

# CHARTER SCHOOLS



August 7, 2019

## Superintendent's Message

Dear Colleagues,

Welcome back to school. Some school systems are already up and running, and by the end of next week virtually every school in the state will have started. While acts of terror in El Paso and Dayton call for somber reflection and dialogue in the weeks and months to come, there is much to look forward to with the start of a new school year.

At the Department, we have been thinking a great deal about where our strategy needs to be strengthened and where we need to make adjustments. Our state continues to see challenges in the implementation of demanding curricula for students who are struggling. Surveys and classroom observations indicate that often teachers do not have adequate time over the course of a week, and over the course of the year, to engage in training that helps them to master the curriculum. And principals often do not have the support they need to schedule individuals of different backgrounds -- coaches, mentors, content leaders, professional development vendors - into a system of intensive support for teachers.

These are not issues of policy; they are issues of daily implementation. Teachers need more direct support to learn how to use high-quality curricula in the service of struggling students. They need time to engage in this professional learning, and principals need support in making this time. These needs will guide the Department's plan for supporting schools and school systems this year.

To read more about these implementation priorities, you can review the Department's current [academic strategy](#). You may also wish to review the [2019-2020 School System Support Calendar](#), which provides a schedule of in-person trainings, tools, and communications that will support educators at every level of the system over the course of the year to come. These supports will include a more intensive plan of support for principals, for example, in making use of coaches, mentors, and content leaders.

As you welcome parents back to school, you may find useful this [Back-to-School Night Presentation](#), which is customizable for your communities, to provide parents information on 2019-2020 statewide academic goals, standards, and assessments. [Parent Back-to-School Guides](#) also provide families with information and resources to support learning at home for the 2019-2020 school year. Guides are currently available for parents of EC-2 and 3-12 students, with additional guidance available for parents of English learners and students with disabilities. Translated versions of these guides can be found in the [Family Support Toolbox](#).

I wish you, your staffs, and your communities a safe and positive back to school week. Day after day, year after year, we keep improving. This year will be no different.

As always, thank you for all you do for our children,

John

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## Action Items for Charter Schools

Date	Action	Owner(s)
8/7/19	Complete the LDOE Cyber Security <a href="#">survey</a>	Technology coordinators
8/15/19	<a href="#">Register</a> for Migrant Education Program training	CEOs and school leaders
8/21/19	Update passwords for TIDE login.	Testing coordinators
8/23/19	Submit Teacher and School Leadership Surveys	CEOs, school leaders and teachers
8/30/19	Complete Louisiana School Contact Form	Personnel directors
9/13/19	Register <a href="#">SCA/Course Choice</a> for the 2019-20 school year	School leaders and counselors of high schools
9/13/19	Submit Child Nutrition Program Administrative Review <a href="#">forms</a>	Child Nutrition Supervisors
9/30/19	Submit AFR and financial data	Business managers and financial officials

## LEA Support

### **New: Cyber Security Prevention Status - Quick Action Required**

**Please share with technology coordinators.**

Thank you to the many school systems and charter schools that have worked around the clock to protect against the recent outbreak of cyber-security incidents across our state. In the school systems that have implemented all recommended protocols, state cyber security experts have been able to mitigate and prevent further incidents. School systems that have not completed all six phases of the preventative steps found in the [Emergency Cyber Incident Prevention Critical Task List](#) remain at serious risk until this is done.

The Department has been asked by the Governor's Office of Homeland Security and Emergency Preparedness to monitor the completion of the critical task list and support, where needed. To do this in the least burdensome manner, we are asking all school systems to take the following steps.

1. Charter CEOs, or their designee, complete [this survey](#) by Wednesday, August 7 at 5:00 p.m. The survey takes approximately three minutes to complete and tracks the completion of the [Emergency Cyber Incident Prevention Critical Task List](#). If you are unable to access the survey for any reason, you may also reach out to your network leader.
2. If the survey submitted on Wednesday, August 7 indicates your school system has not completed Phase 6, please bookmark the survey and submit a new updated survey every time a phase is completed.
3. The survey also includes an open-ended question to indicate whether you are in need of additional guidance or information. Selecting "yes" will prompt a representative from the state Office of Technology Services to contact you for more individualized assistance.
4. If, at any time, you believe there may be signs of a cyber-incident within your school system network, call Carol Mosley at 225-588-5584.

### **New: August School System Planning Call**

The August School System Planning Call will take place on **August 14 at 1:00 p.m.** The following school system supervisors should participate:

- Curriculum and instruction supervisors
- District test coordinators and accountability contacts
- Early childhood supervisors
- Federal program supervisors
- High school and career and technical supervisors

- Personnel directors
- Talent (Mentors, Content Leaders, Teacher Leaders) supervisors

- **Webinar Date and Time:** August 14 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/>
- **Meeting ID#:** 398 875 849

Email [districtsupport@la.gov](mailto:districtsupport@la.gov) with questions.

## **New: Louisiana School System Contact Form**

**Please share with personnel directors.**

In order to streamline the process of collecting contact information from school system supervisors, and to ensure timely information is sent to school systems throughout the year, the Department has created the [Louisiana School System Contact Form](#).

Personnel directors will serve as the key point of contact for the form within school systems and will be responsible for entering and updating contacts. **Each school system should submit contact information for school system supervisors by August 30.**

Access this [guide](#) for more information and contact [ldoecommunications@la.gov](mailto:ldoecommunications@la.gov) with questions.

## **New: School Support Institutes**

School leadership teams play an important role in ensuring teachers plan for and deliver instruction in a way that meets the needs of their students. The Department will host [School Support Institutes \(SSI\)](#) during the 2019-2020 school year to support school leaders in this role.

Each CIR and UIR-A school can bring up to three leadership team members to the School Support Institutes. School system staff are also invited to participate. Participants will choose one of three pathways for the entire training sequence. School teams can choose different pathways for team members to attend or select one pathway to attend together.

The Department recommends attendees include one building-level administrator and two others who support teachers in planning and instruction. School systems are allotted seats based on the number of CIR/UIR-A schools in their system. School systems that have no CIR/UIR-A schools will be allotted two school system-level seats.

On August 27 and 29, the Department will host a webinar to provide additional information on the SSI registration process, and the three pathways available.

- **Date and Time:** August 27 at 10:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/256704896>
- **Meeting ID#:** 256 704 896

- **Date and Time:** August 29 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/463597706>
- **Meeting ID#:** 463 597 706

Please email all questions related to School Support Institutes to [delaina.larocque@la.gov](mailto:delaina.larocque@la.gov).

## **New: School Improvement Parent Meetings**

In the 2019 regular session, the Legislature [updated and clarified the requirements](#) for school systems related to parent involvement in school improvement plans. School systems are required to take two actions:

1. Present the 2019-2020 approved school improvement plans to families within 60 days of the start of the school year. A draft presentation which school systems may adapt is [available](#).
  - As required by law, the Department will report to the Legislature on each school's meeting date by March 1. School systems must report their meeting dates to the Department using [this survey](#) by December 1.
2. Consult with parents when developing school improvement plans within the Super App for 2020-2021.

Please contact [districtsupport@la.gov](mailto:districtsupport@la.gov) with questions.

**New: Louisiana Youth Summit on Opioid Awareness Registration**

## **New: Louisiana Youth Summit on Opioid Awareness Registration**

**Please share with counselors.**

[Registration](#) is now open for the [South Louisiana Youth Summit on Opioid Awareness](#), which will take place on October 1st at the Lakefront Arena in New Orleans from 9:30 a.m. - 12:30 p.m. This free event, hosted by the [Mark Wahlberg Youth Foundation](#) and [DEA 360](#), will educate middle and high school students about the dangers of opioid addiction and encourage them to be part of the solution to ending this epidemic. The Summit empowers students to take action in their schools to promote prevention and encourage their peers to seek the benefits of leading a healthy lifestyle.

Please contact [traynard@therendongroup.com](mailto:traynard@therendongroup.com) with questions.

## **Reminder: Save the Date: 2020 Teacher Leader Summit**

**Save the date for the 2020 Summit, which will take place May 27-29 at the Morial Convention Center in New Orleans.**

The 2019 Teacher Leader Summit was our largest and most successful event to date. It is inspiring to see so many talented, dedicated educators from across the state come together to share innovative ideas and time-tested best practices in the name of improving outcomes for our students. A special thank you to the many teachers, school leaders, and school system leaders who led sessions at the Summit.

2019 Summit session materials are available in the Summit app and the [Teacher Leader library](#).

Please contact [louisianateacherleaders@la.gov](mailto:louisianateacherleaders@la.gov) with questions.

## **Reminder: Fall 2019 Teacher and School Leadership Surveys**

As students head back to school this fall, the Department is launching new [teacher](#) and [school leadership](#) surveys. Information gathered from the anonymous surveys will help school systems and the Department understand how:

- teachers are approaching the planning, delivery, and adaptation of their curriculum; and
- principals and leadership teams are supporting teachers.

School systems are encouraged to share the surveys with [teachers](#) and [school leadership teams](#) through their staff newsletters, at upcoming professional development events, and through any other school system communications.

The survey will take approximately 10-15 minutes to complete and will close on August 23. Respondents are asked to share their school system name so that the Department can provide school system leaders with the information collected from their staff.

Please contact [assessment@la.gov](mailto:assessment@la.gov) with questions.

## **Reminder: U.S. Senate Youth Scholarship Opportunity**

**Please share with counselors.**

The Department and the [William Randolph Hearst Foundation](#) are pleased to announce the launch of the 2020 United States Senate Youth Program. Two outstanding students from Louisiana will be selected to spend a week in Washington, D.C. in March of 2020 and will each receive a \$10,000 scholarship from the Hearst Foundation. The Department requests your assistance selecting these students.

Please distribute to juniors or seniors who hold elected or appointed offices in school or community groups listed in the [national program brochure](#) and the [logistics memo](#) which includes the application and selection procedures. Please ensure that students understand the rules and regulations governing this competition. For test security reasons, the test secure essay topics will only be released to school systems and will not be available on the Department's website. High school personnel should contact [marian.johnson@la.gov](mailto:marian.johnson@la.gov) as soon as a student request is made for the essay topics.

The names of the students selected and their application portfolios must be received at the email address below no later than October 1. Finalists will be notified by October 21.

If further assistance is needed, please contact [marian.johnson@la.gov](mailto:marian.johnson@la.gov).

## **Assessment and Accountability**

### **New: Release of 2019 Advanced Placement Data**

The Department will post 2019 state and school system-level Advanced Placement (AP) data this Thursday, August 7, in the [High School Results library](#). The Department will also provide unsuppressed school and school system-level data files in the data management FTP on Thursday titled LEACode\_LEA\_2019\_APbySubgroupbyExam. School system leaders and accountability contacts will receive an email from Assistant Superintendent Ken Bradford once the files are available.

Please email [assessment@la.gov](mailto:assessment@la.gov) with questions.

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## **New: Release of Science and Biology Scores**

LEAP 2025 grades 3-8 science and high school Biology scores will be released on August 16 in the DRC INSIGHT Portal, pending BESE approval of scale score ranges that determine achievement levels.

School systems will be notified by email when the following reports become available.

- Individual student reports
- School Rosters
- Updated CSV (data) files

Please send questions to [assessment@la.gov](mailto:assessment@la.gov).

## **New: ELPT Systems Password Reset**

An updated version of TIDE is now open for the 2019-2020 school year. All users who have not already done so will need to complete the steps below to create a new password and gain access to TIDE.

- From the [Louisiana ELPT portal](#), select any test administration followed by the TIDE button. Select the "Request a new one for this school year" link just below the login prompt.
- On the "Reset Your Password" page, enter the email address used for all Louisiana ELPT systems and select the 'Submit' button.
- An email (from [AIRAST-DoNotReply@airast.org](mailto:AIRAST-DoNotReply@airast.org)) which contains a link to reset your password will be sent to the email address associated with the account. This link must be accessed within 15 minutes.
- Within 15 minutes, select the link in the email and follow the on-screen prompts to create a new password. Press the 'Submit' button.

Please contact [assessment@la.gov](mailto:assessment@la.gov) with questions.

## **New: For District Testing Coordinators**

### **General:**

- Data certification opening announcements will only be sent to accountability contacts who are on file with the Department. All changes to secure shipping addresses, DTCs, or Accountability Contacts must be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the [Assessment Library](#)
- 2019-2020 administrations are now live in eDIRECT. DTCs should ensure all users have the appropriate permissions for the new administrations.
- DTCs should ensure that Central Office is installed prior to testing during the 2019-2020 school year. Testing cannot begin in the 2019-2020 school year until this is completed.
- DTCs should use the State Placement Test to administer placement tests for the upcoming school year for any student enrolling into grades 5 or 9 into a Louisiana public or charter school from out of state, non-public, or home school. For additional information, please reference the [State Placement Test Overview](#), located in the [Assessment Library](#).
- The [Parent Guide to the State Placement Test](#) is located in the [Assessment Library](#).

### **K-3**

- Administer the [Kindergarten Entry Assessment and the K-3 Literacy Screeners](#) within the first 30 days of school
- **October 18:** Deadline for data managers to submit the KEA and K-3 data with the SIS K-3 Assessment Collection or in the Teaching Strategies Platform for GOLD
- Data Managers should reference pages 13-17 for [SIS K-3 Assessment Collection Guidance](#)

### **LEAP 360**

- The 2019-2020 Diagnostic and Interim Quick Start Guides are now available in the [Assessment](#) and [LEAP 360](#) libraries.
- Diagnostic accommodated materials and teacher study guides are available in [eDIRECT](#).

### **LEAP 2025**

- Practice test accommodated materials and teacher study guides are available in [eDIRECT](#).
- 2019-2020 Assessment Guides are now available in the [Assessment Guidance Library](#).

### **ELPT/ELPS**

- Beginning August 1, ELPS became Louisiana's required standardized entrance screener. All guidance and trainings are available in the [Assessment Library](#).
- The Department has executed and posted a [new data sharing agreement for ELPT/ELPS](#) on the Department's [Data Sharing Agreement](#) webpage. School systems should download the [addendum](#) from the site and sign, scan, and email the signed [consent to data sharing](#) to ensure that there will be adequate student information with for administration of the

copy to [ldedata@la.gov](mailto:ldedata@la.gov) in order to ensure that they will be able to share student information with for administration of the ELPT purposes. Please email [ldedata@la.gov](mailto:ldedata@la.gov) with questions.

## ACT and WorkKeys

- [PANext](#) will be open from August 5-23 for fall WorkKeys testing only.
- Schools must manage participation and order WorkKeys accommodated test materials for the fall accommodated testing window October 1-15.
- School systems must verify the shipping address is correct and make necessary changes if needed.

## Assessment Administration Support and Training Office Hours

The next Assessment and Accountability call will be August 6 at 1:00 p.m.

- **Webinar Link:** <https://ldoe.zoom.us/>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 393 463 942

The [Office Hours Questions and Answers](#) document is posted in the [Assessment Library](#). Email [assessment@la.gov](mailto:assessment@la.gov) with questions.

## Reminder: Opening of Data Certification

**Please share with accountability contacts.**

The Louisiana Data Review System opened August 5 at 8:00 a.m. for the purpose of requesting changes to data used in the calculation of the 2018-2019 school, school system, and subgroup performance scores. School system accountability contacts will receive an email with timelines, reminders, and resources. If the accountability contact has changed, it is extremely important that the Department is notified by email to [assessment@la.gov](mailto:assessment@la.gov) with a completed [DTC and Accountability Contact Update Form](#).

**Please note:** This is the final opportunity for schools and systems to request changes to data. Schools are not eligible for appeals based on any data that could have been corrected during the official data certification period. See below for scheduled release of rosters.

Timeline	Roster Type	Data Provided
August 5-16	ACT and WorkKeys Roster	Highest score earned by students enrolled in grade 12 in 2018-2019
August 12-23	DCAI Roster/Core Credit for Alternative Schools	<ol style="list-style-type: none"><li>1. Credits earned by students who were in grade 8 in 2017-2018 and in a public high school in 2018-2019, as well as dropouts</li><li>2. Credits earned toward alternative school DCAI and Core Credit Attainment Index</li></ol>
Week of August 19	Assessment Roster	Scores earned on state assessments for grades 3-12 in 2018-2019 and prior year banked scores; ELPT proficiency levels for EL students
TBD	Progress Rosters	Points earned for growth on state assessments for students in grades 4-12: Downloadable file only; no additional data certification
TBD	EL Progress Rosters	Points earned for growth on ELPT for information only. Will not be included in 2018-2019 SPS; no additional data certification

## Reminder: Available Assessment Resources

**Please share with teachers and school leaders.**

The following LEAP 2025, LEAP Connect, and ELPT/ELPS resources are now available in the [Assessment Guidance Library](#):

- 2019-2020 Assessment Guides
- 2019 Teacher Leader Summit presentations and materials
- Updated Mathematics Equation Builder Guides
- LEAP Connect Constructed-Response Sample Items

- LEAP Connect Constructed-Response Sample Items

Please contact [assessment@la.gov](mailto:assessment@la.gov) with questions.

## **Reminder: 2019-2020 Interests and Opportunities Course Codes**

The following 2019-2020 Interests and Opportunities resources are now available in the [Accountability Resources Library](#):

- [Course Code List](#)
- [Interests and Opportunities Policy Summary](#)
- [Teacher Leader Summit Session Presentation](#)

New course codes may be requested via the [Course Code Request Portal](#). In the coming month, the Department will be rolling out additional resources to support school systems during the 2019-2020 baseline year, including an FAQ, October 1 CLASS schedule reporting guide, and calculator. Please contact [assessment@la.gov](mailto:assessment@la.gov) with questions.

## **Educator Preparation**

### **Reminder: Compass Information System Customer Service Line**

The Department is offering a Compass Information System (CIS) service line to assist with questions regarding evaluation uploads into the CIS system. The call line will be available August 12-23 between the hours of 12:00 p.m. - 2:00 p.m. to assist with all remaining teacher uploads.

**CIS Helpdesk Service Line: (225) 342-3664**

For more information, please contact [compass@la.gov](mailto:compass@la.gov).

## **Special Education**

### **Reminder: 2019-2020 SER Enhancements Released**

The 2019-2020 individualized education plan (IEP) has been deployed in SER. The 2019-2020 IEP incorporates the BESE-approved alternate assessment eligibility criteria revisions. IEP teams will be required to address these new fields when amending or creating new IEPs. More detailed information regarding these enhancements is available in the Department's [Students with Significant Cognitive Disabilities library](#) or through the July SER enhancements webinar [presentation](#).

For more information, please contact [specialeducation@la.gov](mailto:specialeducation@la.gov).

### **Reminder: 2018-2019 Seclusion and Restraint Draft Data Available**

The Department is required to collect and annually report the use of seclusion and restraint data for students with disabilities. The 2018-2019 seclusion and restraint draft report will be available to provide school systems the opportunity to verify their data before the final report is published. Please contact your FTP coordinator to retrieve the file with file name LEACode\_LEAName\_2017-18\_Seclusion and Restraint Report\_DRAFT.

For more information, please contact [specialeducation@la.gov](mailto:specialeducation@la.gov).

### **Reminder: Bulletin 1530 Advisement**

BESE approved alternate assessment eligibility criteria revisions to Bulletin 1530 at their December meeting and the revisions are effective for the 2019-2020 school year. However, the version of Bulletin 1530 on BESE's website contains a technical error. This will be updated in the fall. Until then, to access documents that incorporate the revisions made to this policy, school systems can use the following links:

- [Bulletin 1530 policy revisions effective for the 2019-2020 school year](#)
- [Criteria for students entering a high school cohort during the 2020-2021 SY or beyond](#)
- [Criteria for students entering a high school cohort on or before the 2019-2020 SY](#)

Please note that the BESE-approved revisions are accurately reflected in the updated IEP forms and pages in SER.

For more information, please contact [specialeducation@la.gov](mailto:specialeducation@la.gov).

# Data

## **Reminder: File Available via FTP - July Quarterly Home Study Reports**

The Quarterly Home Study Reports for July 2019 are available via the Data Management FTP (with user names ending in @datamgmt) in zipped files named LEACode\_LEAName\_July2019HomeStudyand will remain on the FTP until October 31.

Within the zipped file, are:

- statewide enrollment numbers of BESE-approved home study students;
- detailed list of students from your school system enrolled in home study program; and
- each student's home study approval notification letter.

If there are any questions related to this report, please contact [sue.millican@la.gov](mailto:sue.millican@la.gov).

# Finance

## **New: FY2018-2019 Annual Financial Report (AFR) Collection Timeline**

**Please share with business managers and financial officials.**

Louisiana R.S. 17:92 requires local school systems and schools to **provide financial data** to the Department **no later than September 30** each year. The financial data is submitted via the LEADS portal. The LEADS portal is scheduled to be **available for submissions beginning August 12**. The AFR documents that are needed to assist with the submission of data are now [available](#).

Please contact [satoiya.jones@la.gov](mailto:satoiya.jones@la.gov) with questions concerning the preparation of financial information or account classification, and [systemsupport@la.gov](mailto:systemsupport@la.gov) with questions regarding electronic submission or the online update process.

## **New: FY2019-2020 Initial MFP - Career Development Fund (CDF) Payments**

**Please share with business managers.**

Initial MFP - CDF payments for FY 2019-2020 were released by the Department on July 30. Funds should appear in LEA bank accounts within one to three business days depending on the banking institution with which an LEA conducts business. Additional details regarding these payments are [available](#) for reference.

For more information, please contact [ldoemfhelpdesk@la.gov](mailto:ldoemfhelpdesk@la.gov).

# Federal Programs

## **New: 2019 Annual Fall Migrant Education Program Training**

[Registration](#) is now open for the Migrant Education Program's (MEP) annual fall training August 20-22 at the Rapides Parish Media Center, 619 6th Street, Alexandria. The deadline to register is August 15.

The training is required for all local MEP staff. Instructional or management staff who work with migratory children or the MEP are encouraged to attend. Topics will include identification and recruitment of migratory children and youth, migrant data management, immigration issues, services for migrant students, and parental engagement of migratory parents. Some of the sessions will be available via ZOOM.

For more information, please contact [melanie.mayeux@la.gov](mailto:melanie.mayeux@la.gov).

## **Reminder: Developing School Emergency Operations Plans Workshop**

The [LSU NCBRT/Academy of Counter-Terrorist Education at Louisiana State University](#) is holding a unique [training opportunity](#) for school and school system representatives to learn about developing School Emergency Operations Plans. Important information will be shared as well as instructions on creating and maintaining school crisis plans and emergency operations plans. Training is free to all Louisiana K-12 school personnel and community partners, but seating is limited. Please register below.

Date and Time	Location and Registration
August 16 from 9:00 a.m. - 4:30 p.m.	<a href="#">Westside Regional Library</a> 5416 Provine Place

August 19 from 9:30 a.m. - 5:00 p.m.	Alexandria, LA <a href="#">Calcasieu Public Library-Central Branch</a> 301 W. Claude Street Lake Charles, LA 70605
August 20 from 9:30 a.m. - 5:00 p.m.	<a href="#">Calcasieu Public Library-Central Branch</a> 301 W. Claude Street Lake Charles, LA 70605
September 12 from 8:30 a.m. - 4:30 p.m.	<a href="#">Bossier Parish School for Technology and Innovative Learning</a> 1020 Innovation Drive Bossier City, LA 71111

Please contact [catherine.pozniak@la.gov](mailto:catherine.pozniak@la.gov) with questions.

## Safe and Healthy Schools

### **Reminder: School Year 2019-2020 Child Nutrition Program Administrative Review (AR) Schedule**

**Please share with Child Nutrition Supervisors.**

As part of the Louisiana Department of Education's USDA Child Nutrition Program monitoring, the Department has released the [2019-2020 Administrative Review Schedule](#).

The Department's AR team leader will contact each school system that is scheduled for review. The deadline to submit off-site [AR forms](#) is September 13.

Please email [childnutritionprograms@la.gov](mailto:childnutritionprograms@la.gov) for more information.

#### LDOE Contacts

John White  
State Superintendent of Education  
(toll-free) 877.453.2721  
Twitter @LouisianaSupe

#### LDOE Links

[LDOE Website](#)  
[Contact Us](#)

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