

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-1028.19

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DATE: August 28, 2023

PURPOSE: The purpose of this reference guide is to provide information regarding the role of parent conferences in support of LAUSD's Master Plan for Desegregation. 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.

ROUTING

Regional Superintendents
Administrators of Instruction
Regional Directors
Instructional Support Unit
PHBAO School Administrators
Magnet Program Administrators
Magnet Coordinators
Staff Relations

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 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 15, 2023. 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).

MAJOR CHANGES:

This reference guide replaces REF-1028.18 of the same title dated September 12, 2022. Parent conference and principal certification dates for the 2023-2024 school year have been updated.

INSTRUCTIONS: I. IMPLEMENTATION 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 Region office will keep a master calendar of the schedules for each school to minimize conflicts in scheduling.

II. 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.

III. 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 13-17, 2023**.
- The second conference should be scheduled during the third reporting period. Parent conference dates may occur during **March 4-8, 2024**.
- See [REF-096109.3 Dates for Required Reports of Marks in Elementary Schools 2023-2024, June 26, 2023](#)

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-4236.19 Dates for Required Reports of Marks in Secondary Schools 2023-2024, June 26, 2023](#)

RELATED RESOURCES:

- [REF-096109.3 Dates for Required Reports of Marks in Elementary Schools 2023-2024, June 26, 2023](#)
- [REF-4236.19 Dates for Required Reports of Marks in Secondary Schools 2023-2024, June 26, 2023](#)

ATTACHMENTS:

- Attachment A – Parent Conferences Online Verification Process for PHBAO* Schools and All Magnet Schools/Centers
- Attachment B – Official Record of Parent Conference Attendance for PHBAO* Schools and All Magnet Schools/Centers

ASSISTANCE:

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

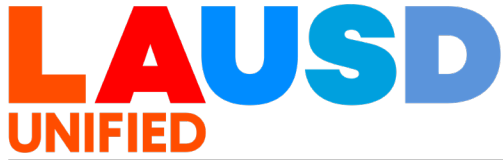
ATTACHMENT A

**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 **1/31/2024**)
4. On the PHBAO conference second semester section, enter the completion date and click save or submit. (Due **6/21/2024**)

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



ATTACHMENT B

**OFFICIAL RECORD OF PARENT CONFERENCE ATTENDANCE
FOR PHBAO* SCHOOLS AND ALL MAGNET SCHOOLS/CENTERS**

_____ School _____ Region _____ School Year

_____ Teacher _____ Grade/Subject/Room # _____ Semester/Reporting Period

Please use this form to record conference dates and parent participation signatures. (Duplicate as needed)

STUDENT NAME	PARENT NAME	PARENT SIGNATURE	DATE
NOMBRE DEL ESTUDIANTE	NOMBRE DEL PADRE	FIRMA DEL PADRE	FECHA

Please retain in school files/records.
Digital version - <https://bit.ly/PHBAOConference>
*PHBAO-Predominantly Hispanic, Black, Asian, and Other Non-Anglo (Hispanic includes Latinos)