

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

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SUBJECT: AMNESTY PREPARATION AND CITIZENSHIP PROGRAM

- I. Purpose
- II. Background
- III. The Amnesty Preparation and Citizenship Program
- IV. Student Enrollment Procedures and Counseling Services
- V. Budget Implications
- VI. Teaching and Teacher-Advisor Assignments
- VII. Publicity and Public Information
- VIII. Teacher Inservice
- IX. Community Based Organizations
- X. Instructional Materials Prepared by Central Office
- XI. Program Evaluation
- XII. Glossary of Terms as Used for Amnesty Program by Immigration Reform and Control Act of 1986

This revision supersedes the bulletin of the same number issued on June 21, 1988. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. PURPOSE

The purpose of this bulletin is to assist personnel with the implementation of the Amnesty Preparation and Citizenship program.

II. BACKGROUND

The Immigration Reform and Control Act (IRCA) enables undocumented aliens who have resided continuously in the United States since January 1, 1982, and cannot be excluded for reasons specified in the immigration law, to apply between May 5, 1987, and May 4, 1988, for temporary resident status.

It allows those temporary residents to apply to become permanent residents after 18 months if they can show that they:

- A. Have resided in the U.S. since the date they were granted temporary residence.
- B. Are admissible as an immigrant (i.e., have not committed crimes or have health problems) and;
- C. Have "basic citizenship skills." Basic citizenship skills are defined in IRCA as those skills required of a person who is petitioning to be naturalized as a citizen of the United States, and include the ability to speak English and have basic knowledge of U.S. History and Government.

III. THE AMNESTY PREPARATION AND CITIZENSHIP PROGRAM

A. Definition

The Amnesty Preparation program is designed to meet the educational needs of adults who apply to the Immigration and Naturalization Service (INS) for legal residency under provisions of the Immigration Reform and Control Act of 1986. It is also designed for alien residents who wish to become naturalized American citizens.

B. Program goal

The goal is to assist students in becoming informed, participating residents and citizens of the United States.

C. Purpose

The program provides classroom instruction to adults and concurrently enrolled students in English as a Second Language and Citizenship preparation (United States History and Government).

D. Characteristics

- o Competency-based instruction
- o Up-to-date curriculum in Citizenship
- o Courses may be offered at all adult schools
- o Sheltered English utilized in some ESL classes, mini-citizenship classes and standard citizenship classes
- o Advisory council involvement with representatives from private and public sectors in the Southern California community
- o Literacy instruction in primary language
- o Provided for community outreach information system

IV. STUDENT ENROLLMENT PROCEDURES AND COUNSELING SERVICES

- A. Identification of eligible Amnesty candidates will include the INS number issued at the time of application or the ID number of the temporary residency card, or the suitable recognized ID numbers issued by the INS or Qualified Designated Entity (QDE) indicating acceptance of an application.
- B. Eligible students currently enrolled in Division of Adult and Occupational Education (DAOE) classes as well as those who wish to enroll will receive an Amnesty Preparation Program publicity flyer which will identify the features and benefits of the program and instruct students who have applied for amnesty to inquire at the appropriate office for additional information regarding the program.

All students who wish information will be referred to the Amnesty Preparation Program counselor (teacher-advisor) for assistance. The voluntary method of identification will insure that each student's right to privacy will be protected. Students must be enrolled and attending a certified course of study when they appear before the INS to apply for permanent residency.

- C. Each student enrolling in the Amnesty Preparation Program will complete an Amnesty Card. All records are confidential and schools are to take reasonable precaution to maintain the security of all files.
- D. The enrollment procedure will include an oral interview to:
 - 1. Assess client's needs
 - 2. Provide client with information relative to program resources, instructional schedule, referral services, and educational options
- E. Effective July 5, 1988, an initial skills assessment instrument will be used to provide data for referral and placement into appropriate classes and to provide a scale score to be used as a basis for placement and a baseline for monitoring student progress.
- F. Each school will maintain a list of persons who have requested information by phone. As classes are initiated, interested persons will be notified.
- G. Each school will be "tracked" and a file will be maintained to verify classes and hours of attendance.
- H. Students must attend a minimum of 30 hours in class to qualify for an Amnesty Program Certificate. Certificates will not be given at the completion of the class. To obtain a certificate, the student will present the Amnesty Preparation Counselor with the official letter of appointment for the second phase of their application of permanent residency. The Amnesty counselor must complete an Amnesty information

card prior to releasing the Amnesty Programing Certificate. Certificates are legal documents and will be assigned control numbers.

V. BUDGET IMPLICATIONS

- A. Formal budget authority for Amnesty expenditures will be issued prior to opening classes which will include unique appropriation numbers.
- B. Each school operating Amnesty classes will receive a preliminary Amnesty teacher budget. Because Amnesty is a specially funded program, all budget expenditures will be tracked.
- C. Each school which offers Amnesty classes will receive teacher-advisor hours in proportion to the Amnesty student enrollment.
- D. Each school which offers Amnesty classes will receive an Instructional Materials Account (IMA) budget in proportion to the Amnesty student enrollment.
- E. Each school which offers Amnesty classes will receive additional clerical hours to assist with Amnesty related paperwork. These hours may be converted into clerical relief and/or overtime. NOTE: THE TOTAL EXPENDITURE CANNOT EXCEED THE ORIGINAL BUDGET.
- F. Requests for lease facilities will be directed to the Administrator School Operations, Division of Adult and Occupational Education.

VI. TEACHING AND TEACHER-ADVISOR ASSIGNMENTS

- A. Teaches adult Amnesty Preparation and Citizenship Program classes to adults and concurrently enrolled students.
- B. Credentialed to teach assigned classes in adult ESL and/or Citizenship.
- C. Participates in staff development inservice training programs.
- D. Prepares and completes student record forms required for this program in addition to regular teaching responsibilities.
- E. Performs other duties as assigned in accordance with the District-UTLA Agreement.
- F. Salary is based on the current negotiated adult teacher hourly rate.
- G. Teacher Selection Procedure:
 - o All teacher assignments will be on 0838 contracts
 - o Adult education teachers (full-time, part-time, and extras) the site will be priority one for amnesty assignments
 - o Adult education teachers (full-time, part-time, and extras) currently employed in the adult education program at another adult education site will be priority number two
 - o K-12 teachers not currently employed in the adult education program will be priority number three
 - o Others
- H. Teacher-Advisor Assignments

A pupil-personnel credential is not required for this assignment. Teacher-advisors will sign an 0838 contract; their "greenies" will be marked "counseling".

VII. PUBLICITY AND PUBLIC INFORMATION

- A. The Public Information and Community Outreach Unit (PICO) will coordinate the Division's publicity campaign.
- B. Students requesting school locations may phone 62-LEARN (625-3276) for the nearest location based on zip codes.

- C. Amnesty Preparation and Citizenship Program advisors and teachers will provide general information to students but will refer questions regarding legal advice to appropriate agencies.
- D. Press releases and flyers are to be reviewed by the Amnesty Preparation central office staff prior to their releases.

VIII. TEACHER INSERVICE

- A. The instructional program is designed to meet the educational needs of adults who are applying to the (INS) for legal residency under the provisions of the Immigration Reform and Control Act of 1986. Applications must demonstrate basic competencies in English, U.S. History, and U.S. Government when they present themselves to the INS for the second phase of the application process for permanent residency. These competencies will be evaluated by an examination given by the INS, or applicants may enroll in an authorized course of study to prepare to meet the required competencies in lieu of taking the examination. The Los Angeles Unified School District will issue Amnesty Program Certificates to those applicants who choose the option of enrolling in classes.

- B. Amnesty Course Identification

- ESL 1.50-01-71
 - ESL 2.50-01-72
 - ESL 3.50-01-73
 - ESL 4.50-01-74
 - ESL 5.50-01-75

- Citizenship 50-03-71 60 hours
 - Citizenship 50-03-72 60 hours
 - Citizenship 50-03-73 60 hours BL (BILINGUAL)

- C. Course Descriptions

- o ESL 1-2-3 (Amnesty Preparation) are approved Division ESL courses which introduce U.S. History and Government
 - o ESL 4-5 (Amnesty Preparation) are advanced Division ESL courses which emphasize U.S. History, Government, and rights and responsibilities of residents and citizens
 - o Citizenship courses are designed to help students attain knowledge of U.S. History, political institutions, and an understanding of the rights and responsibilities citizens have in this country. Adults planning to become legal residents (amnesty), as well as those wishing to prepare for U.S. Citizenship (naturalization) are encouraged to enroll in these courses

- D. The curriculum shall be designated to

- o Enable Amnesty applicants to enter adult programs at their individual levels of proficiency
 - o Assists students who may be illiterate in their native language
 - o Enable eligible Amnesty applicants to obtain skills required to acquire permanent residence status in the U.S.

IX COMMUNITY BASED ORGANIZATIONS (CBO'S)

Requests from CBO's for classes will be coordinated in cooperation with the nearest community adult school. Principals requesting assistance regarding these requests should request assistance from Dr. Daniel Paik, Instructional Consultant, Amnesty Preparation Office, at (213) 625-4538.

X. INSTRUCTIONAL MATERIALS PREPARED BY CENTRAL OFFICE

- A. Instructional materials which have been designed for classes by the Amnesty Office will be reproduced

and distributed to schools by the Central Office.

- B. Schools may use their Amnesty IMS accounts to purchase amnesty instructional materials which are to be retained in the classroom as instructional tools.

XI. PROGRAM EVALUATION

The program will provide for a comprehensive evaluation process which will be both formative and summative in nature and will provide for the collection of both qualitative and quantitative evaluation data. A report summarizing the results of the program will be prepared and submitted to the proper District and State Department of Education Offices by the Amnesty Preparation Central Office Staff.

XII. GLOSSARY OF TERMS AS USED FOR AMNESTY PROGRAM BY IMMIGRATION REFORM AND CONTROL ACT OF 1986

The following definitions of terms shall apply to all applicant agencies and applicant procedures for purposes of IRCA-SLIAG, PL 99-603, in determining eligibility, program components, and management procedures.

Average Daily Attendance (ADA) - 525 hours of student classroom attendance is required for one unit of apportionment.

Basic Literacy Skills - Those skills related to a basic understanding of the English language including an ability to read, write, and speak words in ordinary usage in the English language.

Community Based Organizations (CBO's) - Agencies with designated non-profit status which provide social service functions in their respective communities.

Competency Based Adult Education - A performance-based process leading to demonstration and mastery of basic and life skills necessary for the adult to function proficiently in society.

Eligible Legalization Alien (ELA) - An alien who has been granted lawful, temporary resident status under section 245 A of the Immigration and Naturalization Act, but only until the end of the five-year period beginning on the date the alien was granted such status.

English as a Second Language - Adult education for adults whose inability to speak, understand, read, or write the English language constitutes a substantial impairment of their ability to obtain or retain employment commensurate with their real ability or to function in society.

Immigration Reform and Control Act of 1986 (IRCA) - The act creates a program of legalization under which the status of certain aliens who have resided unlawfully in the United States may be adjusted to lawful, temporary residents and eventually to permanent residents.

Life Skills - Those basic skills which help an adult function effectively in modern society. These essential skills fall into such classifications as consumer economics, government and law, occupational knowledge, community resources, and health.

Out-of-School Youth - A pupil of school age who has not yet graduated from high school who has been absent from school for 45 consecutive school days without excuse.

Qualified Designated Entity (QDE) - An organization or person designated by the Attorney General as qualified to provide assistance in the program of legalization for aliens. Immigration Reform and Control Act of 1986 (IRCA) provides for the designation of qualified voluntary organizations and such other persons as determined to be qualified and possess substantial experience, demonstrate competence and longtime involvement in the preparation and submittal of applications for adjustment of status to be designated as QDE's.

State Legalization Impact Assistance Grants (SLIAG) - Immigration Reform and Control Act provides funds for fiscal years 1988-1994 for SLIAG to states to pay part of the costs state and local governments may incur because of the legalization program. State Legalization Impact Assisting Grants (SLIAG) funds may be used to reimburse the costs of providing public assistance, public health services, and educational to eligible legalized aliens (ELA'S). Within the Federal Department of Health and Human Services (HHS), SLIAG will be administered by the Office of Refugee Resettlement in the Family Support Administration.

Special Agricultural Worker (SAW) - An alien who has been granted lawful temporary resident status under Section 210 of the Immigration and Naturalization Act but only until the end of the five-year period beginning on the date the alien was granted such status.

For assistance, please telephone Domingo Rodriguez, Supervisor, Amnesty Preparation Office, at (213) 625-4536 or Tom Trotter, Supervisor, Adult Counseling and Guidance, at (213)625-6662.

APPROVED: **JAMES A. FIGUEROA, Assistant Superintendent**
 Division of Adult and Occupational Education

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