



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## REFERENCE GUIDE

**TITLE:** Parent Conferences to support LAUSD’s Master Plan for Integration in PHBAO\* Schools and All Magnet Schools/Centers

**NUMBER:** REF-1028.9

**ISSUER:** Estelle Shepherd Lockett, Director  
Student Integration Services

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Chief of Intensive Support of Intervention  
Office of the Superintendent

**DATE:** September 19, 2013

**MAJOR CHANGES:** This Reference Guide replaces REF-1028.8 of the same title, dated September 13, 2012. There are two major changes in regards to parent conferences:

1. Parent Conferences are to be held twice a year by all schools participating in LAUSD’s Master Plan for Desegregation programs - PHBAO\* Schools and all Magnet Schools/Centers.
2. Beginning with the 2013-2014 school year, the PARENT CONFERENCES PROGRAM PARTICIPATION FORM FOR PHBAO SCHOOLS AND ALL MAGNET SCHOOLS/CENTERS will be submitted electronically through the Principal’s Portal, Parent Conference Certification System, at <https://principalportal.lausd.net/>. Instructions for filling out the form will be found under the Action tab in the Parent Conference Certification System.

**PURPOSE:** The LAUSD Master Plan for Integration is a judicially imposed mandate to implement a desegregation plan which promises meaningful progress toward alleviation of the harms of segregation and which constitutes “reasonably feasible steps to alleviate segregation and its accompanying harms.”<sup>1</sup> To meet this constitutional obligation, the District established Court-Ordered voluntary integration Magnet Programs. Magnet programs were established to address the Five Harms of Racial Isolation:

- Low Academic Achievement
- Low Self-Esteem
- Lack of Access to Post-Secondary Opportunities
- Interracial Hostility and Intolerance
- Overcrowded Conditions

**ROUTING**  
 Instructional Area Superintendents  
 Instructional Directors of School  
 Instructional Support Unit  
 PHBAO\* School Administrators  
 Staff Relations

<sup>1</sup> 1981 Court Order, p. 3  
 \*PHBAO... Hispanic includes Latinos...



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The plan is intended to be a continuing master plan. To be responsive to changing circumstances it must retain flexibility. “The plan’s goals are threefold: First, it seeks to provide the maximum number of minority children with the opportunity to attend desegregated schools; Second, it seeks to preserve the integrated nature of schools; and neighborhoods that have achieved that result through residential integration and through voluntary desegregation programs; Third, it seeks to alleviate the harmful effects of racial isolation for those students who attend schools which will remain racially isolated because of the District’s predominantly minority enrollment.”<sup>2</sup> The plan utilizes several components to achieve these goals including PHBAO Schools and Magnet Schools/Centers components.

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 to allow parents to monitor the academic and social development of their children and to involve the parents in the educational process.

The first conference is to focus on the teacher’s diagnosis of standardized and classroom test results, the student’s prescribed program, the objectives for the school year and the teacher’s observations of work habits and behavior. Parents should be informed of academic progress.

The second conference is to provide parents with an update of the student’s progress and academic status, utilizing the most recent marking report and/or other current information. In secondary schools, postsecondary opportunities relating to the student’s skills should be discussed.

### **PHBAO\* 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 education students from the norm day enrollment count. Schools with a PHBAO\* 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 Desegregated/Receiver school on its third year. If a Desegregated/Receiver school qualifies for PHBAO\* status, it will be allowed to change the following school year.

### **MAGNET 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. Desegregated magnet schools and centers are designated in two categories: 60:40 HBAO\*: OW ethnic balance or 70:30 HBAO\*: OW ethnic balance. All others are designated as PHBAO\* magnet schools or centers.

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<sup>2</sup> 1981 Court Order, p. 3

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### **INSTRUCTIONS:** CALENDAR

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

- The first conference should be scheduled after the first five 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.

The PARENT CONFERENCES PROGRAM PARTICIPATION FORM found in the Principal's Portal, Parent Conference Certification System, at [principalportal.lausd.net](http://principalportal.lausd.net) is to be submitted electronically to Student Integration Services after the conference is held. Schools must print a copy of this certification form and file it for five years. A copy of the form should be distributed to the appropriate administrator at the Educational Service Center.

### IMPLEMENTATION GUIDELINES

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

- Provisions for teachers to submit an evaluation of parent conference activities are included.
- 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.
- Elementary schools may use a shortened-day schedule when after-school or evening conferences are planned.
- Secondary 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 Educational Service Center will keep a master calendar of the schedules for each school to minimize conflicts in scheduling.

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### REPORTING PROCEDURES

Twice each year, PHBAO\* schools and all Magnet Schools/Centers are required to complete the PARENT CONFERENCES PROGRAM PARTICIPATION FORM. This form must be submitted electronically through the Principal's Portal, Parent Conference Certification System, at [principalsportal.lausd.net](http://principalsportal.lausd.net), to Student Integration Services after the parent conferences are held. Schools must print a copy of this certification form and file it for five years. A copy of the form should be distributed to the appropriate administrator at the Educational Service Center.

In addition, teachers will maintain written records of parent participation. The PARENT CONFERENCES PROGRAM PARTICIPATION FORM (Attachment) is to be used to record parent attendance. This form may be duplicated as needed. Principals are required to keep conference forms on file in the school and available for review for five (5) years.

**ASSISTANCE:** For assistance please contact Mary Lu Camacho, Coordinator, Student Integration Services, at [mcamacho@lausd.net](mailto:mcamacho@lausd.net) or call 213-241-6532.

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ATTACHMENT

PARENT CONFERENCES PROGRAM PARTICIPATION FORM  
FOR PHBAO\* SCHOOLS AND ALL MAGNET SCHOOLS/CENTERS

## OFFICIAL RECORD OF PARENT CONFERENCES ATTENDANCE

\_\_\_\_\_ School \_\_\_\_\_ Educational Service Center \_\_\_\_\_ School Year

\_\_\_\_\_ Teacher \_\_\_\_\_ Grade/Subject/Room # \_\_\_\_\_ Date of Conference

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

STUDENT NAME	PARENT NAME	PARENT SIGNATURE

\*Please retain in school files/records.

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