



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Guidelines for Issuing the L.A. Unified Universal Transitional Kindergarten (UTK) – 8<sup>th</sup> Grade Promise to Bilingualism and Pathway to Biliteracy Awards for the 2022-2023 School Year and Beyond

**NUMBER:** REF-062900.4

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Chief of Special Education, Equity, and Specialized Programs  
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Lydia Acosta Stephens  
Executive Director  
Multilingual Multicultural Education Department

## ROUTING

Region 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  
UTLA Chapter Chairs

**DATE:** February 27, 2023

**PURPOSE:** The purpose of this reference guide is to provide guidelines for the 2022-2023 school year and beyond, for the Los Angeles Unified (L.A. Unified) Universal Transitional Kindergarten (UTK) – 8<sup>th</sup> Grade Promise to Bilingualism and Pathway to Biliteracy Awards. These awards affirm the rich linguistic and cultural assets of students and communicate that the acquisition of English and other world languages is a valued skill that is advantageous in an ever-growing, interconnected global society. The awards are aligned with the Global 2030 mission to equip students with world language skills and the appreciation of multiple cultures, heritages, and languages.

All students, regardless of Language Classification (e.g., English Only, Initial Fluent English Proficient, Reclassified Fluent English Proficient, English Learner) or Master Plan Program participation (e.g., Mainstream English, L<sup>2</sup>EAP, Dual Language), may earn the Promise to Bilingualism/Pathway to Biliteracy Award, and must meet the requirements for one or more languages in addition to English.

**MAJOR CHANGES:** This reference guide replaces REF-062900.3, *Guidelines for Issuing of L.A. Unified Pathway to Biliteracy Awards for the 2021-2022 School Year and Beyond*, dated October 25, 2021.

The following changes have been made:

- Established New Universal Transitional Kindergarten (UTK) Promise to Bilingualism Award and Criteria.
- Pathway to Biliteracy Award Committee (PBAC) may include parent/community volunteers as members.



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- School sites are to enter the Promise to Bilingualism/Pathway to Biliteracy Awards in the Multilingualism Awards screen of My Integrated Student Information System (MiSiS).
- English Language Proficiency Assessment of California (ELPAC) will meet the English proficiency criteria in Grade 8.
- Alternate English Language Proficiency Assessment of California will meet the English proficiency criteria in Grades 5/6 and 8.
- Smarter Balanced Assessment (SBA) will meet the English Language proficiency criteria in Grades 5/6 and 8.
- California Alternate Assessments (CAAs) for English Language Arts/Literacy (ELA) will meet the English Proficiency Criteria in Grades 5/6 and 8.
- World Languages Level 1B course will meet Second Language Proficiency in Grade 8 with a grade of B or above in the second grading period.
- California Spanish Assessment (CSA) will meet Second Language Criteria in Grades 5/6 and 8.
- L.A. Unified-approved language assessment will meet Second Language Criteria in Grades 5/6 and 8.
- L.A. Unified-approved English Language Arts assessment will meet English Language Arts Criteria in Grade 8.

## **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 to implement the L.A. Unified Promise to Bilingualism/Pathway to Biliteracy Awards. A PBAC may include but is not limited to certificated teachers, out-of-classroom certificated personnel (e.g., site coordinators, instructional coaches), school site administrator or designee, and parent/community volunteers.

PBACs are led by one certificated member, who also serves as the PBAC Designee and is the point-of-contact with the World Languages & Cultures (WLC) team. Complete the Pathway Designee Contact form found in Schoology. All 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.

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).



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2. Disseminate information about the L.A. Unified Promise to Bilingualism/Pathway to Biliteracy Awards to students, parents, and teachers.
3. Collaborate with personnel from their Region's office and/or neighboring L.A. Unified schools, and MMED for guidance with less common languages.
4. Verify student eligibility requirements are met.
5. Submit Decal Request Form (UTK, K & 1<sup>st</sup> grade) or Medal Request Form (5<sup>th</sup>/6<sup>th</sup> & 8<sup>th</sup> grade) on or before the **last Friday in April**.
6. Ensure award is entered in the MiSiS Multilingualism Awards screen on or before the last Friday in April, following the Job Aid.
7. Record the award in the Elementary Cumulative (CUM) Record on the Additional Information section.
8. Print and personalize certificates (designees will affix decals received from MMED to certificates).
9. Include L.A. Unified Promise to Bilingualism/Pathway to Biliteracy Awards in end-of-year ceremony.

## II. UTK THROUGH 1<sup>st</sup> GRADE PROMISE TO BILINGUALISM AWARD

### A. Verification of Eligibility Criteria by Grade

1. **Universal Transitional Kindergarten:** Students demonstrate proficiency by meeting three of the five following criteria in both English, and one or more languages, with 70% accuracy on the checklist (Attachment B):
  - a. Recite numbers 1 to 10
  - b. Follow a simple single-step instruction
  - c. Sing one simple song, chant, or poem
  - d. Name three colors or shapes
  - e. Name two animals
2. **Kindergarten:** Students demonstrate proficiency by meeting three of the five following criteria in both English, and one or more languages, with 75% accuracy on the checklist (Attachment C):
  - a. Recite numbers 1 to 20
  - b. Follow two-step instructions
  - c. Sing one simple song, chant, or poem
  - d. Name the days of the week
  - e. Name three animals



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**3. First Grade:** Students demonstrate proficiency by meeting three of the five following criteria in both English, and one or more languages, with 80% accuracy on the checklist (Attachment D):

- a. Recite numbers 1 to 30
- b. Follow three-step instructions
- c. Sing two simple songs, chants, or poems
- d. Name the months of the year
- e. Describe a favorite animal using three or more details

Note: A community member may be consulted to verify second language criteria with a certified staff member present.

### **B. Notation of Award in MiSiS and Cumulative Records**

1. Enter the UTK – 1<sup>ST</sup> Grade Promise to Bilingualism Award in the MiSiS Multilingualism Award Screen, following the Job Aid, on or before the **last Friday in April**.
2. Notate the UTK – 1<sup>ST</sup> Grade Promise to Bilingualism Award recognition on students' cumulative records in Additional Notes section on or before the **last Friday in April**.
3. File completed Award Criteria form in student CUM Record.

### **C. Award Decal Request Form**

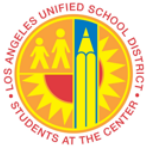
1. Request the Promise to Bilingualism Award decals to affix to certificates. The PBAC Designee must submit the Promise to Bilingualism Awards Decal Request form by the **last Friday in April**.

Note: Promise to Bilingualism Award Request form can be accessed on the MMED: *Elementary and Middle School Pathway to Biliteracy Award* Schoology Group.

### **D. Presentation of UTK – 1<sup>ST</sup> Grade Award**

The following is required:

1. Notify award recipients and their families.
2. Plan and hold end-of-year award ceremony.
3. Adhere decals onto student award certificates.
4. Present awards to students at an end-of-year ceremony.



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## III. ELEMENTARY PATHWAY TO BILITERACY AWARD GRADES 5/6

### A. Verification of English Proficiency Criteria

English language proficiency can be demonstrated by meeting one of the following:

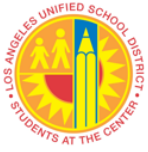
1. Current school year composite score of 3 or above for ELA on the second reporting period or
2. Current school year overall Composite score of “Benchmark” or above on Dynamic Indicators of Basic Early Literacy Skills (DIBELS) Middle-of-Year (MOY) report or
3. Previous school year overall score of Level 3 or 4 on the English Language Proficiency Assessments for California, with a minimum score of a Level 3 on both Oral and Written Language Composite Skills or
4. Previous school year overall score of Level 3 or 4 on the Alternate English Language Proficiency Assessments for California, with a minimum score of a Level 3 on both Oral and Written Language Composite Skills or
5. Previous school year score of “Standards Met” or above on the Smarter Balanced Assessment for English Language Arts or
6. Previous school year score of “Standards Met” or above on the California Alternate Assessments for English Language Arts/Literacy.

### B. Verification of Second Language Proficiency Criteria

Second language proficiency can be demonstrated by meeting one of the following:

1. Reading log (Attachment F) documenting 10 or more titles of books, short stories, or articles and write an essay in response to an MMED prompt and scored with the MMED rubric or
2. Previous year score of 449 or above for current 5<sup>th</sup> grade students or 546 for current 6<sup>th</sup> grade students on the California Spanish Assessment or
3. Current school year score “Proficient” on an L.A. Unified – approved language assessment.

Note: It is highly recommended that the team tasked to score the essay includes a certificated staff with authorization for the language being reviewed. A community member may be consulted to verify second language criteria with a certified staff member present.



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## C. Dual Language Education (DLE) Programs Criteria

1. Meet one of the English proficiency criteria and
2. Meet the Target Language minimum level of “Intermediate-Low” for languages closely related to English (Spanish, French) or a minimum level of “Novice- High” for languages with significant linguistic or cultural differences from English (Arabic, Armenian, Korean, Japanese, Mandarin), in all domains for the second reporting period or
3. Meet one of the other second language criteria.

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

## D. Notation of Award in MiSiS and Cumulative Records

1. Enter the 5<sup>th</sup>/6<sup>th</sup> Grade Pathway to Biliteracy Award in the MiSiS Multilingualism Award Screen, following the Job Aid, on or before the **last Friday in April**.
2. Notate the L.A. Unified Pathway to Biliteracy Award recognition on students’ cumulative records in the Additional Information section on or before the **last Friday in April**.
3. File completed Award Criteria form in student CUM record.

## E. Award Medal Request Form

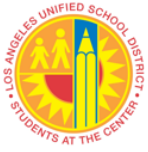
The PBAC Designee must submit the 5<sup>th</sup>/6<sup>th</sup> Grade Medal Request form on or before the **last Friday in April**.

Note: 5<sup>th</sup>/6<sup>th</sup> Grade Medal Request form can be accessed on the MMED: *Elementary and Middle School Pathway to Biliteracy Award* Schoology Group.

## F. Presentation of Award

The following is required:

1. Notify award recipients and their families.
2. Distribute medals to students to wear at promotion ceremony.
3. Plan and hold end-of-year award ceremony.



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## IV. MIDDLE SCHOOL PATHWAY TO BILITERACY AWARD - GRADE 8

### A. Verification of English Proficiency Criteria

English language proficiency can be demonstrated by meeting one of the following:

1. Current school year grade of B or above in ELA coursework for both semesters or
2. Current school year grade of B or above in English Language Development coursework for both semesters or
3. Previous school year overall level 3 or 4 on the English Language Proficiency Assessments for California, with a minimum score of 3 on both Oral and Written Language Composite Skills or
4. Previous school year overall level 3 or 4 on the Alternate English Language Proficiency Assessments for California, with a minimum score of 3 on both Oral and Written Language Composite Skills or
5. Previous school year score of “Standards Met” or above on the Smarter Balanced Assessment for English Language Arts or
6. Previous school year score of “Standards Met” or above on the summative California Alternate Assessments for English Language Arts/literacy.
7. Current school year score of “Proficient” on the L.A. Unified – approved ELA assessment.

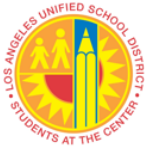
Note: The 15-week spring reporting period grade will be used for the Pathway Award.

### B. Verification of Second Language Proficiency Criteria

Second language proficiency can be demonstrated by meeting one of the following:

1. Completion of a 1B or higher Language other than English (LOTE) course (e.g., Spanish 1B) with the final grade of B and above or
2. Previous school year overall score of 744 or above on the California Spanish Assessment or
3. Current school year score of “Proficient” on the L.A. Unified – approved language assessment.

Note: The 15-week spring reporting period grade will be used for the Pathway Award.



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### C. Notation of Award in MiSiS and Cumulative Records

Enter the Pathway to Biliteracy Award in the MiSiS Multilingualism Award Screen, following the Job Aid, on or before the **last Friday in April**.

### D. Award Medal Request Form

The PBAC designee must submit the Medal Request form to MMED on or before the **last Friday in April**.

Note: Pathway to Biliteracy Medal Request form can be accessed on the MMED: *Elementary and Middle School Pathway to Biliteracy Award* Schoology Group.

### E. Presentation of Award

The following is required:

1. Notify award recipients and their families.
2. Distribute medals to students to wear at promotion ceremony.
3. Plan and hold end-of-year award ceremony.

## V. MATERIALS

### A. Schoology Resources

The following items may be accessed on the MMED: *Elementary and Middle School Pathway to Biliteracy Award* Schoology Group,  
Access Code: QNZ8R-XQ7BQ

1. UTK-1<sup>st</sup> grade Promise to Bilingualism Award brochures
2. 5<sup>th</sup> /6<sup>th</sup> and 8<sup>th</sup> grade Pathway to Biliteracy Award infographics
3. Current year writing prompt and scoring rubric
4. Language assessment for less common languages electronic request form
5. Decal request electronic form
6. Medal request electronic form
7. Award certificate template

**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.*





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### **RELATED RESOURCES:**

[CA Department of Education State Seal of Biliteracy website](#)

[World Language and Cultures Website–Pathway to Biliteracy Page](#)

[2019 World Languages Standards for California Public Schools–Kindergarten Through Grade Twelve](#)

### **ATTACHMENTS:**

Attachment A – Time-Task Calendar

Attachment B – Universal Transitional Kindergarten Verification Criteria Checklist

Attachment C – Kindergarten Verification Criteria Checklist

Attachment D – First Grade Verification Criteria Checklist

Attachment E – 5<sup>th</sup>/6<sup>th</sup> Grade Verification Criteria Checklist

Attachment F – 5<sup>th</sup>/6<sup>th</sup> Grade Reading Log

Attachment G – 8<sup>th</sup> Grade Verification Criteria Checklist

### **ASSISTANCE:**

For assistance or additional information contact Dr. Eva Arrechiga, WLC Coordinator, at [eal0710@lausd.net](mailto:eal0710@lausd.net) or join the weekly virtual office hours. Visit the MMED website at <https://achieve.lausd.net/mmed> for more information.



**PROMISE TO BILINGUALISM AND PATHWAY TO BILITERACY AWARDS  
TIME – TASK CALENDAR FOR  
UTK - 1<sup>ST</sup>, 5<sup>TH</sup>/6<sup>TH</sup>, AND 8<sup>TH</sup> GRADES**

MONTH	TASK
September	<ul style="list-style-type: none"> <li>• Hold school – site family informational meetings</li> <li>• Establish Pathway to Biliteracy Committee (PBAC)</li> <li>• Complete the Pathway Designee Form</li> </ul>
October	<ul style="list-style-type: none"> <li>• Identify potential students with a second language</li> </ul>
November	<ul style="list-style-type: none"> <li>• Students begin reading log in second language for grades 5/6</li> </ul>
December - April	<ul style="list-style-type: none"> <li>• Identify students</li> <li>• Request assessment for less common languages for grades 5<sup>th</sup>/6<sup>th</sup> and 8<sup>th</sup></li> <li>• Verify criteria for grades UTK – 8<sup>th</sup></li> <li>• Teachers and/or PBAC administer and score writing task using MMED writing prompt and rubric for grades 5/6</li> </ul>
April (on or before the last Friday in April)	<ul style="list-style-type: none"> <li>• Notate awards in the MiSiS Multilingualism Award Screen</li> <li>• Notate awards on students' Cumulative records</li> <li>• Order decals and/or medals</li> </ul>
May	<ul style="list-style-type: none"> <li>• Print certificates</li> <li>• Adhere decals to certificates and/or distribute medals for students to wear for promotion</li> <li>• Notify families</li> </ul>
June	<ul style="list-style-type: none"> <li>• Hold end-of-year ceremony</li> </ul>



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

School Name: \_\_\_\_\_ Region: \_\_\_\_\_

Complete the information for the eligible student. Please print legibly and file in Cumulative record.

Student Name:		
PBAC Designee:	Teacher:	Room #:

Students demonstrate proficiency by meeting three of the five criteria in English and one or more languages with 70% 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 10
<input type="checkbox"/>	<input type="checkbox"/>	Follow a simple single-step instructions
<input type="checkbox"/>	<input type="checkbox"/>	Sing one simple song, chant or poem
<input type="checkbox"/>	<input type="checkbox"/>	Name three colors or shapes
<input type="checkbox"/>	<input type="checkbox"/>	Name two animals

\* A community member may be consulted to verify second language criteria with a certified staff member present.

\_\_\_\_\_  
Print Teacher or Designee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**File - Cumulative Record**



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

School Name: \_\_\_\_\_ Region: \_\_\_\_\_

Complete the information for the eligible student. Please print legibly and file in Cumulative record.

Student Name:		
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 two-step instructions
<input type="checkbox"/>	<input type="checkbox"/>	Sing one 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

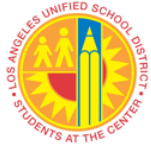
\* A community member may be consulted to verify second language criteria with a certified staff member present.

\_\_\_\_\_  
Print Teacher or Designee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**File - Cumulative Record**



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

School Name: \_\_\_\_\_ Region: \_\_\_\_\_

Complete the information for the eligible student. Please print legibly and file in Cumulative record.

Student Name:		
PBAC Designee:	Teacher:	Room #:

Students demonstrate proficiency by meeting three of the five criteria in English and one or more languages 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 three-step instructions
<input type="checkbox"/>	<input type="checkbox"/>	Sing two 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 three or more details

\* A community member may be consulted to verify second language criteria with a certified staff member present.

Print Teacher or Designee Name	Signature	Date

**File - Cumulative Record**



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

School Name: \_\_\_\_\_

Region: \_\_\_\_\_

Complete the information for the eligible student. Please print legibly and file in Cumulative record.

Student Name:		
PBAC Designee:	Teacher:	Room #:

Students must meet one of the following requirements to demonstrate proficiency in English and in one or more languages:

**Check the criterion used to demonstrate proficiency in ELA:**

- A 3 or better ELA composite score on the second reporting period or
- Overall composite score of “Benchmark” or above on Dynamic Indicators of Basic Early Literacy Skills (DIBELS) Middle-of-Year (MOY) report or
- An overall score of 3 or above the ELPAC/Alternate ELPAC with a minimum score of a 3 on both Oral and Written Language Composite Skills or
- A “Standards Met” or above on the Smarter Balanced Assessment (SBA) for English Language Arts or
- A “Standards Met” or above on the California Alternate Assessments (CAA) for ELA.
- Proficiency level met for another L.A. Unified – approved ELA assessment.

**Check the criterion used to demonstrate proficiency in one or more languages in addition to English:**

- Reading log (Attachment E) documenting 10 or more titles of books, short stories, or articles read and write an essay in response to an MMED prompt and scored with the MMED rubric or
- A minimum overall score of 449 for current 5<sup>th</sup> grade students or 546 for current 6<sup>th</sup> grade students on the California Spanish Assessment (CSA) or
- Proficiency level met for another L.A. Unified – approved language assessment.
- For DLE students only:** Meet the Target Language minimum level of “Intermediate-Low” for languages closely related to English (Spanish, French) or a minimum level of “Novice- High” for languages with significant linguistic or cultural differences from English (Arabic, Armenian, Korean, Japanese, Mandarin), in all domains for the second reporting period.

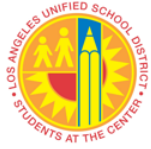
**I hereby certify that this student has met the criteria in one or more languages in addition to English for this award.**

\_\_\_\_\_  
Print Teacher or Designee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**File - Cumulative Record**



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

Students applying for the L.A. Unified Pathway to Biliteracy Award must document at least 10 titles of books, short stories, or articles read in one or more languages other than English. We recommend that students 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.**

Student Name: \_\_\_\_\_

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

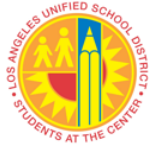
**I hereby certify that this student has met the criteria in one or more languages in addition to English for this award.**

\_\_\_\_\_  
Print Teacher or Designee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**File - Cumulative Record**



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

School Name: \_\_\_\_\_ Region: \_\_\_\_\_

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

Student's Name:		
PBAC Designee:	Teacher:	Room #:

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

**Confirm one of the following criteria is met to demonstrate proficiency in ELA:**

- Grade of B or above in English courses taken in 8<sup>th</sup> grade for the 15 – week Spring Semester reporting period or
- Grade of B or above in 8<sup>th</sup> grade ELD coursework for the 15 – week Spring Semester reporting period or
- An overall level 3 or above the ELPAC/Alternate ELPAC with a minimum level 3 on both Oral and Written Language Composite Skills or
- A “Standards Met” or above on the Smarter Balanced Assessment (SBA) for English Language Arts or
- A “Standards Met” or above on the California Alternate Assessments (CAA) for ELA.
- Proficiency level met for another L.A. Unified – approved ELA assessment.

**Confirm one of the following criteria is met to demonstrate proficiency in a second language:**

- Completion of a World Language 1B LOTE course with the final grade of B or above for the 15 – week Spring Semester reporting period or
- Reading log documenting 10 or more titles of books, short stories, or articles read and an essay written in a second language in response to MMED prompt and scored using the MMED rubric or
- Previous school year overall score of 744 or above on the California Spanish Assessment (CSA) or
- Proficiency level met for another L.A. Unified – approved language assessment.

**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