

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT Division of Adult and Career Education

**BULLETIN NO. 26
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SUBJECT: INNOVATIVE AND NONTRADITIONAL INSTRUCTIONAL METHODS AND NEW TECHNOLOGIES

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I. BACKGROUND

AB 1943 allows adult programs to use up to five percent of block entitlement for nontraditional instructional methods and new technologies.

Instruction must be intended and designed for adult populations. Reimbursement for instruction may be computed on other than seat time accounting.

All proposed instruction must include a process for program evaluation. Each program must state the range of expenditures per pupil enrolled.

II. DEFINITION OF INNOVATIVE AND NONTRADITIONAL INSTRUCTIONAL METHODS

Innovative instruction and alternative delivery must include:

1. Something the district has not done before.
2. Learning activities designed for adults.
3. An approved course outline on file.
4. Participation open to the general public.
5. Unless previously approved, reimbursement claimed for instruction that occurs within the boundaries of the applicant's school district.

Management systems may include:

1. Consortia or joint powers agreements among school districts, community colleges, ROPs, libraries, county offices of education, or higher education.
2. Public-private sector linkages with profit sector or nonprofit agencies focusing on a specific problem or population.

Delivery systems may include:

1. Computer-based instruction with limited instructional support.
2. Technology-centered home-based, community, or worksite instruction.

3. All forms of distance learning such as linear and interactive television, correspondence courses, remote computers, and telephone teaching.

Curriculum and Instruction may include:

1. New models for combining distance learning via radio or television with workshops, teacher-led discussion groups, or interdisciplinary approaches.
2. Planning and testing new approaches to recruit and retain hard to serve populations.

III. ELIGIBLE ADULT EDUCATION PROGRAMS

Eligible adult programs include: parenting, programs in elementary and secondary basic skills and other courses required for the high school diploma, English as a Second Language, citizenship, persons with disabilities, short term vocational programs with high employment potential, programs for older adults, home economics, health and safety.

IV. OPERATIONAL CHARACTERISTICS

Instructional television is broadcast by Channel 58. In addition, copies of videos are available at selected school sites.

Appropriate counseling, on an individual basis, is required to assure that video instruction is an appropriate option.

"Seat time" is not required. Students may complete course work at home, in libraries, in school based learning centers, or other convenient locations. Direct teacher supervision is not required at the time of viewing. Students may complete supplementary course work independently as well.

Cooperative instructional programs may be developed with libraries churches, local community based organizations, etc., to provide convenient locations for video or television viewing.

V. STUDENT RECRUITMENT

Appropriate student enrollment in television instruction may include:

1. Prospective students unable to attend regular classes due to health, family, or work constraints.
2. Adult students who have previously enrolled and have not remained in the school's existing ESL school program.
3. Parents of public school age-children who cannot attend classes on a regular basis.
4. Individuals who enjoy working independently and choose this method of learning for personal reasons.

VI. STUDENT INFORMATION AND REGISTRATION

Prospective students may receive information at their local adult school or by calling 62-LEARN for the following items:

1. A schedule of available programming on Channel 58.
2. A list of school locations where videos may be viewed on campus or checked out to be taken home.
3. A list of locations where written support materials are available.

Each student will complete regular school registration forms, a distance learning information form, be tested by means of an approved assessment instrument, receive individual counseling, and if the instructional methodology is determined to be appropriate, enrolled in a video and/or television instruction class.

Pre-test and post-test scores will be retained in a student file as a basis for promotion and verification for reimbursement. Additionally, supplementary materials may be used as a basis for verifying the amount of course work completed by a student.

VII. INSTRUCTION

Alternative instruction is designed to permit students to work at their individual proficiency levels and within personal time constraints. Course completion will be based on value added instruction as determined by pre and post evaluation. Direct teacher supervision is not required for course work. However, instructional support

should be available to assist students on an as needed basis. A minimum of one teacher-student contact each month to monitor progress is required.

Students should be encouraged to utilize the supplementary materials available to them which include: workbooks or other support materials, a monthly contact in person or by phone, computer programs (selected locations) to support television instruction, audio cassettes, etc.

To receive credit, students will need to:

1. Enroll in class following appropriate assessment and counseling.
2. Utilize available alternative instruction delivery systems and materials to acquire class competencies.
3. Provide teachers with samples of their course work on request.
4. Participate in pre- and post-tests that validate meaningful progress.

Schools will:

1. Designate certificated staff to be responsible for distance learning instruction.
2. Provide counseling and pre-testing to assure proper instructional level placement.
3. Maintain a student record that includes registration information and pre- and post -test scores for each student on a progress record sheet.
4. Maintain a verification record of supplementary materials completed by the student.
5. Issue credits by an appropriately credentialed employee.
6. Base both credits and reimbursement claims on verified work accomplished by the student.

VIII. ALTERNATIVE REIMBURSEMENT

Alternative reimbursement approaches go beyond the attendance-driven (ADA) method and will be based on value added as documented by course work and competencies demonstrated through assessment.

Attendance and/or completed competencies will be verified at the end of each term. Attendance will be posted at a rate corresponding to traditional classes based on the percentage of student work completed, competencies attained as verified through post-testing, or time on task as verified by the designated teacher and documented by student work.

The instructional integrity of Distance Learning requires sound programs that are defensible in terms of an auditable, value added concept.

For assistance with statisticals, please telephone Surviva Mendoza at (213) 625-6646; for assistance with instruction, please telephone Hugo Pedroza, Teacher Advisor, Distance Learning, at (213) 625-6651 or Dale McIntire, Coordinator, Adult Education Services at (213) 625-4632.

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