



COMMUNITY SCHOOL DESIGNATION PROCESS APPLICATION

Step 1: IDENTIFYING COMMUNITY INTEREST - Stakeholder Engagement

Part of the journey to begin the Community School designation process entails schools engaging the following groups: students, parents/families, school staff and community individuals. In order for a Community School to flourish, there must be genuine investment from all stakeholders. Community Schools excel through meaningful engagement with diverse stakeholders. You will use Attachments C & D to demonstrate the engagement and votes of stakeholders. **Please note:** Each member of the Local School Leadership Council (LSLC) is required to sign off on the proposal submitted for the Community School designation process. Use the Student/Parent/Family/Community Vote Sign-in sheet (Attachment D) to provide a list of the LSLC and non-LSLC members that were engaged in the writing and development of the plan narrative and offered their approval.

Step 2: DEEPENING THE TEAM'S UNDERSTANDING OF COMMUNITY SCHOOLS

Once the team has decided to take the journey together, there must be a commitment. That commitment involves deepening the team's knowledge and understanding about Community Schools. Read the document titled, [Recommendations for Community Schools](#). The report provides a vision for the promise of Community Schools in L.A. Unified, an overview of key components of the model, and ideas on roles and responsibilities of various stakeholders.

Stakeholders should also read and carefully review the [Trust in Schools](#), [LAUSD CS Benchmarks Visual](#), [CS Coordinator Job Description](#), and [Mechanisms and Pillars Working Relationship](#) before signing the Stakeholder Commitment Form (Attachment F).

Step 3: COMPLETING COVER PAGE AND WRITING THE APPLICATION NARRATIVE

The next step of this process is for the team to complete the cover page (Attachment D) and write the application narrative.

The Narrative Proposal must follow this format:

- Double Spaced
- 12-point Times New Roman font
- One-inch margins on all sides
- 10 pages maximum excluding Cover Page and Appendices
- Include page numbers on each page of the narrative (not appendix)
- Clearly label all appendices



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ATTACHMENT B

The narrative section provides an opportunity for schools to describe in detail existing structures, as well as their level of investment in order to assess the readiness of the school to begin the designation process. Each of the following six sections should be addressed in the narrative:

1. **Vision:** School shows evidence of embracing the pillars in their response, weaving concepts of pillars to help them achieve their desired goals.
2. **Advancing the Four Pillars of Community Schools:** School addresses the four pillars in the responses (e.g., 1 point addresses 1 pillar)
3. **Planning: Schools** Identify three goals from their Single Plan for Student Achievement for 2021-2022 and describe how implementing the Community School model could enhance the school's ability to meet these goals.
4. **Student-Centered Data and Supports:** Give a specific example of when your school identified a problem and what data-driven solutions were brought in to increase academic success, social-emotional development, student behavior, etc.
5. **Sustainability:** Currently, schools that receive the Community School designation will be funded for two years. Describe how your school's leadership will ensure the continuation of the Community School model regardless of changes that may occur at the school, community, or district level (e.g., changes in school leadership, funding sources, available community partners, etc.).
6. **Reflection:** Describe the processes implemented to ensure the voices of students, staff, families, and community members are reflected in this application.

The completed narrative proposal should be reviewed with your school community (including active alumni groups, faculty, staff, students, parents, school councils, and community partner organizations) during regularly scheduled meetings and in an open forum so that all stakeholders have the opportunity to provide feedback and become informed about the plan.

Step 4: SUBMITTING THE APPLICATION

All submitted applications must include the following attachments:

- I. Cover Sheet (Attachment D)
- II. Narrative Proposal
- III. Appendix
 - A. Stakeholder Engagement and Voting Template (Attachment E)
 - B. Stakeholder Commitment Form (Attachment F)
 - C. Letter of Commitment or Letter of Support from One to Two Partners (optional)

An application must include all materials identified above and may not contain any other attachments than those listed under "Appendix" above.

The entire application must be submitted as one ZIP Folder/ZIP Filename the ZIP File as follows: ***Community School Cohort 2 Application: (complete school name)***



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ATTACHMENT B

Submit the application ZIP file/ZIP folder to communityschools@lausd.net. Applicants will receive an email confirming receipt of the application. Applications must be received by 5:00 p.m. on April 9, 2021. Late or incomplete applications will not be reviewed.