



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Parent Conferences to Support LAUSD’s Master Plan for Integration in Predominantly Hispanic, Black, Asian and Other Non-Anglo (PHBAO-Hispanic includes Latinos) Schools and All Magnet Schools/Centers

NUMBER: REF-1028.18

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ROUTING
Local District Superintendents
Administrators of Instruction
Community of School Administrators
Directors
Instructional Support Unit
PHBAO School Administrators
Magnet Program Administrators
Magnet Coordinators
Staff Relations

DATE: September 12, 2022

MAJOR CHANGES: This reference guide replaces REF-1028.17 of the same title dated August 16, 2021. Parent conference and principal certification dates for the 2022-2023 school year have been updated.

PURPOSE: The LAUSD Master Plan for Desegregation is a judicially imposed mandate to implement a desegregation plan which promises “reasonably feasible steps to alleviate segregation and its accompanying harms” (1981 Court Order, pg. 3). The plan utilizes PHBAO schools and magnet schools/centers to achieve these goals.

Schools that are designated as PHBAO and all magnet schools/centers are required to conduct two conferences between teachers and parents during each school year.

The first conference is to inform parents of the students’ academic progress, diagnosis of standardized and classroom test results, and teacher’s observation of work habits and behavior.

The second conference is to provide parents with an update of the student’s progress and academic status, and other educationally relevant information. In secondary schools, postsecondary opportunities relating to the student’s skills should be discussed.

PHBAO NORM CATEGORY

A school is categorized as PHBAO based on its resident student population. The resident student population is calculated by excluding all traveling, permit, open enrollment, and special day class placement from the norm day enrollment count. Schools with a Hispanic, Black, Asian, or other Non-Anglo (HBAO) resident only population greater than 70% are categorized as PHBAO schools. If a PHBAO school no longer meets the PHBAO criteria, it will be notified of potential loss of



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PHBAO status during a two-year period and would be reclassified as a Non-PHBAO school on its third year. If a Non-PHBAO school qualifies for PHBAO status, it will be changed the following school year.

The district will extract student information for every school on Norm Day, September 16, 2022. It is the principal's responsibility to ensure that the information in MiSiS is correct and up to date. In December, a report with verified school ethnic/race percentages will be provided to Student Integration Services. Ethnicity/race is obtained from the enrollment form ethnicity question and primary race selection. Student Integration Services will evaluate the percentages and determine which schools, if any, will have a change in Norm Category. Letters will be provided to those schools affected and select District offices will be notified of the change. These changes will be reflected in E-CAST and budget development for the following school year. Please note that once Norm Day data is captured it is considered final and no changes will be made.

MAGNET NORM CATEGORY

Magnet schools and centers are an integral part of the district's desegregation program. The goal of the magnet program is to establish and maintain integrated schools and centers. Non-PHBAO magnet schools and centers (MAG1) are designated in two categories: 60:40 ethnic balance where 60% of students are HBAO and 40% are other White (OW), or 70:30 ethnic balance where 70% of students are HBAO and 30% are OW. The designation is assigned based on application and enrollment trends. All others are designated as PHBAO magnet schools or centers (MAG2).

GUIDELINES: The following guidelines should be observed in the planning and organization of parent conferences:

- Parent availability should be considered when preparing conference schedules.
- Evening or early evening hours may be used to allow parents and teachers greater flexibility in scheduling.
- Schools may provide a minimum-day schedule when evening conferences are planned.
- Parent conferences are not to be held on the same day as Back- to-School and Open House activities.
- Sufficient time should be designated for individual conferences to allow for increased parent participation.
- Staff development in parent conference techniques and interpretation of test data should be provided for teachers.
- All support staff and administrators will be available to participate when needed.
- Each Local District office will keep a master calendar of the schedules for each school to minimize conflicts in scheduling.
- Provisions for teachers to submit an evaluation of parent conference activities are included.



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REPORTING PROCEDURES

Twice each year, PHBAO schools and all magnet schools/centers are required to certify in the Principal's Portal at the conclusion of each semester. See Attachment A for instructions. In addition, teachers will maintain written records of parent participation. The *official record of parent conferences attendance for PHBAO schools and all magnet schools/centers* (Attachment B) is to be used to record parent attendance. This form may be duplicated as needed and is also available digitally (<https://bit.ly/PHBAOConference>). Principals are required to keep conference forms on file in the school and available for review for five (5) years.

CALENDAR

To meet the needs of the local school, the two parent conferences will be scheduled by the School Governance Council.

Elementary

- The first conference should be scheduled during the second reporting period. Parent conference dates may occur during **November 14-18, 2022**.
- The second conference should be scheduled during the third reporting period. Parent conference dates may occur during **March 6-10, 2023**.
- See REF-096109.2 *Dates for Required Reports of Marks in Elementary Schools 2022-2023*, May 13, 2022.

Secondary

- The first conference should be scheduled after the first five (5) weeks of class and prior to the 15-week progress report during the first semester.
- The second conference should be scheduled prior to the 15-week progress report during the second semester.
- See REF-4236.18 *Dates for Required Reports of Marks in Secondary Schools 2022-2023*, May 13, 2022.

RELATED RESOURCES:

- REF-096109.2 *Dates for Required Reports of Marks in Elementary Schools 2022-2023*, May 13, 2022
- REF-4236.18 *Dates for Required Reports of Marks in Secondary Schools 2022-2023*, May 13, 2022

ASSISTANCE:

For assistance, please contact Student Integration Services Coordinator Hector Verduzco at hector.verduzco@lausd.net or call (213) 241-6532.



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ATTACHMENT A

PARENT CONFERENCES ONLINE VERIFICATION PROCESS FOR PHBAO* SCHOOLS AND ALL MAGNET SCHOOLS/CENTERS

Steps to complete the required Parent Conference Online Verification process for PHBAO schools and all Magnet Schools and Centers:

1. Log into the Principal's Portal, **principalportal.lausd.net**
2. Select the Administrator Certification link
3. On the PHBAO conference first semester section, enter the completion date and click save or submit. **(Due 1/27/2023)**
4. On the PHBAO conference second semester section, enter the completion date and click save or submit. **(Due 6/23/2023)**

*PHBAO-Predominantly Hispanic, Black, Asian, and Other Non-Anglo (Hispanic includes Latinos)

