



TITLE: Procedures to Change the Theme, Expand and/or Reconfigure a Magnet School/Center for the 2022-2023 School Year

NUMBER: REF-077901.1

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Office of the Chief Strategy Officer

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Student Integration Services

ROUTING
LD Superintendents
Community of Schools
Administrators
LD Directors
LD Operations
Magnet Principals
Magnet Coordinators

DATE: January 25, 2021

PURPOSE: To provide the criteria and procedures required to change the theme, expand and/or reconfigure a magnet school/center for the 2022-2023 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.

MAJOR CHANGES: This Reference Guide replaces REF-077901.0 of the same title dated October 1, 2019 for the 2021-2022 School Year. A criteria regarding equity and access will be part of the application process for theme changes.

INSTRUCTIONS: Magnet principals requesting to change the theme of a magnet school/center or requesting an expansion or reconfiguration may submit the proposal and attachments to Student Integration Services. The proposals and attachments may be submitted via email to Felipe Echavarri, Coordinator, at fechal@lausd.net. The deadline to submit the proposal/attachment is **May 3, 2021**.

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)



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 3, 2021, 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 eight 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 8-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 fecha1@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 eight required sections of the Narrative Proposal are as follows:

a) **Rationale**

Explain the need for the change of theme.

b) **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.

c) **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.

d) **Equity and Access** (Attachment B)

Background – Provide a description of how equity and access will be ensured. Explain how the theme change will augment or enhance existing educational opportunities for students within the Community of Schools and beyond.

Directions – Use the template to complete the assessment. Sections will provide a space to include a narrative response.



3. **Professional Development (PD)** (Attachment C)

Background – Provide the program’s goals and strategies for ongoing PD which supports the new 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 D)

Background – Principal provides Student Integration Services’ Executive Director a letter confirming the results of the magnet 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 3, 2021	Deadline to turn in the 2022-2023 application to change the theme of the Magnet Program
May 7, 2021	Applicants receive a confirmation of receipt of the application
May 10-21, 2021	Student Integration Services staff reviews the applications and returns those that need editing
May 31, 2021	Deadline for schools to return edited/updated applications
June 11, 2021	Student Integration Services notifies schools of approval/denial
June 25, 2021	Approved theme changes will be included in the 2022-2023 Choices brochures



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 E 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)
7. Community of Schools Administrator's Superintendent's name and signature (indicating support)

Submit to Student Integration Services via school mail, fax, or email by **May 3, 2021**.

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.



VI. EXPANSION AND/OR RECONFIGURATION TIMELINE

The following is the expansion and/or reconfiguration timeline:

May 3, 2021	Deadline to turn in the 2022-2023 application to expand and/or reconfigure a magnet school/center
May-June 2021	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 2022-2023 Choices brochure
November 2021	Electronic Capacity Assessment Review (E-CAR) results are made available. SIS forwards list of schools to MPD
December 2021	SIS notifies schools of expansion/reconfiguration approval/denial via email. If approved, new magnet program capacity will be 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: _____

Community of School Administrator: _____ 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.*



EQUITY AND ACCESS

GENERAL INFORMATION	
Name of School	
Name of Proposed Magnet Program	
LAUSD Community of Schools	
LAUSD Board District	
LAUSD Local District	
Co-Location School (If Applicable)	
Co-Location School's Enrollment	



EQUITY AND ACCESS

**SECTION 1:
ASSESSMENT OF EQUITY AND ACCESS**

NARRATIVE

In the space below, describe how the new magnet theme will augment or enhance existing educational opportunities for students. Include a discussion regarding how the magnet will coordinate and align with similar instructional programs at the same grade level and with the Community of Schools in which it is proposed.



EQUITY AND ACCESS

**SECTION 2:
ASSESSMENT OF EQUITY AND ACCESS**

NARRATIVE

In the space below, provide a brief description of how the theme and instructional offerings of the proposed magnet theme change will not be duplicative of current educational offerings through the District and will provide greater access to students.



PROFESSIONAL DEVELOPMENT TIMELINE

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

THEME-BASED TRAINING (16 HOURS)			
TRAINING EXAMPLE: (School Site Professional Development Meetings)	DATE	LOCATION	EVIDENCE
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, 25th 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 2022-2023 Choices brochure, the request must be submitted by **May 3, 2021**. This is one year prior to the year of planned implementation.

You may submit your electronic request to Felipe Echavarri at 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: **2022-2023**

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 Name _____

Local District Superintendent Signature _____ Date _____

Community of School Administrator Name _____

Community of School Administrator Signature _____ Date _____

For assistance or further information regarding this form, please contact Felipe Echavarri, Coordinator, Student Integration Services at fechal@lausd.net.