



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Procedures to Change the Theme of a Magnet School/Center for the 2020-2021 School Year

NUMBER: REF-059708

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ROUTING
LD Superintendents
LD Directors
LD Operations
Magnet Principals
Magnet Coordinators

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Student Integration Services

DATE: November 1, 2018

PURPOSE: To provide the criteria and procedures required to change the theme of a magnet school/center for the 2020-2021 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. All magnet schools/centers must follow these procedures; however, magnet schools must additionally complete the procedures outlined in BUL-5549.2 *Naming/Renaming Schools, Building 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 Echavarri at fechal@lausd.net. The deadline to submit the proposal is May 1, 2019.

I. 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)



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

II. APPLICATION 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, 2019**, by 5:00 PM.

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 fifteen-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.

- 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 the 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.

Directions – Describe the school-based efforts for student selection including 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

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? Give 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.

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 recruited, selected and retained, and strategic partnerships are cultivated to meet the unique



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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.

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 time line 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



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

approve 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. MAGNET APPLICATION PROCESS 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.

Magnet Theme Change Application Process Timeline	
May 1, 2019	Deadline to turn in the 2020-2021 application to change the theme of the Magnet Program.
May 3, 2019	Applicants receive a confirmation of receipt of the application.
May 6-17, 2019	Student Integration Services staff reviews the applications and returns those that need editing.
May 31, 2019	Deadline for school to return edited/updated applications.
June 14, 2019	Student Integration Services notifies schools of approval/denial.
June 21, 2019	Approved themes changes will be included in the 2020-2021 Choices brochures.

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.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT A

**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, 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)

**Signatures represent support not approval.*



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B

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: _____



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT C

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 notified 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: _____