

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Federal and State Education Programs Branch

TO: PSP Teachers and Vendors in the Archdiocese only DATE: September 19, 2014
Principals at Participating Archdiocese Schools

FROM: Tina Saunders, Coordinator
Title I, Part A, Private Schools Program

SUBJECT: Extended Day Program Duties and Responsibilities

Teachers/vendors serving the Archdiocese of Los Angeles schools may provide Extended Day services for a total of one hour per week at each assigned school beginning September 22, 2014 and ending May 15, 2015. These services will consist of direct instruction and one hour per month (Oct, Nov, Feb, Mar, Apr/May)* will be devoted to working with the private school teachers.

Teachers are expected to:

- Provide additional Tier 2 (second scoop) supplemental services in reading to eligible students. (If the ELA teacher is unavailable to provide services, the on-site Math teacher may consult with the private school principal to provide supplemental services in math.) Every effort should be made to serve those students at greatest risk. Preparation time is not included in the time submitted for payment.
- Coordinate and facilitate one hour of wrap-around services per month* for private school teachers utilizing, if available, the Outreach Concern counselor and Special Education consultants. This service must be provided after the private school's regular instructional day.
- Distribute directions for vendor applications to private school teachers so they can receive a participation stipend and follow-up to ensure that applications have been submitted.
- Submit the Private School Teacher Participation roster at the end of the month.
- Submit an Extended Day Schedule and student attendance sheet (clearly indicating Extended Day participation) for each school.
- LAUSD Teachers: Submit one Extended Day time sheet for ALL Extended Day schools. Vendors: Submit your additional hour(s) on your invoice, keeping within your contract amount.

Teachers will meet and consult with the private school principal to:

- Establish that services are dependent upon the availability of an afterschool program at the school site.
- Determine participating students, target skill(s) and curriculum for each group.
- Indicate the days and hours Extended Day services will be provided.