



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**TITLE:** School Closure Process and Policy

**NUMBER:** BUL-6868.0

**ISSUER:** Michelle King, Ed.D., Superintendent  
Office of the Superintendent

David Holmquist, General Counsel  
Office of the General Counsel

**DATE:** July 10, 2017

**ROUTING**  
All Employees  
All Schools

**PURPOSE:** A decision to close a school has profound impact on the school community, students, parents, and staff. The purpose of this proposed school closure policy is to provide guidance to local districts to ensure a consistent process, meaningful engagement of stakeholders, coordination with central offices and operations, and adequate timeline for deliberation and implementation. This policy is applicable to non-charter schools. Charter schools undergo a school closure procedure pursuant to its charter petition and the Charter Schools Act.

**MAJOR CHANGES:** This is a new policy bulletin.

**GUIDELINES:** Timeline:

Absent compelling circumstances, school closure determination should be made ideally 12-18 months prior to closure and with the following timeline considerations:

- Prior to budget development in the Spring
- Prior to the proposed closure date and with enough notice to parents to avail of other school options including but not limited to Choices application (unified enrollment procedures and Zone of Choice application process)
- Sufficient time for meaningful stakeholder engagement

Process:

1. Decision-Making Phase

The following analysis and consideration must be conducted prior to making a school closure decision. The local district will engage with all appropriate central office divisions/offices and Board Member in the analysis of the following factors:

- a. Academic Performance trend (subgroup achievement; English learner; foster youth; socio-economically disadvantaged students)
- b. School Climate (including but not limited to, review of parent surveys,



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

- restorative justice, suspension/expulsion rates)
  - c. Programmatic issues
  - d. Budget implication(s)
  - e. Enrollment/E-Cast
  - f. Applicable school reviews (e.g., pilot schools, Public School Choice schools)
  - g. Availability of other school placement options in the geographic area
  - h. Availability of other specialized programs being taught at the school subject to closure decision (e.g., STEM, arts program, dual immersion program)
  - i. Facilities and operational analysis – impact of school closure on receiving schools (capacity of receiving schools; operational impact on receiving schools)
  - j. Site visit findings
2. Consultation and Engagement with Central Offices/Divisions for Impact Analysis
- a. Human Resources
  - b. Personnel Commission
  - c. Office of Labor Relations
  - d. Budget Fiscal
  - e. Division of Instruction
  - f. Office of School Choice (PSC school or pilot school; or if school is part of Zone of Choice)
  - g. Unified Enrollment Office
  - h. Integration/Magnet Office
  - i. Division of Special Education
  - j. Parent Community and Student Branch
  - k. Facilities
  - l. Operations
  - m. Prop 39 team
3. Preliminary School Closure Impact Report to Superintendent  
The local district superintendent will submit a preliminary school closure impact report (“preliminary report”) based on the above factors to the Superintendent for review and discussion on whether to continue to explore school closure. The preliminary report will include a proposed timeline of events including all stakeholder meetings and anticipated closure date.
4. Communication and Stakeholder Engagement  
Should the decision be to continue exploring school closure, the local district



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

will notify, engage, and hold meetings with the following stakeholder groups:

- a. Board Member Office
- b. Parents
- c. Students
- d. Faculty/Staff
- e. Local school council/governing council
- f. Labor partners
- g. Co-located schools, if applicable

### 5. Final School Closure Report to Superintendent

A final school closure report will be submitted to the Superintendent after the above stakeholder and community engagement. The final school closure report will include:

- a. Analysis from the preliminary report with any updates
- b. Input and feedback from all stakeholders, including dates meetings were held
- c. Final rationale for school closure
- d. Plans to continue/transition provision of special education, ELL support, and any other specialized instruction.
- e. Plan for supporting families with enrolling in other LAUSD schools and programs
- f. Plan for assisting staff with transfers
- g. Plan for existing facilities
- h. Communications plan

### 6. Recommendation to the Board of Education

Should the decision be made to close the school in consultation with the Superintendent, the Local District will prepare and submit the following:

- a. Board report, informative, and any other supplemental documentation (containing rationale for school closure as outlined in the final school closure report). Board reports and other materials must be submitted to the Superintendent's Office for review 6 weeks before scheduled/anticipated board meeting date
- b. Recommendation for school closure must be agendized no later than the March board meeting

### 7. Implementation of School Closure

If the Board approves school closure, the Local District will implement school closure, including the following notification to:

- a. Parents, students, staff and (consult with Office of Communications) within 24 hours of Board decision
  - I. Assist parents and students with placement options and



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

- transition
  - II. Inform parents of point of contact(s) for cumulative records
  - III. Inform parents of point of contact(s) at the Local District for any questions related to the school closure /transition
  - IV. Consult with Division of Special Education for placement of students with disabilities
- b. Student Records Office for transfer of cumulative files
  - c. District Divisions and Offices (including but not limited to District Leadership Team, HR/PC, Budget Service Division of Instruction, Division of Special Education, Operations, Facilities, MISIS) CDE and LACOE (through Office of Data and Accountability)

**AUTHORITY:** This is a policy of the Los Angeles Unified School District.

**ATTACHMENTS:** Attachment A – School Closure Checklist

**ASSISTANCE:** For assistance or additional information, please call:

Devora Navera-Reed, Chief Education & Litigation Counsel, (213) 241-7600

### SCHOOL CLOSURE CHECKLIST

This School Closure checklist serves as a guide for local district Superintendents and staff to develop and implement a school closure plan. Please refer to the Bulletin for details on required actions.

PROCESS	TIMELINE	REQUIRED ACTIONS	COMPLETED
<b>Step 1</b> Decision-Making	12-18 months: before budget development in the Spring, proposed closure and sufficient time for meaningful stakeholder engagement	Analysis of the following factors: <ul style="list-style-type: none"> <li>• Academic performance trend</li> <li>• School climate</li> <li>• Pragmatic issues</li> <li>• Budget implications</li> <li>• Enrollment/E-Cast</li> <li>• Applicable school reviews</li> <li>• Availability of other school options</li> <li>• Availability of other specialized programs</li> <li>• Facilities and operations</li> <li>• Site visit findings</li> </ul>	<input type="checkbox"/>
<b>Step 2</b> Consultation and Engagement with Central Office/Division for Impact Analyses	Same as above	Consult with the following District Offices: <ul style="list-style-type: none"> <li>• Human resources</li> <li>• Personnel Commission</li> <li>• Office of Labor Relations</li> <li>• Budget/Fiscal</li> <li>• Office of School Choice</li> <li>• Unified Enrollment Office</li> <li>• Integration/Magnet Office</li> <li>• Parent Community and Student Branch</li> <li>• Facilities</li> <li>• School Operations</li> <li>• Prop 39 team</li> </ul>	<input type="checkbox"/>

PROCESS	TIMELINE	REQUIRED ACTIONS	COMPLETED
<p><b>Step 3</b>                      Prepare Preliminary School Closure Impact report to Superintendent</p>		<p>Submit:</p> <ul style="list-style-type: none"> <li>• Preliminary impact report to Superintendent for review and discussion. Include proposed timeline for stakeholder meetings and school closure</li> </ul>	<input type="checkbox"/>
<p><b>Step 4</b>                      Communications, with, and Stakeholder Engagement</p>		<p>Communications and Meetings with:</p> <ul style="list-style-type: none"> <li>• Board Member</li> <li>• Parents</li> <li>• Students</li> <li>• Faculty/Staff of the School</li> <li>• Local School/Governing Council</li> <li>• Labor Partners</li> <li>• Co-located schools, if applicable</li> </ul>	<input type="checkbox"/>
<p><b>Step 5</b>                      Prepare Final School Closure Report to Superintendent</p>		<p>Final School Closure Report should include:</p> <ul style="list-style-type: none"> <li>• Analysis from Preliminary Report in Step 3</li> <li>• Input and feedback from all stakeholders and meeting dates</li> <li>• Final rationale for school closure</li> <li>• Plans to continue/transition of specialized programs, including special education services, ELL support</li> <li>• Plans for support of families with enrolling in other LAUSD schools and programs</li> <li>• Plan for assisting with staff transfers</li> <li>• Plan for existing facilities</li> <li>• Communications plan</li> </ul>	<input type="checkbox"/>

PROCESS	TIMELINE	REQUIRED ACTIONS	COMPLETED
<b>Step 6</b> Submit Recommendation to the Board of Education		Prepare, in consultation with the Superintendent, and submit: <ul style="list-style-type: none"> <li>• Board report, Board Informative with supporting documentation</li> <li>• Agendize recommendation for Board Meeting</li> </ul>	<input type="checkbox"/>
<b>Step 7</b> Implementation of School Closure	Within 24 hours of Board decision	Upon Board approval, notify the following: <ul style="list-style-type: none"> <li>• Parents, students and staff, in consultation with Office of Communications               <ul style="list-style-type: none"> <li>i Assist families with placement options</li> <li>ii Inform families of point of contact for cum files</li> <li>iii Inform families of point of contact at the Local District for questions related to school closure or transition</li> <li>iv Consult with Division of Special Education for placement of students with disabilities</li> </ul> </li> <li>• Students Records Office</li> <li>• District Divisions and Offices</li> </ul>	<input type="checkbox"/>