3. It is highly recommended that the team tasked to score student essays includes a certificated staff member with an appropriate bilingual 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 or neighboring L.A. Unified schools.
4. To request honor medallions, the BAC designee must submit the Student Nomination Roster for L.A. Unified Pathway to Biliteracy Award in Excel format to Michael Berger by **April 30, 2020**.

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

### D. Presentation of Award:

After the BAC designee sends the request for honor medallions to the World Languages and Cultures Office, the following steps need to be followed:

1. Notify award recipients and their parents/guardians.
2. Plan and hold the Award ceremony.

### E. Recording Student Recognition on Cumulative Records

1. The BAC will designate an appropriate school staff member to record the L.A. Unified Pathway to Biliteracy Award recognition on students' cumulative records by **April 30, 2020**.
2. Refer to MiSiS Job Aid "Entering Pathways to Biliteracy Award Information in the Transcript Screen."

## III. PROFESSIONAL DEVELOPMENT AND MATERIALS

### A. Professional Development

Upon request, professional development to support issuance of the L.A. Unified Biliteracy Pathway Award is available to schools. Please contact Michael Berger, Specialist, World Languages and Cultures, at [mberger@lausd.net](mailto:mberger@lausd.net), to schedule a presentation on the L.A. Unified Pathway to Biliteracy Award for your staff and/or school community.



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## 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 Application
- Reading Log
- Writing Prompt
- Scoring Rubric
- Student Nomination Rosters
- Award Certificate

**AUTHORITY:** This is a policy of L.A. Unified School District in alignment with the following Board Resolutions:

- 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 by grades 5, 8 or 12.*

**RELATED RESOURCES:** [CDE Recommended Literature Search](#), Reading and Language Arts for suggestions of titles in Chinese, English, Filipino, Hmong, Spanish, and Vietnamese  
[CDE State Seal of Biliteracy website](#)  
[Common Core English Language Arts Standards](#) – Kindergarten-Grade 12  
[World Language and Cultures Website](#)

**ASSISTANCE:** Materials to support issuance of the L.A. Unified Pathway to Biliteracy Award are available and will be sent electronically to schools upon request. For assistance or additional information, please contact Michael Berger, Specialist at [mberger@lausd.net](mailto:mberger@lausd.net), or Jina Kim, Coordinator, World Languages and Cultures at [jina.kim@lausd.net](mailto:jina.kim@lausd.net), or (213) 241-4553.





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ATTACHMENT A

**L.A. UNIFIED PATHWAY TO BILITERACY AWARD  
STUDENT SELF-NOMINATION FORM  
GRADES 5/6  
2019-2020**

Please return to Mr./Ms./Mrs.: \_\_\_\_\_ no later than by **April 1, 2020**

Complete the information for the eligible students in grades 5/6. Please print legibly.

Student's Name:		Grade level: <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 6
Authorized Essay Rater:	Teacher:	Room #:

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

**Check the Criterion used to demonstrate proficiency in ELA**

- Score of "Benchmark" or "Above Benchmark" on my Middle-of-the-year (MOY) DIBELS in each of the grade level measures? **or**
- Text Reading Comprehension (TRC)/Reading Inventory (RI) **or**
- Other school assessment demonstrating grade level ELA standards (with approved waiver)

**In addition, students must meet the following two requirements to demonstrate proficiency in a Language Other Than English (LOTE):**

- Reading Log: Document reading at least 10 titles at grade level in a LOTE by completing L.A. UNIFIED Pathway to Biliteracy Award Reading Log.
- Student Essay: Write an essay in a Language Other Than English in response to the appropriate grade-level prompts and obtain a score of "3" or higher, determined by the school site's Biliteracy Award Committee (BAC) using the L.A. UNIFIED Pathway to Biliteracy Award Student Writing Scoring Rubric. Student entries should be ready for publishing (not drafts), and preferably typed.

Once applications are complete, please return to school office.

**I hereby certify that this student has met the criteria in English and LOTE for this award.**

\_\_\_\_\_  
Print teacher's name

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Date



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ATTACHMENT B

**L.A. UNIFIED PATHWAY TO BILITERACY AWARD  
GRADES 5/6  
READING LOG  
2019-2020**

Students applying for the L.A. Unified Pathway to Biliteracy Award must document at least 10 titles read at the student’s grade level in a Language Other Than English. In support of CCSS, 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 read all the titles listed on this application form.**

\_\_\_\_\_  
Print teacher’s name

\_\_\_\_\_  
Teacher’s signature

\_\_\_\_\_  
Date



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ATTACHMENT C

**L.A. UNIFIED PATHWAY TO BILITERACY AWARD  
STUDENT SELF-NOMINATION FORM  
GRADE 8  
2019-2020**

Please return to Mr./Ms./Mrs.: \_\_\_\_\_ no later than **April 1, 2020**

Complete the information for the eligible students in grade 8th. Please print legibly.

Student's Name:		Grade 8
Authorized Essay Rater:	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 and
- Recommendation from the student's 8<sup>th</sup> grade ELA teacher

**In addition, students must meet the following two requirements to demonstrate proficiency in a language other than English (LOTE):**

**Option 1**

- Score of "Standard Met" or "Standard Exceeded" on student's Grade 7 California Spanish Assessment **or**

**Option 2**

- Reading Log: Document reading at least 10 titles at grade level in a Language Other Than English by completing L.A. Unified Pathway to Biliteracy Award Reading Log **and**
- Student essay in a LOTE in response to an appropriate grade-level prompt, with a score of "3" or higher. Student entries should be ready for publishing (not drafts), and preferably typed.

**Option 3**

- Completion of a second year of a-g World Languages and Cultures course with the final mark of "B" and above **and**
- Evidence of writing demonstrated either through class assessment, or written product from option 2.

Once applications are complete, please return to school office.

**I hereby certify that this student has met the criteria in English and LOTE for this award.**

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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ATTACHMENT D

**L.A. UNIFIED PATHWAY TO BILITERACY AWARD  
GRADE 8  
READING LOG  
2019-2020**

Students applying for the L.A. Unified Pathway to Biliteracy Award must document *at least* 10 titles read at the student's grade level in a Language Other Than English. In support of CCSS, 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 read all the titles listed on this application form.**

\_\_\_\_\_  
Print teacher's name

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Date