



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Refugee Educational Support Program

NUMBER: REF-066500.0

ISSUER: Vivian Ekchian, Deputy Superintendent
Office of the Deputy Superintendent

Alvaro Cortés, Senior Executive Director
Beyond the Bell Branch

ROUTING

Local District Superintendents
Administrators of Instruction
Administrators of Operations
Local District Instructional Directors
K-12 Counseling Coordinators
Principals/Assistant Principals
Counselors
School Administrative Assistants

DATE: March 8, 2019

PURPOSE: The purpose of this reference guide is to provide program information for the Refugee Educational Support Program (RESPite) for elementary and secondary schools.

MAJOR CHANGES: This is a new reference guide.

- INSTRUCTIONS:**
- I. Background

The Refugee Educational Support Program (RESPite) is funded by the Federal Refugee School Impact Program and State of California CalNEW program. The funding is provided for activities that lead to the effective integration and education of refugee children.
 - II. Student Identification and Recruitment
 - A. The RESPite Eligibility Questionnaire (Attachment A) must be included in the school enrollment packet and is to be returned as part of the enrollment process. All completed RESPite Declarations must be sent via school mail to the Refugee Educational Support Program, Beaudry Building, 29th Floor, within 10 school days of receipt. School personnel should not attempt to determine the eligibility of students. The Eligibility Questionnaire serves as the initial screening document to determine eligibility for services. A RESPite employee will contact the family based on the information provided on the Questionnaire.



B. Student eligibility is established through an interview conducted by a trained RESPite Eligibility Worker. During the interview, the eligibility worker will ask the applicant for a written declaration that he or she has an immigration status that makes him or her eligible for Refugee Resettlement Program benefits (Attachment B) as defined by US Department of Health and Human Services, the Office of Refugee Resettlement.

III. Refugee Educational Support Program Counselor

A. Working out of the office of the Refugee Educational Support Program at Beaudry, the RESPite Counselor will travel to fulfil the following responsibilities.

B. Responsibilities

1. Student Profile and Plan

The RESPite counselor is responsible for completing RESPite Student Profile (Attachment C) and intervention plan recommendation.

2. As needed, contact the school to help coordinate the implementation of the Student Profile plan as follows:

- a. Provide the classroom teacher(s) and site administrator with a roster indicating the names of student(s) enrolled.
- b. A copy of the Student Profile shall be provided to the teacher and/or counselor.
- c. Submit completed Student Profile to:

Refugee Educational Support Program

Beaudry Building, 29th Floor

IV. Parent Notification

Parents must be notified of their child's academic progress and receive a copy of the Student Profile. Indicate the date the conference was held on the Student Profile. If a parent conference is not feasible, the following items are to be mailed to the parents:

1. A copy of the Student Profile (Attachment C)
2. Sample Letter for Parents (Attachment D)
3. Services Letter (Attachment E)

Parent permission is required for student participation in recommended school site intervention programs as verified by the parent signature on the Student Profile Form. Schools must inform parents of intervention program dates, times and locations as appropriate.



V. Documentation and Record Keeping

All documents will be housed in the Refugee Educational Support Program office at Beaudry in a locked cabinet. Student's confidentiality is maintained as per the district's policy reflected in BUL-6887 Pupil Records: Access, Confidentiality, and Notice of Educational Rights.

1. Eligibility Questionnaire (Attachment A)
2. Declaration of Eligibility (Attachment B) and verifying documentation.
3. Student Profile (Attachment C)
4. Copy of Letter for Parent (Attachment D)
5. Copy Services Letter (Attachment E)

RELATED

RESOURCES:

REF-041180.1 Migrant Education Program for Elementary and Secondary Schools (October 2, 2018)

BUL-6887 Pupil Records: Access, Confidentiality, and Notice of Educational Rights (August 17, 2017)

ASSISTANCE:

For assistance regarding the Refugee Educational Support Program, call Victor Gonzalez, Ed.D. at (213) 241-3107 or visit the Beyond the Bell Branch website at <http://btb.lausd.net>.