



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Procedures to Change the Theme, Expand and/or Reconfigure a Magnet School/Center for the 2021-2022 School Year

**NUMBER:** REF-077901

**ISSUER:** Veronica Arreguin, Chief Strategy Officer  
Office of the Superintendent

**ROUTING**  
LD Superintendents  
LD Directors  
LD Operations  
Magnet Principals  
Magnet Coordinators

Keith H. Abrahams III, Executive Director  
Student Integration Services

**DATE:** October 1, 2019

**PURPOSE:** To provide the criteria and procedures required to change the theme, expand and/or reconfigure a magnet school/center for the 2021-2022 school year. The Reference Guide describes the guidelines and procedures for Los Angeles Unified School District (LAUSD) magnet schools/centers, governed by the Board of Education. When changing the theme, all magnet schools/centers must follow these procedures; however, magnet schools must additionally complete the procedures outlined in BUL-5549.2, *Naming/Renaming Schools, Buildings and Fields*, dated April 2, 2014.

**INSTRUCTIONS:** Magnet principals requesting to change the theme of a magnet school or center may submit a proposal to Student Integration Services. The proposals may be submitted via email to Felipe Echavarrri, Coordinator, at [fechal@lausd.net](mailto:fechal@lausd.net). The deadline to submit the proposal is **May 1, 2020**.

## I. THEME CHANGE GUIDELINES

Before a magnet proposal is written, schools must complete the following:

1. A comprehensive process involving community input which includes, but is not limited to:
  - No less than two publicly noticed community meetings to discuss potential themes for the magnet program at the school
  - Stakeholder input of potential themes for the magnet program
2. A writing committee shall be created once a theme is agreed upon by all stakeholders. The writing team shall consist of, but is not limited to:
  - Principal or Assistant Principal
  - Teachers
  - Parents
  - Community Members
  - High School Students (optional for middle and elementary school)



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## II. THEME CHANGE PROCEDURES

The *Application to Change the Theme of the Magnet Program* is comprised of five sections (listed below) and is due no later than **May 1, 2020**, by 5:00 p.m.

1. **Cover Sheet** (Attachment A)

This sheet is a fillable PDF document that will allow applicants to save information on the page. Signatures must be secured and uploaded with the Narrative Proposal.

2. **Narrative Proposal**

The Narrative Proposal is comprised of seven sections and should follow these guidelines:

- Use single-spacing
- Use 12-point Times New Roman font
- Have one-inch margins on all sides
- Not exceed the 15-page limit
- Include a Table of Contents
- Clearly paginate all pages
- Where applicable, include and clearly label all appendices
- The entire application should be submitted as one PDF document
- Submit the scanned PDF application via email to [fechal@lausd.net](mailto:fechal@lausd.net); applicants will receive an email confirming receipt of the application

The completed Narrative Proposal should be discussed with the school community (including active alumni groups, faculty, staff, students, and parents) in an open forum. Attach agendas and sign-in sheets as part of the appendix.

The seven required sections of the Narrative Proposal are as follows:

a) **Vision**

Describe the vision for the magnet program.

b) **Rationale**

Explain the need for the change of theme.

c) **Equity and Diversity**

Background –

This plan will assist Student Integration Services with achieving LAUSD's integration goals of 70:30 or 60:40. These ratios represent the percentage of Predominantly Hispanic, Black, Asian or Other non-Anglo students compared to Other White (OW) students.



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Directions –

Describe the school-based student marketing and recruitment and how they are designed to ensure equal access for all students. School-based policies and activities should attract and retain students of diverse backgrounds. Explain how classrooms will reflect the demographic diversity of the District and community. Explain how educators will demonstrate a commitment to teaching in a diverse setting.

### **d) Innovative Curriculum and Professional Development**

Background –

- i. The program's magnet theme is integrated into all subjects, monitored, differentiated and articulated between grades, and is innovative, relevant and ensures student preparation beyond high school.
- ii. The school has a plan that aligns professional development to its theme. A minimum of 16 hours of yearly theme-based professional development is required.

Directions –

- i. Provide a brief description of the theme-based pathways that students will follow to support the above goal. How will the curriculum connect academics to real-world applications? What research-based strategies and standards will be used to guide the work? Provide specific examples.
- ii. Describe the school's goals and strategies for ongoing professional development (PD) which supports the theme and how it will be articulated to the existing staff. Describe how the PD plan (including both internal and external PD opportunities) will be driven by data to improve teaching, learning, and school performance. Collaboration should be a structured part of the regular planning.

### **e) Student Achievement and Instructional Fidelity**

Background –

Teaching and learning focuses on theme-aligned instruction and research-based design. It includes student collaboration and problem-solving with tiered levels of intervention and formative assessment relevant to instruction that improves student achievement. There is evidence of academic improvement and narrowing the achievement gap for all subgroups.



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Directions –

Describe how your educational program will meet the needs of all students who require additional support. How will you design student services and interventions to prepare all students to achieve the District's goals? How will the school review and analyze achievement to inform and improve instruction? The proposal should also address the needs of the following subgroups: English Learners, students with disabilities, socio-economically disadvantaged students and gifted students.

**f) Quality Instructional Systems**

Background –

Magnet program leadership recognizes exceptional instruction. Leadership and staff are coached to ensure that the theme is implemented with fidelity. Teachers are recruited, selected and retained, and strategic partnerships are cultivated to meet the unique needs of the magnet program. Finally, the magnet theme should be clearly defined and fully integrated into all subjects and courses with consistency.

Directions –

Describe the governance model that will be implemented at your magnet program. Describe how the school will ensure that the theme is visibly evident on the campus.

**g) Family and Community Partnerships**

Background –

- i. The magnet program has an active family and parent group that is involved in the school operation, and student learning is showcased regularly. There are policies and practices for communication and there is a demonstrated commitment to engage families.
- ii. Magnet programs have an established process to welcome and involve businesses and organizations in decisions about theme implementation. The partnerships enhance the magnet theme and benefit students.

Directions –

- i. Describe the strategies used to meaningfully engage parents/guardians in the academic achievement of their children throughout their educational experience at your school.
- ii. Indicate the degree of support anticipated from private/public institutions and community/business representatives. How will this assist in developing curriculum and in providing assistance and resources to enrich the program? Also, indicate actual and potential commitments for collaborative agreements with businesses, professionals, universities, and other relevant organizations and individuals. Include letters of commitment in the appendix.



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### 3. **Professional Development (PD)** (Attachment B)

Background –

Provide the program’s goals and strategies for ongoing PD which supports the theme. Include examples of planned PD.

Directions –

Submit a Professional Development Plan indicating a timeline for completion of the initial 16 hours of professional development related to the theme instruction for all certificated magnet staff.

### 4. **Vote Template** (Attachment C)

Background –

Principal provides Student Integration Services’ Executive Director a letter confirming the results of the faculty vote. The letter will include the signature of the principal and UTLA representative.

Directions –

Use the template to certify that an election was held to approve the proposal to change the theme of the magnet school/center. A majority vote of the existing permanent certificated staff of the affected magnet program and governance council is required. The vote should be conducted after the faculty has had a chance to review the completed proposal.

### 5. **Appendix**

Additional documents may be included in the appendix. Schools may include meeting agendas, sign-in sheets, letters of support, partnership acknowledgements, etc.

## III. THEME CHANGE TIMELINE

The procedures to change the theme of a magnet program require applicants to spend an extensive amount of time to plan, collect data, gain approval from all stakeholders and write an in-depth report. The following is the Magnet Theme Change Request Timeline:

May 1, 2020	Deadline to turn in the 2021-2022 application to change the theme of the Magnet Program
May 3, 2020	Applicants receive a confirmation of receipt of the application
May 6-17, 2020	Student Integration Services staff reviews the applications and returns those that need editing
May 31, 2020	Deadline for school to return edited/updated applications
June 14, 2020	Student Integration Services notifies schools of approval/denial
June 21, 2020	Approved themes changes will be included in the 2021-2022 Choices brochures



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## IV. EXPANSION AND/OR RECONFIGURATION GUIDELINES

The following guidelines are provided for principals at magnet schools or centers interested in expanding and/or reconfiguring their magnet program.

A. In order to be considered for expansion and/or reconfiguration, magnet programs must meet the minimum criteria as follows:

1. Magnet program is meeting the District's performance criteria.
2. The number of students on the waiting list exceeds the magnet expansion request.
3. Magnet program Norm Day enrollment must be at or near capacity.

B. If the school meets application criteria, Student Integration Services (SIS) will assess the benefits of the proposed magnet expansion/reconfiguration as it relates to the District's strategic plan.

## V. EXPANSION AND/OR RECONFIGURATION PROCEDURES

A. Application Submittal

Principal completes Attachment D with the following information:

1. Current and proposed grade levels
2. Current and proposed program capacities
3. Current magnet enrollment
4. Description of expansion and/or reconfiguration proposal (additional documentation may be submitted as needed)
5. Principal's name and signature
6. Local District Superintendent's name and signature (indicating support)

Submit to Student Integration Services via school mail, fax, or email by **May 1, 2020**.

B. Review/Approval Process

1. SIS will forward the list of schools meeting application criteria to Master Planning and Demographics (MPD) for evaluation of school facilities. MPD will use Capacity Assessment Summary to make determination.
2. SIS will forward the list of schools meeting application criteria and facility assessment to Superintendent's office for final approval.



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## VI. EXPANSION AND/OR RECONFIGURATION TIMELINE

The following is the expansion and/or reconfiguration timeline:

May 1, 2020	Deadline to turn in the 2021-2022 application to expand and/or reconfigure a magnet school/center
May-June 2020	SIS staff reviews the applications. Applications that include a grade level reconfiguration will be approved or denied at this point as the grade levels need to be updated in the 2021-2022 Choices brochure
November 2020	Electronic Capacity Assessment Review (E-CAR) results are made available. SIS forwards list of schools to MPD
December 2020	SIS forwards list of schools to Superintendent's office for final approval
January 2021	SIS notifies schools of expansion/reconfiguration approval/denial via email. If approved, new magnet program capacity included in Electronic School Enrollment Forecast (E-CAST)

**RELATED  
RESOURCES:**

BUL-5549.2, *Naming/Renaming Schools, Buildings, and Fields*, dated April 2, 2014.

**ASSISTANCE:**

For assistance or further information, please contact Student Integration Services at (213) 241-6532.



**COVER SHEET  
APPLICATION TO CHANGE THE THEME OF A MAGNET PROGRAM**

Proposed New Theme of Magnet Program: \_\_\_\_\_  
(This is how the name will appear in the Choices brochure. For additional information, please refer to Bulletin 5549.2, Naming/Renaming Schools, Buildings, and Fields dated April 2, 2014.)

Current Theme of Magnet Program: \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**\*Signatures**

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Magnet Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Community Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Local District Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Local District Administrator of Operations: \_\_\_\_\_ Date: \_\_\_\_\_

*(Certifying name of magnet school/center as per Bulletin 5549.2, Naming/Renaming Schools, Buildings, and Fields dated April 2, 2014)*

*\*Signatures represent support not approval.*





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ATTACHMENT B

**PROFESSIONAL DEVELOPMENT TIMELINE**

This timeline must be submitted with the Application to Change the Theme of a Magnet Program

<b>THEME-BASED TRAINING (16 HOURS)</b>			
<b>TRAINING</b> <b>EXAMPLE:</b> (School Site Professional Development Meetings)	<b>DATE</b>	<b>LOCATION</b>	<b>EVIDENCE</b>
Conference Attendance/Other Professional Development Course Title: _____			

**Total Hours:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School:** \_\_\_\_\_



VOTE TEMPLATE  
SAMPLE

*School Letterhead*



Date

Executive Director  
Student Integration Services  
333 Beaudry Avenue, 25<sup>th</sup> Floor  
Los Angeles, CA 90017

Dear Executive Director,

I certify that [school name] conducted a minimum of two stakeholder meetings and a faculty vote to approve the change of theme for the magnet program. UTLA and the staff were noticed appropriately.

Sincerely,

Principal  
School

Faculty Vote Date: \_\_\_\_\_ (The sign-in of the faculty vote must be kept on file for five years and be available for review.)

\_\_\_\_\_ The [school name] faculty voted to approve the changing of the magnet theme by majority vote.

\_\_\_\_\_ The [school name] faculty voted not to approve the changing of the magnet theme.

Principal Name: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

UTLA Representative Name: \_\_\_\_\_

UTLA Representative Signature: \_\_\_\_\_



**MAGNET SCHOOL/CENTER  
EXPANSION AND/OR RECONFIGURATION FORM**

In order to place the information into the 2021-2022 Choices brochure, the request must be submitted by **May 1, 2020**. This is one year prior to the year of planned implementation.

You may submit your request Attention: Felipe Echavarri

- School Mail – Student Integration Services, 25<sup>th</sup> Floor Beaudry Building
- Fax – (213) 241-8482
- Email – fechal@lausd.net

**To be completed by Magnet School/Center**

Host School Name \_\_\_\_\_ Cost Center Code \_\_\_\_\_

Magnet School/Center Name \_\_\_\_\_ Cost Center Code \_\_\_\_\_

Current Magnet Grade Levels \_\_\_\_\_ Proposed Magnet Grade Levels \_\_\_\_\_

Current Magnet Capacity \_\_\_\_\_ Proposed Magnet Capacity \_\_\_\_\_

Current Magnet Enrollment \_\_\_\_\_ Proposed year of implementation: **2021-2022**

Describe expansion and/or reconfiguration proposal and plan for implementation (additional documentation may be submitted as needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal Name \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

Local District Superintendent Support      YES     NO

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

For assistance or further information regarding this form, please contact Felipe Echavarri, Coordinator, Student Integration Services at (213) 241-6532. For questions regarding classroom space for expansion, please contact Master Planning and Demographics at (213) 241-8044.