



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Staffing Recommendations for
Certificated and Clerical Personnel at
Magnet Centers and Magnet Schools

NUMBER: BUL-5981.5

ISSUER: Cheryl Simpson, Director
Budget Services & Financial Planning

DATE: August 15, 2018

ROUTING
LD Administrators of Instruction
LD Administrators of Operations
LD Operations Coordinators
School Administrators and Staff
School Administrative Assistants
Central Office Administrators and Staff

POLICY: District policy pertaining to the recommendation of staffing for most Certificated and Clerical personnel at Magnet centers and Magnet schools is based on the attached recommended staffing tables taking into account student enrollment and other school characteristics.

Special education teachers are assigned to Magnet centers and Magnet schools based on the numbers of students with special needs and their specific disabilities. Refer to Attachment E for the norm table guide. The class sizes in the norm table are based on the Los Angeles Unified School District and United Teachers Los Angeles Collective Bargaining Agreement.

Only enrolled students with scheduled classes in MiSiS will be considered towards a school's norm enrollment count. In other words, students must be both *enrolled and scheduled* for norm purposes. The enrollment and staffing counts are preliminary until the final verification by Budget Services is completed.

MAJOR CHANGES: This Bulletin replaces BUL-5981.4, "Staffing Recommendations for Certificated and Clerical Personnel at Magnet Centers and Magnet Schools," dated July 31, 2017.

GUIDELINES: The following guidelines apply to magnet centers and magnet schools.

I. Enrollment Data Review and Validation

A. Continuing for the 2018-19 school year, the following tools are available to schools, local districts, and central offices:

1. Norm Day Enrollment Dashboard – helps ensure that Norm Day enrollment counts are accurate and transparent. The dashboard



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

shows classification report enrollment counts, adjustment counts, norm enrollment counts, and warning counts.

2. Norm Staffing Dashboard – displays the number of norm resources based on norm day enrollment counts and the applicable norm tables.

To access the above dashboards, enter the URL below into the browser.

Note: The preferred browser for Focus is the most recent version of Google Chrome or Mozilla Firefox.

<https://focus.lausd.net>

- B. Norm Day enrollment is then validated and adjusted to derive the final Norm enrollment count for each school. Adjustments to Norm Day enrollment include, but are not limited to, the exclusions of the following:
 1. Students enrolled without scheduled classes in MiSiS
 2. Students with 13 absence days or more, from enrollment date through norm day.
 3. Students with more than one enrollment record (duplicate student records).
 4. Age-ineligible students who are:
 - a. enrolled as Kindergarten (K) or Transitional Kindergarten (TK) but turn 5 years old after December 2, 2018, or
 - b. enrolled as grade TE (Expanded TK) but turn 5 years old after June 30, 2019
 5. Students enrolled in one (1) course only
NOTE: The classification report provides counts of students with scheduled class(es) in their school of enrollment. For norm purposes, the classification report counts will be reduced to count only those students who are scheduled in two or more credit-bearing courses. Therefore, school should ensure that each student's complete schedule is entered into MiSiS in time for the Norm capture. Refer to Attachment F for the list of non-credit bearing/zero credit courses.
 6. No Show students (students who are scheduled into classes but have not attended school, i.e., marked absent each day) who were not flagged by the school in MiSiS as No Show by Norm Day data capture will be manually deducted from the school's Norm Day enrollment count.
- C. For Norm Day enrollment, **only** enrolled students **with scheduled classes in MiSiS** will be **counted**. In other words, students must be both *enrolled*



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

and scheduled for norm purposes. Schools should ensure that every enrolled student's class schedule is entered into MiSiS. Otherwise, enrolled students without scheduled classes will be excluded from the Norm Day Enrollment count.

- D. Special Day Program (SDP) students at Elementary School – Students enrolled in the class/section of a Special Education teacher are considered SDP students, and are counted as such in the Classification report. The count of SDP students is excluded when determining General Education norm teachers.
- E. Secondary students with an active Individualized Education Program (IEP) where the Percent Time in Special Ed is 50% or more are counted as SDP in the Classification Report. Moreover, SDP counts are modified when section assignments for students differ from their IEPs.

The total SDP counts are excluded in the calculation of General education norm teachers.

- F. In addition to ensuring that students are both enrolled and scheduled in MiSiS, school must also ensure that students are enrolled in the:
 1. appropriate cost center (i.e., home school versus magnet center). Students approved to be enrolled at the magnet center must be enrolled at the magnet center's cost center, unless documentation exists to rescind magnet placement.
 2. correct grade level (e.g., grade 11 versus grade 10 based on the credits earned by the students).
 3. correct class(es) based on the student's IEP, if applicable.

School staff must correct all enrollment errors, including incorrect cost center grade level placements, and class(es), before enrollment counts are captured for norm day, September 14, 2018.

Budget Services will manually adjust a school's norm day enrollment counts for enrollment errors that are not corrected in time for the norm day capture.

Request for waiver related to the errors referenced above will be denied.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

II. ALLOCATION OF TEACHER POSITIONS ACCORDING TO NORM TABLES

- A. There are two staffing tools available to schools, local districts, and central offices in the 2018-19 school year.
1. The Norm Staffing Dashboard displays the number of norm resources based on norm day enrollment counts and the applicable norm tables.
 2. The Staffing Position Simulator provides transparency on how Norm Teacher counts are calculated based on their enrollment, Norm Category, and Affiliated Charter status. In addition to the Norm Teacher count, this tool also calculates the number of Counselor, Administrator, and Clerical norm positions. Schools can also use the tool to assist with the norm calculation during the budget planning and development.

Visit Budget Services and Financial Planning website at <http://achieve.lausd.net/Page/431> and School Fiscal Services website at <http://achieve.lausd.net/Page/794> for the links to the above tools.

- B. Magnet schools and centers shall be no more than one norm teaching position over their norm allocation as of the Friday preceding norm day. All Magnet schools and centers are expected to be on norm by the scheduled Norm Day. Excess teachers will be promptly reassigned.
- C. Teacher positions are allocated to Magnet schools and centers using “norm tables” which are based on active enrollment. The number of positions assigned initially is based on preliminary E-CAST enrollment projections reflected on the “Budget” tab of the E-CAST Forecast. The number of positions is adjusted after Norm Day based on the active enrollment as reported on the Elementary and Secondary School Classification reports on the identified norm day for each school year. Attachment A (Teacher Norm Tables for PHBAO – Magnet II – Magnet Centers) and Attachment B (Teacher Norm Tables for Desegregated/Receiver – Magnet I – Magnet Centers) include the various norm tables applicable for the different class size reduction programs for Magnet centers. Attachment C (Teacher Norm Tables for PHBAO – Magnet II - Full Magnet School only) and Attachment D (Teacher Norm Tables for Desegregated/Receiver – Magnet I - Full Magnet School Only) include various norm tables for full Magnet schools only. Schools will receive budgets based on recommended staffing ratios.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- D. The active enrollment reported in the Classification Report on designated Norm Day is used to norm Magnet schools and centers (allocate staff to schools). Please refer to REF-1819.16 “Norm Day and Classification Reports – Instructions and Schedules of Electronic Capture” for the procedures on Classification report.

Each Magnet school’s/Magnet center’s projected expenditures will be updated to reflect staffing ratios and resources based on Norm Day enrollment counts. For Magnet schools and centers gaining resources, Budget Services will open positions and allocate additional resources. For Magnet schools and centers losing resources, Budget Services will close positions and reduce resources.

- E. The enrollment to be used for each table is the actual active enrollment. Refer to BUL-4926.2 “Attendance Manual: Policy and Procedures for Elementary, Secondary and Options Schools”, dated March 1, 2013 for the definition of active and inactive students.
- F. Magnet Centers identified as Predominantly Hispanic, Black Asian, or Other Non-Anglo Students (PHBAO) use Attachment A to determine teacher allocations. Full Magnet Schools identified as PHBAO use Attachment C to determine teacher allocations.
- G. Magnet Centers identified as Desegregated/Receiver use Attachment B to determine teacher allocation. Full Magnet Schools identified as Desegregated/Receiver use Attachment D to determine teacher allocation.
- H. The following table summarizes the class size policies for elementary magnet schools and centers in 2018-19.

Please refer to Attachment A, Table 1P and 2P (Predominantly Hispanic, Black, Asian and Other Non-Anglo) (PHBAO), Attachment B, Table 1D and 2D (Desegregated/Receiver) for teacher norm tables.

Type of School	Grades	2018-19 Maximum Average Class Size
PHBAO Magnet	K-3	24.0
PHBAO Magnet	4-6	30.5
Desegregated/Receiver Magnet	K-3	24.0
Desegregated/Receiver Magnet	4-6	34.0



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- I. The following table summarizes the class size policies for middle magnet schools and centers in 2018-19.

Please refer to Attachment A, Table 3P (PHBAO) and Attachment B, Table 3D (Desegregated/Receiver) for teacher norm tables.

Type of School	Type of Class	Grade(s)	2018-19 Maximum Average Class Size
PHBAO Magnet	Academic	6-8	34.00
PHBAO Magnet	Non-academic	6-8	34.00
Deseg Magnet	Academic	6-8	36.50
Deseg Magnet	Non-academic	6-8	36.50

- J. The following table summarizes the class size policies for senior high magnet schools and centers in 2018-19.

Please refer to Attachment A, Table 4P (PHBAO) and Attachment B, Table 4D (Desegregated/Receiver) for teacher norm tables.

Type of School	Type of Class	Grade(s)	2018-19 Maximum Average Class Size
PHBAO Magnet	Academic	9-12	34.00
PHBAO Magnet	Non-academic	9-12	34.00
Deseg Magnet	Academic	9-12	36.50
Deseg Magnet	Non-academic	9-12	36.50

- K. Other off-norm teaching positions may also be allocated to Magnet schools or centers on a year-to-year basis or may be “purchased” by the Magnet school or center from categorical funds. These may be register-carrying teachers or supplementary teachers who don’t have a regular class.
- L. The Education Code imposes financial penalties on school districts that exceed specified class sizes. To safeguard against financial penalties, the number of pupils assigned to individual classes may not exceed 33 in kindergarten, 32 in grades 1-3, and 36 in grades 4-6.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Note: These limits also apply to “combination” classes. For purposes of the Class Size Penalties report to the California Department of Education, any class combining pupils in kindergarten or in any grade(s) 4 through 8 with one or more of Grades 1, 2, or 3 shall be considered a class of grades 1, 2, or 3. For example, if five (5) grade 3 pupils are added to a grade 4 class of 28, the class would be considered a grade 3 class of 33. In this example, a fiscal penalty would be assessed on the District because the class exceeded the class size requirement of 32 for grade 3.

- M. Pursuant to Education Code section 42238.02, as a condition of receiving a grade span adjustment for kindergarten through grade three (K–3 GSA), a component of Local Control Funding Formula (LCFF), school districts must make progress towards or maintain a K–3 maximum average class size of 24 or less at each school site. If the annual independent audit of a school district shows that a school district did not comply with these conditions, the CDE will retroactively reduce the school district’s funding.
- N. Since September 1981, as a result of orders of the Superior Court, Magnet schools and centers have been required to use the District average class size norm tables to determine classroom teacher allocations.
- O. The maximum average class sizes in both academic and non-academic classes at Magnet schools and centers are as follows:

MAGNET SCHOOLS AND CENTERS	MAXIMUM AVERAGE CLASS SIZE			
	K - 3	4 – 5/6	6 – 8	9 – 12
Desegregated/Receiver Magnet Schools and Centers (Magnet I)	24.00	34.00	36.50	36.50
PHBAO Schools and Centers (Magnet II)	24.00	30.50	34.00	34.00

- P. Double Block English Course at 28:1 for Selected Grades 6, 7 and 8 (Attachment C, Table 5P and Attachment D, Table 5D)

LAUSD has authorized reduction of class size to 28:1 for the double block Accelerating Academic Literacy (AAL) - Intensive Reading Intervention courses in Grades 6, 7 and 8.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Refer to the *Guidelines for Secondary English Language Arts Strategic and Intensive Intervention, Grades 6-9* available at the secondary ELA website, <https://achieve.lausd.net/Page/9123> for the allocation of auxiliary funding to schools who have structured and intensive intervention ELA program outlined in this memorandum.

Tables 5P, Attachment C (for full PHBAO Magnet schools) and 5D, Attachment D (for full Desegregated/Receiver Magnet schools) provide the necessary extra resources for these courses. Enrollment used shall be the combined total of 6, 7 and 8 graders in the Double Block English course in full Magnet schools as of norm day. Magnet center enrollment is included with home site to determine allocation.

This program only applies to general education English classes (intensive intervention) that are double-blocked and being reduced from either 34:1 or 36.5 to 28.1.

Schools are expected to use the auxiliary periods/positions generated from Tables 5P and 5D to reduce class size for 6th, 7th and 8th graders in AAL courses, and not for any other purpose. It is the responsibility of the principal to monitor enrollment in each class to ensure compliance with District requirements.

- Q. Double Block English Course at 26:1 for Selected 9th Graders (Attachment C, Table 6P and Attachment D, Table 6D)

LAUSD has authorized reduction of class size to 26:1 for Accelerating Academic Literacy (AAL) – Intensive Reading Intervention courses for selected 9th Graders.

Refer to the *Guidelines for Secondary English Language Arts Strategic and Intensive Intervention, Grades 6-9* available at the secondary ELA website, <https://achieve.lausd.net/Page/9123> for the allocation of auxiliary funding to schools who have structured and intensive intervention ELA program outlined in this memorandum.

Tables 6P, Attachment C (for full PHBAO Magnet schools) and 6D, Attachment D (for full Desegregated/Receiver Magnet schools) provide the necessary extra resources for these courses. Enrollment used shall be the 9th grade enrollment for the AAL courses, including students in full Magnet school only, as of norm day. Magnet center enrollment is included with home site to determine allocation.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

This program only applies to general education English classes (intensive intervention) that are double-blocked and being reduced from either 34:1 or 36.5 to 26.1.

Schools are expected to use the auxiliary periods/positions generated from Tables 6P and 6D to reduce class size to 26:1 in the 9th grade AAL courses and may not be used for any other purpose. It is the responsibility of the principal to monitor enrollment in each class to ensure compliance with District requirements.

R. 8th Grade Class Size Reduction (Tables 4P, 4D, 7P and 7D)

LAUSD has authorized reduction of class size by 2 students for 8th grade English Language Arts and 8th grade math classes.

Table 4P provides the necessary extra resources to reduce class size from 34:1 to 32:1 for one period for PHBAO magnet centers. Table 4D provides the necessary extra resources to reduce class size from 36.5:1 to 34.5:1 for one period for Desegregated/Receiver magnet centers. Table 7P provides the necessary extra resources to reduce class size from 34:1 to 32:1 for one period for PHBAO magnet schools. Table 7D provides the necessary extra resources to reduce class size from 36.5:1 to 34.5:1 for one period for Desegregated/Receiver magnet schools.

The number of auxiliary periods/positions generated by Tables 4P, 4D, 7P and 7D are based on one period. The allocation of auxiliary periods/positions needed to reduce class size by 2 students in both English Language Arts and Math 8th grade classes is equal to two times the number of auxiliary periods/positions indicated in the table.

Schools are expected to use the resources generated from Tables 4P, 4D, 7P and 7D to reduce class size for 8th grade English Language Arts and math courses, and not for any other purpose. It is the responsibility of the principal to monitor enrollment in each class to ensure compliance with District requirements.

S. 9th Grade Class Size Reduction (Tables 6P, 6D, 8P and 8D)

LAUSD has authorized reduction of class size by 2 students for 9th grade English Language Arts and 8th grade math classes.

Table 6P provides the necessary extra resources to reduce class size from 34:1 to 32:1 for one period for PHBAO magnet centers. Table 6D



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

provides the necessary extra resources to reduce class size from 36.5:1 to 34.5:1 for one period for Desegregated/Receiver magnet centers. Table 8P provides the necessary extra resources to reduce class size from 34:1 to 32:1 for one period for PHBAO magnet schools. Table 8D provides the necessary extra resources to reduce class size from 36.5:1 to 34.5:1 for one period for Desegregated/Receiver magnet schools.

The number of auxiliary periods/positions generated by Tables 6P, 6D, 8P and 8D are based on one period. The allocation of auxiliary periods/positions needed to reduce class size by 2 students in both English Language Arts and math 9th grade classes is equal to two times the number of auxiliary periods/positions indicated in the table.

Schools are expected to use the resources generated from Tables 6P, 6D, 8P and 8D to reduce class size for 9th grade English Language Arts and math courses, and not for any other purpose. It is the responsibility of the principal to monitor enrollment in each class to ensure compliance with District requirements.

T. 6th – 8th Grade Dual Language, Maintenance Bilingual, and Foreign Language Immersion Programs

Continuing for the 2018-19 school year, secondary schools participating in Dual Language, Maintenance Bilingual, and Foreign Language Immersion Programs will receive 6 auxiliary periods per approved program language (i.e., Spanish, Korean, Mandarin, French, Armenian, etc.).

Schools are expected to use the resources for the intended purpose of the program, and not for any other purpose. It is the responsibility of the school administrators to comply with the Implementation Policy for Dual Language, Maintenance Bilingual, Transitional Bilingual, and Foreign Language Immersion Programs.

U. 9th – 12th Grade Dual Language, Maintenance Bilingual, and Foreign Language Immersion Programs

Continuing for the 2018-19 school year, secondary schools participating in Dual Language, Maintenance Bilingual, and Foreign Language Immersion Programs will receive 6 auxiliary periods per approved program language (i.e., Spanish, Korean, Mandarin, French, Armenian, etc.).

Schools are expected to use the resources for the intended purpose of the program, and not for any other purpose. It is the responsibility of the



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

school administrators to comply with the Implementation Policy for Dual Language, Maintenance Bilingual, Transitional Bilingual, and Foreign Language Immersion Programs.

V. Conversion of Norm generated Auxiliary Periods

The school is given the flexibility to pursue the conversion of norm-generated auxiliary periods to teaching positions in order to meet the needs of their students. For this purpose, the school is required to combine five (5) norm auxiliary periods to establish a full-time teaching position. The school is also given the flexibility to convert a full-time norm position into six (6) auxiliary periods.

III. MAGNET CENTER COORDINATORS

Magnet Coordinators will be allocated based on criteria developed by Student Integration Services.

IV. ADMINISTRATIVE PERSONNEL

Administrative personnel are allocated based on total school enrollment, including Transitional Kindergarten Expansion, special day program classes (SDP), state preschool (SPS), Pre-Kindergarten special education, dual language center, and magnet center enrollment.

Initial administrative staffing suggestions are based on preliminary E-CAST enrollment projections reflected on the "Budget" tab of the E-CAST Forecast. Each Full Magnet school's projected expenditures will be updated to reflect staffing ratios and resources based on final Norm Day enrollment counts. For Full Magnet schools gaining resources, Budget Services will only open positions and allocate additional resources based on final Norm Day enrollment.

The work basis assignment for Generic Assistant Principals and Assistant Principal, Secondary Counseling Services will be B basis. The work basis assignment for Principals will be E basis.

a. Elementary Schools

Administrative personnel are allocated based on total school enrollment, including Transitional Kindergarten Expansion, special day program classes (SDP), state preschool (SPS), Pre-Kindergarten special education, dual language center, and magnet center enrollment.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

It is recommended that Magnet schools use Table A to determine administrator staffing.

Continuing for the 2018-19 fiscal year, Administrative personnel at Elementary Schools will be assigned based on the following table:

TABLE A - ELEMENTARY FULL MAGNET SCHOOL ADMINISTRATIVE STAFFING

Enrollment From	Enrollment To	Principal	Assistant Principal
1	1,109	1.0	
1,110	1,809	1.0	1.0
1,810	2,419	1.0	2.0
2,420	and above	1.0	3.0

b. Secondary Schools

Administrative personnel are allocated based on total school active enrollment, including related special day program classes (SDP) and magnet center enrollment. (See BUL-4926.2 “Attendance Manual: Policy and Procedures for Elementary, Secondary and Options Schools,” dated March 1, 2013, for the definition of active and inactive students.) It is recommended that Magnet schools use Table B to determine administrator staffing.

Continuing for the 2018-19 fiscal year, Administrative personnel at secondary schools will be assigned based on the following table:



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

**TABLE B - MIDDLE AND SENIOR HIGH FULL MAGNET
SCHOOL ADMINISTRATIVE STAFFING¹**

Enrollment From	Enrollment To	Principal*	Asst. Prin. Sec. Counseling Services**	Generic Assistant Principal
1	799	1.0	-	-
800	1,354	1.0	1.0	-
1,355	1,749	1.0	1.0	1.0
1,750	2,088	1.0	1.0	2.0
2,089	4,233	1.0	1.0	3.0
4,234	and above	1.0	1.0	4.0

*Non-Discretionary resource

** Non-Discretionary resources; Secondary school with 800 or more students must have either an Assistant Principal, Secondary Counseling Services or equivalent. Other than this requirement, schools have the option to convert Assistant Principal, Secondary (Generic) positions subject to approval of the Local District Administrator of Operations.

- Span School Administrative Calculation
 - Span school administrative norm is based on the following (weighted average):
 1. Determine the percentage enrollment by grade level grouping K-5 and 6-12 to total enrollment.
 2. Determine number of administrative norm positions from the individual norm tables based on 100% of enrollment as if site is an elementary school and again based on 100% of enrollment as if site is a secondary school.
 3. Multiply the percentage enrollment by grade level grouping from #1 above time the number of positions that result from the individual norm tables from #2 above.
 4. Sum the results and round to the nearest full FTE (e.g. 2.49 FTE is rounded to 2.0 FTE; 2.50 FTE is rounded to 3.0 FTE).

¹ Secondary schools with 800 or more students must have either an Asst. Prin. – SCS or equivalent position.



V. SECONDARY COUNSELOR

Initial counselor staffing suggestions are based on preliminary E-CAST enrollment projections reflected on the “Budget” tab of the E-CAST Forecast. Each Full Magnet school’s projected expenditures will be updated to reflect staffing ratios and resources based on Norm Day enrollment counts. For Full Magnet schools gaining resources, Budget Services will open positions and allocate additional resources. For Full Magnet schools losing resources, Budget Services will close positions and reduce resources.

i. Middle Schools

Each school receives the number of counselor positions using the suggested staffing tables which are based on active enrollment, including magnet center and special day program (SDP) students. (See BUL-4926.2 “Attendance Manual: Policy and Procedures for Elementary, Secondary and Options Schools,” dated March 1, 2013, for the definition of active and inactive students.)

- a) PHBAO middle schools should use Table C and their school-wide enrollment to determine the number of counseling positions.

TABLE C – COUNSELING NORM FOR PHBAO FULL MAGNET MIDDLE SCHOOLS

Enrollment From	Enrollment To	Counseling Positions
1	395	0.5
396	790	1.0
791	1,580	2.0
1,581	2,370	3.0
2,371	3,160	4.0
3,161	3,950	5.0
3,951	4,740	6.0

- b) Desegregated/Receiver middle schools should use Table D and their school-wide enrollment to determine the number of counseling positions.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TABLE D – COUNSELING NORM FOR DESEGREGATED/RECEIVER
FULL MANGET MIDDLE SCHOOL

Enrollment From	Enrollment To	Counseling Positions
1	445	0.5
446	890	1.0
891	1,780	2.0
1,781	2,670	3.0
2,671	3,560	4.0
3,561	4,450	5.0
4,451	5,340	6.0

ii. Senior High Schools

Each school receives the number of counselor positions using the suggested staffing tables which are based on active enrollment, including magnet center and special day program (SDP) students. (See BUL-4926.2 “Attendance Manual: Policy and Procedures for Elementary, Secondary and Options Schools,” dated March 1, 2013, for the definition of active and inactive students.)

- a) Desegregated/Receiver high schools should use Table E and their school-wide enrollment to determine the number of counseling positions.

TABLE E: COUNSELING NORM FOR DESEGREGATED/RECEIVER
FULL MAGNET SENIOR HIGH SCHOOLS

Enrollment From	Enrollment To	Counseling Positions
1	395	0.5
396	790	1.0
791	1,580	2.0
1,581	2,370	3.0
2,371	3,160	4.0
3,161	3,950	5.0
3,951	4,740	6.0
4,741	5,530	7.0



- b) PHBAO high schools should use Table F and their school-wide enrollment to determine the number of counseling positions.

TABLE F: COUNSELING NORM FOR PHBAO FULL MAGNET SENIOR HIGH SCHOOLS

Enrollment From	Enrollment To	Counseling Positions
1	345	0.5
346	690	1.0
691	1,380	2.0
1,381	2,070	3.0
2,071	2,760	4.0
2,761	3,450	5.0
3,451	4,140	6.0
4,141	4,830	7.0

- Span School Counselor Calculation
 - Span school counselor norm is based on the following (weighted average):
 1. Determine the percentage enrollment by grade level grouping for grades 6-8 and grades 9-12 to total enrollment.
 2. Determine number of counselor norm positions from the individual norm tables based on 100% of enrollment as if site is a middle school and again based on 100% of enrollment as if site is a senior high school.
 3. Multiply the percentage enrollment by grade level grouping from #1 above time the number of positions that result from the individual norm tables from #2 above.
 4. Sum the result. If the result is greater than 0.5, round to the nearest full FTE (e.g. 2.49 FTE is rounded to 2.0 FTE; 2.50 FTE is rounded to 3.0 FTE). If the sum is less than or equal to 0.5, site will be allocated 0.5 FTE counselor.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

VI. RECOMMENDED CLERICAL STAFFING

A. Enrollment

Each Full Magnet school receives the number of clerical positions using the recommended staffing tables which are based on active enrollment. (See BUL-4926.2 “Attendance Manual: Policy and Procedures for Elementary, Secondary and Options Schools,” dated March 1, 2013, for the definition of active and inactive students.), including Transitional Kindergarten Expansion, special day program students (SDP), Pre-Kindergarten special day classes, dual language center, and magnet center enrollment. Additional clerical resources to support State Pre-School classes are allocated separately by the Early Childhood Education Division.

Initial clerical staff recommendations are based on preliminary E-CAST enrollment projections reflected on the “Budget” tab of the E-CAST Forecast. Each Full magnet school’s projected expenditures will be updated to reflect staffing ratios and resources based on Norm Day enrollment counts. For Full magnet schools gaining resources, Budget Services will only open positions and allocate additional resources based on Norm Day enrollment.

B. Maintenance of Effort Activities to Implement the Modified Consent Decree

In compliance with the District’s Maintenance of Effort Activities to implement the Modified Consent Decree, the District will ensure that schools continue to receive dedicated clerical support resources to meet special education, Section 504, Hughes Bill and Modified Consent Decree compliance and operational needs.

Within the suggested staffing tables provided to each LAUSD school, beginning in 2009-2010 fiscal year, the following support must be allocated to meet special education compliance and operational needs:

- .5 Full Time Equivalent (FTE) for (a) elementary schools with enrollment below 500; (b) middle schools with enrollment below 1,000; and (c) senior high schools with enrollment below 1,700
- 1 FTE for (a) elementary schools with enrollment of 500 and above; (b) middle schools with enrollment of 1,000 and above; and (c) senior high schools with enrollment of 1,700 and above



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

C. Staffing Adjustment

Budget Services will compare the actual clerical staff at the school with the suggested positions based on Norm Day classification reports. Budget Services will notify the Principal and LD Administrators of Operations of any adjustment in staffing. The school site will have flexibility to determine how to modify staffing to align with actual enrollment.

Budget Services will notify Workforce Management, Classified Employment Services of any adjustment in staffing.

D. Full Magnet School Suggested Staffing Table

Clerical personnel will be assigned based on the following suggested staffing table. For norm enrollment purposes, enrollment includes magnet center, dual language center, Transitional Kindergarten Expansion, special day program students (SDP), and Pre-Kindergarten special day classes. Additional clerical resources to support State Pre-School classes are allocated separately by the Early Childhood Education Division.

Sites do not have flexibility over Modified Consent Decree Clerical Support.

Schools will receive budgets based on recommended staffing ratios. Schools will have the ability to change the budget to align to its unique needs. Please refer to the "General Fund School Program Manual" for flexibility guidelines.

i. Full Magnet Elementary Schools

Clerical Personnel will be assigned based on Table G. For norm enrollment purposes, enrollment includes magnet center, dual language center, Transitional Kindergarten Expansion, special day program students (SDP), and Pre-Kindergarten special day classes. Additional clerical resources to support State Pre-School classes are allocated separately by the Early Childhood Education Division.



**TABLE G – FULL MAGNET ELEMENTARY SCHOOL RECOMMENDED
CLERICAL STAFFING**

Enrollment From	Enrollment To	School Admin. Asst.	Modified Consent Decree Support	Additional Clerical Support	Total Clerical Staff
1	300	1.0	0.5	0.5	2.0
301	749	1.0	1.0	-	2.0
750	1,499	1.0	1.0	1.0	3.0
1,500	2,199	1.0	1.0	2.0	4.0
2,200	2,899	1.0	1.0	3.0	5.0
2,900	3,599	1.0	1.0	4.0	6.0
3,600	4,299	1.0	1.0	5.0	7.0
4,300	and above	1.0	1.0	6.0	8.0

Staffing Pattern

The typical staffing pattern at a full Magnet elementary school is as follows:

One (1) School Administrative Assistant (Job ID 24102500)
All other clerical positions - Office Technician(s) (Job ID 24102828)
The work basis assignment for all clerical positions is E basis

ii. Full Magnet Middle Schools

Clerical Personnel will be assigned based on Table H. For norm enrollment purposes, special day program classes (SDP) and magnet center enrollment are to be included.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TABLE H – FULL MAGNET MIDDLE SCHOOL RECOMMENDED CLERICAL STAFFING

Enrollment From	Enrollment To	School Admin. Asst.	Modified Consent Decree Support	Additional Clerical Support	Total Clerical Staff
1	700	1.0	0.5	0.5	2.0
701	1,200	1.0	1.0	1.0	3.0
1,201	1,650	1.0	1.0	2.0	4.0
1,651	2,100	1.0	1.0	3.0	5.0
2,101	2,550	1.0	1.0	4.0	6.0
2,551	3,000	1.0	1.0	5.0	7.0
3,001	3,450	1.0	1.0	6.0	8.0
3,451	3,900	1.0	1.0	7.0	9.0
3,901	4,350	1.0	1.0	8.0	10.0
4,351	4,800	1.0	1.0	9.0	11.0
4,801	5,250	1.0	1.0	10.0	12.0
5,251	and above	1.0	1.0	11.0	13.0

Staffing Pattern

The typical staffing pattern at a full Magnet middle school is as follows:

- One (1) School Administrative Assistant (Job ID 24102500)
- Two (2) Senior Office Technicians (Job ID 24102838)
- All other clerical positions - Office Technician(s) (Job ID 24102828)

The work basis assignment for all clerical positions is E basis.

iii. Full Magnet Senior High Schools

Clerical personnel will be assigned based on the following suggested staffing Table I. For norm enrollment purposes, special day program classes (SDP) and magnet center enrollment are to be included.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TABLE I – FULL MAGNET SENIOR HIGH SCHOOL RECOMMENDED
CLERIAL STAFFING

Enrollment From	Enrollment To	School Admin. Asst.	Modified Consent Decree Support	Additional Clerical Support	Total Clerical Staff
1	700	1.0	0.5	0.5	2.0
701	1,200	1.0	1.0	1.0	3.0
1,201	1,699	1.0	1.0	2.0	4.0
1,700	2,150	1.0	1.0	3.0	5.0
2,151	2,600	1.0	1.0	4.0	6.0
2,601	3,050	1.0	1.0	5.0	7.0
3,051	3,500	1.0	1.0	6.0	8.0
3,501	3,950	1.0	1.0	7.0	9.0
3,951	4,400	1.0	1.0	8.0	10.0
4,401	4,850	1.0	1.0	9.0	11.0
4,851	5,300	1.0	1.0	10.0	12.0
5,301	and above	1.0	1.0	11.0	13.0

Staffing pattern full Magnet senior high school

The typical staffing pattern at a full Magnet senior high school is as follows:

- One (1) School Administrative Assistant (Job ID 24102500)
- Three (3) Senior Office Technicians (Job ID 24102838)
- All other clerical positions Office Technician(s) (Job ID 24102828)

The work basis assignment for all clerical positions is E basis.

- Span School Clerical Calculation
 - Span clerical norm is based on the following (weighted average):
 1. Determine the percentage enrollment by grade level grouping K-5 and 6-12 to total enrollment.
 2. Determine number of clerical positions from the individual clerical staffing tables based on 100% of enrollment as if site is an



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

elementary school and again based on 100% of enrollment, as if site is a secondary school.

3. Multiply the percentage enrollment by grade level grouping from #1 above times the number of positions that result from the individual clerical staffing tables from #2 above.
4. Sum the result. If the result is greater than 1.5, round to the nearest full FTE (e.g. 2.49 FTE is rounded to 2.0; 2.50 FTE is rounded to 3.0 FTE). If the result is less than or equal to 1.50 FTE, the site will be allocated 1.5 FTE clerical staff.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

AUTHORITY: This is a District policy.

RELATED RESOURCES: REF-1819.16 – Norm Day and Classification Reports - Instructions and Schedules of Electronic Capture

BUL-4926.2 – Attendance Manual: Policy and Procedures for Elementary, Secondary and Options Schools

REF-3451.1 – Implementation Policy for New and Existing Dual Language Programs

REF-5955.0 – Implementation Policy for New Elementary Maintenance Bilingual Education (MBE) Programs

REF-5954.0 – Implementation Policy for Transitional Bilingual Education (TBE) Programs

MEM-6425.3 – Establishing a K-5/6 School Leadership-Initiated Elementary Dual Language Education Program for the 2019-20 School Year

MEM-055497 – Establishing a School-Leadership Initiated Secondary Dual Language Education Program (6-12) for the 2019-20 School Year

REF-6554.3 – Opening Day Procedures: Supplemental Guide and Updates

ASSISTANCE: For assistance in the implementation of this bulletin for certificated positions, please contact your Certificated Personnel Specialist.

For assistance with the implementation of this bulletin for classified positions, please contact the Workforce Management, Classified Employment Section.

For assistance with other questions, please contact Budget Services and Financial Planning Division at (213) 241-2100.



ATTACHMENT A – Teacher Norm Tables for Magnet Centers designated as PHBAO - (Magnet II)

TABLE 1P: Kindergarten, plus Grades 1, 2 and 3 – K-3 Grade Span Adjustment for PHBAO Magnet Centers (Magnet II)

This table provides one position for every 24 pupils based on the total enrollment in Kindergarten plus grades 1, 2 and 3 at PHBAO Magnet Centers.

K-3 ENROLLMENT		NUMBER OF TEACHERS	K-3 ENROLLMENT		NUMBER OF TEACHERS		
FROM	TO		FROM	TO			
1	-	24	1	793	-	816	34
25	-	48	2	817	-	840	35
49	-	72	3	841	-	864	36
73	-	96	4	865	-	888	37
97	-	120	5	889	-	912	38
121	-	144	6	913	-	936	39
145	-	168	7	937	-	960	40
169	-	192	8	961	-	984	41
193	-	216	9	985	-	1,008	42
217	-	240	10	1,009	-	1,032	43
241	-	264	11	1,033	-	1,056	44
265	-	288	12	1,057	-	1,080	45
289	-	312	13	1,081	-	1,104	46
313	-	336	14	1,105	-	1,128	47
337	-	360	15	1,129	-	1,152	48
361	-	384	16	1,153	-	1,176	49
385	-	408	17	1,177	-	1,200	50
409	-	432	18	1,201	-	1,224	51
433	-	456	19	1,225	-	1,248	52
457	-	480	20	1,249	-	1,272	53
481	-	504	21	1,273	-	1,296	54
505	-	528	22	1,297	-	1,320	55
529	-	552	23	1,321	-	1,344	56
553	-	576	24	1,345	-	1,368	57
577	-	600	25	1,369	-	1,392	58
601	-	624	26	1,393	-	1,416	59
625	-	648	27	1,417	-	1,440	60
649	-	672	28	1,441	-	1,464	61
673	-	696	29	1,465	-	1,488	62
697	-	720	30	1,489	-	1,512	63
721	-	744	31	1,513	-	1,536	64
745	-	768	32	1,537	-	1,560	65
769	-	792	33	1,561	-	1,584	66



Los Angeles Unified School District

ATTACHMENT A – Teacher Norm Tables for Magnet Centers designated as PHBAO - (Magnet II)

The 2018-19 norm table provides one position for every 24 students based on total enrollment in grades K-3 classes. To prevent loss of Local Control Funding Formula K through 3 Grade Span Adjustment funding, the school district must maintain a maximum average class size of 24 or less at each school site.

A class with 4th, 5th, or 6th grade students combined with any K-3 students is considered a K-3 class. Therefore, maximum average class size is 24. Attendance & Enrollment Section captures school month end enrollments for compliance with K-3 class size guidelines, and will work with Local District in monitoring of class sizes.

The Education Code imposes financial penalties on school districts that exceed specified class sizes. To safeguard against financial penalties, the number of pupils assigned to individual classes may not exceed 33 in kindergarten and 32 in grades 1-3.

Note: These limits also apply to “combination” classes. For purposes of the Class Size Penalties report to the California Department of Education, any class combining pupils in kindergarten or in any grade(s) 4 through 8 with one or more of Grades 1, 2, or 3 shall be considered a class of grades 1, 2, or 3. For example, if five (5) grade 3 pupils are added to a grade 4 class of 28, the class would be considered a grade 3 class of 33. In this example, a fiscal penalty would be assessed on the District because the class exceeded the class size requirement of 32 for grade 3.



Los Angeles Unified School District

ATTACHMENT A – Teacher Norm Tables for Magnet Centers designated as PHBAO - (Magnet II)

TABLE 2P: Grades 4-5/(6) for PHBAO Magnet Centers (Magnet II)

This table provides one position for every 30.5 pupil based on total enrollment in grades 4-5/(6) at PHBAO Magnet Centers.

Grades 4-5/(6) ENROLLMENT			NUMBER OF TEACHERS	Grades 4-5/(6) ENROLLMENT			NUMBER OF TEACHERS
FROM		TO		FROM		TO	
1	-	31	1	1,099	-	1,129	37
32	-	61	2	1,130	-	1,159	38
62	-	92	3	1,160	-	1,190	39
93	-	122	4	1,191	-	1,220	40
123	-	153	5	1,221	-	1,251	41
154	-	183	6	1,252	-	1,281	42
184	-	214	7	1,282	-	1,312	43
215	-	244	8	1,313	-	1,342	44
245	-	275	9	1,343	-	1,373	45
276	-	305	10	1,374	-	1,403	46
306	-	336	11	1,404	-	1,434	47
337	-	366	12	1,435	-	1,464	48
367	-	397	13	1,465	-	1,495	49
398	-	427	14	1,496	-	1,525	50
428	-	458	15	1,526	-	1,556	51
459	-	488	16	1,557	-	1,586	52
489	-	519	17	1,587	-	1,617	53
520	-	549	18	1,618	-	1,647	54
550	-	580	19	1,648	-	1,678	55
581	-	610	20	1,679	-	1,708	56
611	-	641	21	1,709	-	1,739	57
642	-	671	22	1,740	-	1,769	58
672	-	702	23	1,770	-	1,800	59
703	-	732	24	1,801	-	1,830	60
733	-	763	25	1,831	-	1,861	61
764	-	793	26	1,862	-	1,891	62
794	-	824	27	1,892	-	1,922	63
825	-	854	28	1,923	-	1,952	64
855	-	885	29	1,953	-	1,983	65
886	-	915	30	1,984	-	2,013	66
916	-	946	31	2,014	-	2,044	67
947	-	976	32	2,045	-	2,074	68
977	-	1,007	33	2,075	-	2,105	69
1,008	-	1,037	34	2,106	-	2,135	70
1,038	-	1,068	35	2,136	-	2,166	71
1,069	-	1,098	36	2,167	-	2,196	72



Los Angeles Unified School District

ATTACHMENT A – Teacher Norm Tables for Magnet Centers designated as PHBAO - (Magnet II)

TABLE 3P: Grades 6-8 for PHBAO Magnet Centers (Magnet II)

This table provides an overall teacher ratio of 28.33, based on maximum class size of 34.0 in six periods for grades 6-8 at PHBAO Magnet Centers.

Grades 6-8			NUMBER OF TEACHERS	Grades 6-8			
ENROLLMENT FROM	TO	ENROLLMENT FROM		TO	NUMBER OF TEACHERS		
1	-	28	1	1,049	-	1,076	38
29	-	56	2	1,077	-	1,105	39
57	-	85	3	1,106	-	1,133	40
86	-	113	4	1,134	-	1,161	41
114	-	141	5	1,162	-	1,190	42
142	-	170	6	1,191	-	1,218	43
171	-	198	7	1,219	-	1,246	44
199	-	226	8	1,247	-	1,275	45
227	-	255	9	1,276	-	1,303	46
256	-	283	10	1,304	-	1,331	47
284	-	311	11	1,332	-	1,360	48
312	-	340	12	1,361	-	1,388	49
341	-	368	13	1,389	-	1,416	50
369	-	396	14	1,417	-	1,445	51
397	-	425	15	1,446	-	1,473	52
426	-	453	16	1,474	-	1,501	53
454	-	481	17	1,502	-	1,530	54
482	-	510	18	1,531	-	1,558	55
511	-	538	19	1,559	-	1,586	56
539	-	566	20	1,587	-	1,615	57
567	-	595	21	1,616	-	1,643	58
596	-	623	22	1,644	-	1,671	59
624	-	651	23	1,672	-	1,700	60
652	-	680	24	1,701	-	1,728	61
681	-	708	25	1,729	-	1,756	62
709	-	736	26	1,757	-	1,785	63
737	-	765	27	1,786	-	1,813	64
766	-	793	28	1,814	-	1,841	65
794	-	821	29	1,842	-	1,870	66
822	-	850	30	1,871	-	1,898	67
851	-	878	31	1,899	-	1,926	68
879	-	906	32	1,927	-	1,955	69
907	-	935	33	1,956	-	1,983	70
936	-	963	34	1,984	-	2,011	71
964	-	991	35	2,012	-	2,040	72
992	-	1,020	36	2,041	-	2,068	73
1,021	-	1,048	37	2,069	-	2,096	74



ATTACHMENT A – Teacher Norm Tables for Magnet Centers designated as PHBAO - (Magnet II)

Table 4P: Reduce Class Size from 34:1 to 32:1, One Period, for 8th Grade Students at PHBAO Magnet Centers (Magnet II)

This table provides for a class size reduction from student teacher ratio of 34:1 to 32:1 for one period at PHBAO magnet centers in grade 8

ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO	
1	-	32	None
33	-	544	1 auxiliary period
545	-	1,088	2 auxiliary periods
1,089	-	1,632	3 auxiliary periods



ATTACHMENT A – Teacher Norm Tables for Magnet Centers designated as PHBAO - (Magnet II)

TABLE 5P: Grades 9-12 for PHBAO Magnet Centers (Magnet II)

This table provides an overall teacher ratio of 28.33, based on maximum class size of 34.0 in six periods for grades 9-12 at PHBAO Magnet Centers.

Grades 9-12			NUMBER OF TEACHERS	Grades 9-12			
ENROLLMENT FROM	TO	ENROLLMENT FROM		TO	NUMBER OF TEACHERS		
1	-	33	1	1,116	-	1,143	40
34	-	61	2	1,144	-	1,171	41
62	-	90	3	1,172	-	1,200	42
91	-	118	4	1,201	-	1,228	43
119	-	146	5	1,229	-	1,256	44
147	-	175	6	1,257	-	1,285	45
176	-	203	7	1,286	-	1,313	46
204	-	231	8	1,314	-	1,341	47
232	-	260	9	1,342	-	1,370	48
261	-	288	10	1,371	-	1,398	49
289	-	316	11	1,399	-	1,426	50
317	-	345	12	1,427	-	1,455	51
346	-	373	13	1,456	-	1,483	52
374	-	401	14	1,484	-	1,511	53
402	-	430	15	1,512	-	1,540	54
431	-	458	16	1,541	-	1,568	55
459	-	486	17	1,569	-	1,596	56
487	-	515	18	1,597	-	1,625	57
516	-	543	19	1,626	-	1,653	58
544	-	571	20	1,654	-	1,681	59
572	-	600	21	1,682	-	1,710	60
601	-	628	22	1,711	-	1,738	61
629	-	656	23	1,739	-	1,766	62
657	-	685	24	1,767	-	1,795	63
686	-	713	25	1,796	-	1,823	64
714	-	741	26	1,824	-	1,851	65
742	-	770	27	1,852	-	1,880	66
771	-	798	28	1,881	-	1,908	67
799	-	826	29	1,909	-	1,936	68
827	-	860	30	1,937	-	1,965	69
861	-	888	31	1,966	-	1,993	70
889	-	916	32	1,994	-	2,021	71
917	-	945	33	2,022	-	2,050	72
946	-	973	34	2,051	-	2,078	73
974	-	1,001	35	2,079	-	2,106	74
1,002	-	1,030	36	2,107	-	2,135	75
1,031	-	1,058	37	2,136	-	2,163	76
1,059	-	1,086	38	2,164	-	2,191	77
1,087	-	1,115	39	2,192	-	2,220	78



Los Angeles Unified School District

ATTACHMENT A – Teacher Norm Tables for Magnet Centers designated as PHBAO - (Magnet II)

Table 6P: Reduce Class Size from 34:1 to 32:1, One Period, for 9th Grade Students at PHBAO Magnet Centers (Magnet II)

This table provides for a class size reduction from student teacher ratio of 34:1 to 32:1 for one period at PHBAO magnet centers in grade 9

ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO	
1	-	32	None
33	-	544	1 auxiliary period
545	-	1,088	2 auxiliary periods
1,089	-	1,632	3 auxiliary periods



ATTACHMENT B – Teacher Norm Tables for Magnet Centers designated as Desegregated/Receiver (Magnet I)

TABLE 1D: Kindergarten, plus Grades 1, 2 and 3 – K-3 Grade Level Adjustment for Desegregated/Receiver Magnet Centers (Magnet I)

This table provides one position for every 24 pupils based on the total enrollment in Kindergarten plus grades 1, 2 and 3 at Desegregated/Receiver Magnet Centers.

Table with 6 columns: K-3 ENROLLMENT FROM, K-3 ENROLLMENT TO, NUMBER OF TEACHERS, K-3 ENROLLMENT FROM, K-3 ENROLLMENT TO, NUMBER OF TEACHERS. Rows range from 1-24 to 769-792.



ATTACHMENT B – Teacher Norm Tables for Magnet Centers designated as Desegregated/Receiver (Magnet I)

The 2018-19 norm table provides one position for every 24 students based on total enrollment in grades K-3 classes. To prevent loss of Local Control Funding Formula K through 3 Grade Span Adjustment funding, the school district must maintain a maximum average class size of 24 or less at each school site.

A class with 4th, 5th, or 6th grade students combined with any K-3 students is considered a K-3 class. Therefore, maximum average class size is 24. Attendance & Enrollment Section captures school month end enrollments for compliance with K-3 class size guidelines, and will work with Local District in monitoring of class sizes.

The Education Code imposes financial penalties on school districts that exceed specified class sizes. To safeguard against financial penalties, the number of pupils assigned to individual classes may not exceed 33 in kindergarten and 32 in grades 1-3.

Note: These limits also apply to “combination” classes. For purposes of the Class Size Penalties report to the California Department of Education, any class combining pupils in kindergarten or in any grade(s) 4 through 8 with one or more of Grades 1, 2, or 3 shall be considered a class of grades 1, 2, or 3. For example, if five (5) grade 3 pupils are added to a grade 4 class of 28, the class would be considered a grade 3 class of 33. In this example, a fiscal penalty would be assessed on the District because the class exceeded the class size requirement of 32 for grade 3.



ATTACHMENT B – Teacher Norm Tables for Magnet Centers designated as Desegregated/Receiver (Magnet I)

TABLE 2D: Grades 4-5/(6) for Desegregated/Receiver Magnet Centers (Magnet I)

This table provides one position for every 34.0 pupil based on total enrollment in grades 4-5/(6) at Desegregated/Receiver Magnet Centers.

Grades 4-5/(6)			NUMBER OF TEACHERS	Grades 4-5/(6)			
ENROLLMENT FROM	TO			ENROLLMENT FROM	TO		NUMBER OF TEACHERS
1	-	34	1	1,225	-	1,258	37
35	-	68	2	1,259	-	1,292	38
69	-	102	3	1,293	-	1,326	39
103	-	136	4	1,327	-	1,360	40
137	-	170	5	1,361	-	1,394	41
171	-	204	6	1,395	-	1,428	42
205	-	238	7	1,429	-	1,462	43
239	-	272	8	1,463	-	1,496	44
273	-	306	9	1,497	-	1,530	45
307	-	340	10	1,531	-	1,564	46
341	-	374	11	1,565	-	1,598	47
375	-	408	12	1,599	-	1,632	48
409	-	442	13	1,633	-	1,666	49
443	-	476	14	1,667	-	1,700	50
477	-	510	15	1,701	-	1,734	51
511	-	544	16	1,735	-	1,768	52
545	-	578	17	1,769	-	1,802	53
579	-	612	18	1,803	-	1,836	54
613	-	646	19	1,837	-	1,870	55
647	-	680	20	1,871	-	1,904	56
681	-	714	21	1,905	-	1,938	57
715	-	748	22	1,939	-	1,972	58
749	-	782	23	1,973	-	2,006	59
783	-	816	24	2,007	-	2,040	60
817	-	850	25	2,041	-	2,074	61
851	-	884	26	2,075	-	2,108	62
885	-	918	27	2,109	-	2,142	63
919	-	952	28	2,143	-	2,176	64
953	-	986	29	2,177	-	2,210	65
987	-	1,020	30	2,211	-	2,244	66
1,021	-	1,054	31	2,245	-	2,278	67
1,055	-	1,088	32	2,279	-	2,312	68
1,089	-	1,122	33	2,313	-	2,346	69
1,123	-	1,156	34	2,347	-	2,380	70
1,157	-	1,190	35	2,381	-	2,414	71
1,191	-	1,224	36	2,415	-	2,448	72



ATTACHMENT B – Teacher Norm Tables for Magnet Centers designated as Desegregated/Receiver (Magnet I)

TABLE 3D: Grades 6-8 for Desegregated/Receiver Magnet Centers (Magnet I)

This table provides an overall teacher ratio of 30.42:1, based on maximum class size of 36.5 in six periods for grades 6 – 8 at Desegregated/Receiver Magnet Centers.

Grades 6-8			Grades 6-8				
ENROLLMENT		NUMBER OF	ENROLLMENT		NUMBER OF		
FROM	TO	TEACHERS	FROM	TO	TEACHERS		
1	-	30	1	1,126	-	1,155	38
31	-	60	2	1,156	-	1,186	39
61	-	91	3	1,187	-	1,216	40
92	-	121	4	1,217	-	1,247	41
122	-	152	5	1,248	-	1,277	42
153	-	182	6	1,278	-	1,307	43
183	-	212	7	1,308	-	1,338	44
213	-	243	8	1,339	-	1,368	45
244	-	273	9	1,369	-	1,399	46
274	-	304	10	1,400	-	1,429	47
305	-	334	11	1,430	-	1,460	48
335	-	365	12	1,461	-	1,490	49
366	-	395	13	1,491	-	1,520	50
396	-	425	14	1,521	-	1,551	51
426	-	456	15	1,552	-	1,581	52
457	-	486	16	1,582	-	1,612	53
487	-	517	17	1,613	-	1,642	54
518	-	547	18	1,643	-	1,672	55
548	-	577	19	1,673	-	1,703	56
578	-	608	20	1,704	-	1,733	57
609	-	638	21	1,734	-	1,764	58
639	-	669	22	1,765	-	1,794	59
670	-	699	23	1,795	-	1,825	60
700	-	730	24	1,826	-	1,855	61
731	-	760	25	1,856	-	1,885	62
761	-	790	26	1,886	-	1,916	63
791	-	821	27	1,917	-	1,946	64
822	-	851	28	1,947	-	1,977	65
852	-	882	29	1,978	-	2,007	66
883	-	912	30	2,008	-	2,037	67
913	-	942	31	2,038	-	2,068	68
943	-	973	32	2,069	-	2,098	69
974	-	1,003	33	2,099	-	2,129	70
1,004	-	1,034	34	2,130	-	2,159	71
1,035	-	1,064	35	2,160	-	2,190	72
1,065	-	1,095	36	2,191	-	2,220	73
1,096	-	1,125	37	2,221	-	2,250	74



ATTACHMENT B – Teacher Norm Tables for Magnet Centers designated as Desegregated/Receiver (Magnet I)

Table 4D: Reduce Class Size from 36.5:1 to 34.5:1, One Period, for 8th Grade Students at Desegregated/Receiver Magnet Centers (Magnet I)

This table provides for a class size reduction from student teacher ratio of 36.5:1 to 34.5:1 for one period at Desegregated/Receiver magnet centers in grade 8

ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO	
1	-	34	None
35	-	630	1 auxiliary period
631	-	1,260	2 auxiliary periods
1,261	-	1,890	3 auxiliary periods



ATTACHMENT B – Teacher Norm Tables for Magnet Centers designated as Desegregated/Receiver (Magnet I)

TABLE 5D: Grades 9-12 for Desegregated/Receiver Magnet Centers (Magnet I)

This table provides an overall teacher ratio of 30.42, based on maximum class size of 36.5 in six periods for grades 9-12 at Desegregated/Receiver Magnet Centers.

Grades 9-12 ENROLLMENT			NUMBER OF TEACHERS	Grades 9-12 ENROLLMENT			NUMBER OF TEACHERS
FROM		TO		FROM		TO	
1	-	35	1	984	-	1,013	33
36	-	65	2	1,014	-	1,044	34
66	-	96	3	1,045	-	1,074	35
97	-	126	4	1,075	-	1,105	36
127	-	157	5	1,106	-	1,135	37
158	-	187	6	1,136	-	1,165	38
188	-	217	7	1,166	-	1,196	39
218	-	248	8	1,197	-	1,226	40
249	-	278	9	1,227	-	1,257	41
279	-	309	10	1,258	-	1,287	42
310	-	339	11	1,288	-	1,317	43
340	-	370	12	1,318	-	1,348	44
371	-	400	13	1,349	-	1,378	45
401	-	430	14	1,379	-	1,409	46
431	-	461	15	1,410	-	1,439	47
462	-	491	16	1,440	-	1,470	48
492	-	522	17	1,471	-	1,500	49
523	-	552	18	1,501	-	1,530	50
553	-	582	19	1,531	-	1,561	51
583	-	613	20	1,562	-	1,591	52
614	-	643	21	1,592	-	1,622	53
644	-	674	22	1,623	-	1,652	54
675	-	704	23	1,653	-	1,682	55
705	-	735	24	1,683	-	1,713	56
736	-	765	25	1,714	-	1,743	57
766	-	795	26	1,744	-	1,774	58
796	-	826	27	1,775	-	1,804	59
827	-	856	28	1,805	-	1,835	60
857	-	887	29	1,836	-	1,865	61
888	-	922	30	1,866	-	1,895	62
923	-	952	31	1,896	-	1,926	63
953	-	983	32	1,927	-	1,956	64



ATTACHMENT B – Teacher Norm Tables for Magnet Centers designated as Desegregated/Receiver (Magnet I)

Table 6D: Reduce Class Size from 36.5:1 to 34.5:1, One Period, for 9th Grade Students at Desegregated/Receiver Magnet Centers (Magnet I)

This table provides for a class size reduction from student teacher ratio of 36.5:1 to 34.5:1 for one period at Desegregated/Receiver magnet centers in grade 9

ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO	
1	-	34	None
35	-	630	1 auxiliary period
631	-	1,260	2 auxiliary periods
1,261	-	1,890	3 auxiliary periods



Los Angeles Unified School District

ATTACHMENT C – Teacher Norm Tables for Magnet Schools designated as PHBAO (Magnet II)

TABLE 1P: Kindergarten, plus Grades 1, 2 and 3 – K-3 Grade Level Adjustment for PHBAO Magnet Schools (Magnet II)

This table provides one position for every 24 pupils based on the total enrollment in Kindergarten plus grades 1, 2 and 3 at PHBAO Magnet Schools.

K-3 ENROLLMENT FROM		TO	NUMBER OF TEACHERS	K-3 ENROLLMENT FROM		TO	NUMBER OF TEACHERS
1	-	24	1	793	-	816	34
25	-	48	2	817	-	840	35
49	-	72	3	841	-	864	36
73	-	96	4	865	-	888	37
97	-	120	5	889	-	912	38
121	-	144	6	913	-	936	39
145	-	168	7	937	-	960	40
169	-	192	8	961	-	984	41
193	-	216	9	985	-	1,008	42
217	-	240	10	1,009	-	1,032	43
241	-	264	11	1,033	-	1,056	44
265	-	288	12	1,057	-	1,080	45
289	-	312	13	1,081	-	1,104	46
313	-	336	14	1,105	-	1,128	47
337	-	360	15	1,129	-	1,152	48
361	-	384	16	1,153	-	1,176	49
385	-	408	17	1,177	-	1,200	50
409	-	432	18	1,201	-	1,224	51
433	-	456	19	1,225	-	1,248	52
457	-	480	20	1,249	-	1,272	53
481	-	504	21	1,273	-	1,296	54
505	-	528	22	1,297	-	1,320	55
529	-	552	23	1,321	-	1,344	56
553	-	576	24	1,345	-	1,368	57
577	-	600	25	1,369	-	1,392	58
601	-	624	26	1,393	-	1,416	59
625	-	648	27	1,417	-	1,440	60
649	-	672	28	1,441	-	1,464	61
673	-	696	29	1,465	-	1,488	62
697	-	720	30	1,489	-	1,512	63
721	-	744	31	1,513	-	1,536	64
745	-	768	32	1,537	-	1,560	65
769	-	792	33	1,561	-	1,584	66



Los Angeles Unified School District

ATTACHMENT C – Teacher Norm Tables for Magnet Schools designated as PHBAO (Magnet II)

The 2018-19 norm table provides one position for every 24 students based on total enrollment in grades K-3 classes. To prevent loss of Local Control Funding Formula K through 3 Grade Span Adjustment funding, the school district must maintain a maximum average class size of 24 or less at each school site.

A class with 4th, 5th, or 6th grade students combined with any K-3 students is considered a K-3 class. Therefore, maximum average class size is 24. Attendance & Enrollment Section captures school month end enrollments for compliance with K-3 class size guidelines, and will work with Local District in monitoring of class sizes.

The Education Code imposes financial penalties on school districts that exceed specified class sizes. To safeguard against financial penalties, the number of pupils assigned to individual classes may not exceed 33 in kindergarten and 32 in grades 1-3.

Note: These limits also apply to “combination” classes. For purposes of the Class Size Penalties report to the California Department of Education, any class combining pupils in kindergarten or in any grade(s) 4 through 8 with one or more of Grades 1, 2, or 3 shall be considered a class of grades 1, 2, or 3. For example, if five (5) grade 3 pupils are added to a grade 4 class of 28, the class would be considered a grade 3 class of 33. In this example, a fiscal penalty would be assessed on the District because the class exceeded the class size requirement of 32 for grade 3.



Los Angeles Unified School District

ATTACHMENT C – Teacher Norm Tables for Magnet Schools designated as PHBAO (Magnet II)

TABLE 2P: Grades 4-5/(6) for PHBAO Magnet Schools (Magnet II)

This table provides one position for every 30.5 pupils based on total enrollment in grades 4-5/(6) at PHBAO Magnet Schools.

Grades 4-5/(6) ENROLLMENT			NUMBER OF TEACHERS	Grades 4-5/(6) ENROLLMENT			NUMBER OF TEACHERS
FROM		TO		FROM		TO	
1	-	31	1	1,099	-	1,129	37
32	-	61	2	1,130	-	1,159	38
62	-	92	3	1,160	-	1,190	39
93	-	122	4	1,191	-	1,220	40
123	-	153	5	1,221	-	1,251	41
154	-	183	6	1,252	-	1,281	42
184	-	214	7	1,282	-	1,312	43
215	-	244	8	1,313	-	1,342	44
245	-	275	9	1,343	-	1,373	45
276	-	305	10	1,374	-	1,403	46
306	-	336	11	1,404	-	1,434	47
337	-	366	12	1,435	-	1,464	48
367	-	397	13	1,465	-	1,495	49
398	-	427	14	1,496	-	1,525	50
428	-	458	15	1,526	-	1,556	51
459	-	488	16	1,557	-	1,586	52
489	-	519	17	1,587	-	1,617	53
520	-	549	18	1,618	-	1,647	54
550	-	580	19	1,648	-	1,678	55
581	-	610	20	1,679	-	1,708	56
611	-	641	21	1,709	-	1,739	57
642	-	671	22	1,740	-	1,769	58
672	-	702	23	1,770	-	1,800	59
703	-	732	24	1,801	-	1,830	60
733	-	763	25	1,831	-	1,861	61
764	-	793	26	1,862	-	1,891	62
794	-	824	27	1,892	-	1,922	63
825	-	854	28	1,923	-	1,952	64
855	-	885	29	1,953	-	1,983	65
886	-	915	30	1,984	-	2,013	66
916	-	946	31	2,014	-	2,044	67
947	-	976	32	2,045	-	2,074	68
977	-	1,007	33	2,075	-	2,105	69
1,008	-	1,037	34	2,106	-	2,135	70
1,038	-	1,068	35	2,136	-	2,166	71
1,069	-	1,098	36	2,167	-	2,196	72



Los Angeles Unified School District

ATTACHMENT C – Teacher Norm Tables for Magnet Schools designated as PHBAO (Magnet II)

TABLE 3P: Grades 6-8 for PHBAO Magnet Schools (Magnet II)

This table provides an overall teacher ratio of 28.33 based on maximum class size of 34.0 in six periods for grades 6-8 at PHBAO Magnet Schools.

Grades 6-8			NUMBER OF TEACHERS	Grades 6-8			
ENROLLMENT		NUMBER OF TEACHERS		ENROLLMENT		NUMBER OF TEACHERS	
FROM	TO		FROM	TO			
1	-	28	1	1,049	-	1,076	38
29	-	56	2	1,077	-	1,105	39
57	-	85	3	1,106	-	1,133	40
86	-	113	4	1,134	-	1,161	41
114	-	141	5	1,162	-	1,190	42
142	-	170	6	1,191	-	1,218	43
171	-	198	7	1,219	-	1,246	44
199	-	226	8	1,247	-	1,275	45
227	-	255	9	1,276	-	1,303	46
256	-	283	10	1,304	-	1,331	47
284	-	311	11	1,332	-	1,360	48
312	-	340	12	1,361	-	1,388	49
341	-	368	13	1,389	-	1,416	50
369	-	396	14	1,417	-	1,445	51
397	-	425	15	1,446	-	1,473	52
426	-	453	16	1,474	-	1,501	53
454	-	481	17	1,502	-	1,530	54
482	-	510	18	1,531	-	1,558	55
511	-	538	19	1,559	-	1,586	56
539	-	566	20	1,587	-	1,615	57
567	-	595	21	1,616	-	1,643	58
596	-	623	22	1,644	-	1,671	59
624	-	651	23	1,672	-	1,700	60
652	-	680	24	1,701	-	1,728	61
681	-	708	25	1,729	-	1,756	62
709	-	736	26	1,757	-	1,785	63
737	-	765	27	1,786	-	1,813	64
766	-	793	28	1,814	-	1,841	65
794	-	821	29	1,842	-	1,870	66
822	-	850	30	1,871	-	1,898	67
851	-	878	31	1,899	-	1,926	68
879	-	906	32	1,927	-	1,955	69
907	-	935	33	1,956	-	1,983	70
936	-	963	34	1,984	-	2,011	71
964	-	991	35	2,012	-	2,040	72
992	-	1,020	36	2,041	-	2,068	73
1,021	-	1,048	37	2,069	-	2,096	74



Los Angeles Unified School District

ATTACHMENT C – Teacher Norm Tables for Magnet Schools designated as PHBAO (Magnet II)

TABLE 4P: Grades 9-12 for PHBAO Magnet Schools (Magnet II)

This table provides an overall teacher ratio of 28.33, based on maximum class size of 34.0 in six periods for grades 9-12 for PHBAO Magnet Schools.

Grades 9-12			NUMBER OF TEACHERS	Grades 9-12			
ENROLLMENT FROM	TO	ENROLLMENT FROM		TO	NUMBER OF TEACHERS		
1	-	33	1	1,116	-	1,143	40
34	-	61	2	1,144	-	1,171	41
62	-	90	3	1,172	-	1,200	42
91	-	118	4	1,201	-	1,228	43
119	-	146	5	1,229	-	1,256	44
147	-	175	6	1,257	-	1,285	45
176	-	203	7	1,286	-	1,313	46
204	-	231	8	1,314	-	1,341	47
232	-	260	9	1,342	-	1,370	48
261	-	288	10	1,371	-	1,398	49
289	-	316	11	1,399	-	1,426	50
317	-	345	12	1,427	-	1,455	51
346	-	373	13	1,456	-	1,483	52
374	-	401	14	1,484	-	1,511	53
402	-	430	15	1,512	-	1,540	54
431	-	458	16	1,541	-	1,568	55
459	-	486	17	1,569	-	1,596	56
487	-	515	18	1,597	-	1,625	57
516	-	543	19	1,626	-	1,653	58
544	-	571	20	1,654	-	1,681	59
572	-	600	21	1,682	-	1,710	60
601	-	628	22	1,711	-	1,738	61
629	-	656	23	1,739	-	1,766	62
657	-	685	24	1,767	-	1,795	63
686	-	713	25	1,796	-	1,823	64
714	-	741	26	1,824	-	1,851	65
742	-	770	27	1,852	-	1,880	66
771	-	798	28	1,881	-	1,908	67
799	-	826	29	1,909	-	1,936	68
827	-	860	30	1,937	-	1,965	69
861	-	888	31	1,966	-	1,993	70
889	-	916	32	1,994	-	2,021	71
917	-	945	33	2,022	-	2,050	72
946	-	973	34	2,051	-	2,078	73
974	-	1,001	35	2,079	-	2,106	74
1,002	-	1,030	36	2,107	-	2,135	75
1,031	-	1,058	37	2,136	-	2,163	76
1,059	-	1,086	38	2,164	-	2,191	77
1,087	-	1,115	39	2,192	-	2,220	78



ATTACHMENT C – Teacher Norm Tables for Magnet Schools designated as PHBAO (Magnet II)

Table 5P: Double Block Intensive Intervention English Language Arts Program (Literacy for Success) at 28:1 for Selected 6 - 8 Graders at PHBAO Magnet Schools (Magnet II)

This table provides for a class size reduction from student teacher ratio of 34:1 to 28:1 for the double block intensive intervention English Language Arts program (Literacy for Success) in grades 6-8 in Magnet Schools only. This course should be blocked with the student’s regular English course. Magnet Center enrollment is included with home site to determine allocation.

Table with 4 columns: Grades 6-8 ENROLLMENT (FROM, TO), and NUMBER OF TEACHERS. It lists enrollment ranges from 1 to 2,400 and corresponding teacher requirements, such as 'None', '1 auxiliary period', '2 positions', etc.



Los Angeles Unified School District

ATTACHMENT C – Teacher Norm Tables for Magnet Schools designated as PHBAO (Magnet II)

Table 6P: Double Block Intensive Intervention English Language Arts Program (Strategic Literacy) 26:1 For Selected 9th Graders at PHBAO Magnet Schools (Magnet II)

LAUSD has authorized a reduced class size from 34:1 to 26:1 for 9th graders taking the double block intensive intervention English Language Arts program (Strategic Literacy). This course should be blocked with the student’s regular English course. Magnet Center enrollment is included with home site to determine allocation.

Grade 9 ENROLLMENT		TO	NUMBER OF TEACHERS
FROM			
1	-	10	None
11	-	56	1 auxiliary period
57	-	112	2 auxiliary periods
113	-	168	3 auxiliary periods
169	-	224	4 auxiliary periods
225	-	280	1 position
281	-	336	1 position + 1 auxiliary period
337	-	392	1 position + 2 auxiliary periods
393	-	448	1 position + 3 auxiliary periods
449	-	504	1 position + 4 auxiliary periods
505	-	560	2 positions
561	-	616	2 positions + 1 auxiliary period
617	-	672	2 positions + 2 auxiliary periods
673	-	728	2 positions + 3 auxiliary periods
729	-	784	2 positions + 4 auxiliary periods
785	-	840	3 positions
841	-	896	3 positions + 1 auxiliary period
897	-	952	3 positions + 2 auxiliary periods
953	-	1,008	3 positions + 3 auxiliary periods
1,009	-	1,064	3 positions + 4 auxiliary periods
1,065	-	1,120	4 positions
1,121	-	1,176	4 positions + 1 auxiliary period
1,177	-	1,232	4 positions + 2 auxiliary periods
1,233	-	1,288	4 positions + 3 auxiliary periods
1,289	-	1,344	4 positions + 4 auxiliary periods
1,345	-	1,400	5 positions
1,401	-	1,456	5 positions + 1 auxiliary period
1,457	-	1,512	5 positions + 2 auxiliary periods
1,513	-	1,568	5 positions + 3 auxiliary periods
1,569	-	1,624	5 positions + 4 auxiliary periods
1,625	-	1,680	6 positions
1,681	-	1,736	6 positions + 1 auxiliary period
1,737	-	1,792	6 positions + 2 auxiliary periods
1,793	-	1,848	6 positions + 3 auxiliary periods
1,849	-	1,904	6 positions + 4 auxiliary periods
1,905	-	1,960	7 positions



Los Angeles Unified School District

ATTACHMENT C – Teacher Norm Tables for Magnet Schools designated as PHBAO (Magnet II)

Table 7P: Reduce Class Size from 34:1 to 32:1, One Period, for 8th Grade Students at PHBAO Magnet Schools (Magnet II)

This table provides for a class size reduction from student teacher ratio of 34:1 to 32:1 for one period at PHBAO magnet schools in grade 8

ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO	
1	-	32	None
33	-	544	1 auxiliary period
545	-	1,088	2 auxiliary periods
1,089	-	1,632	3 auxiliary periods

Table 8P: Reduce Class Size from 34:1 to 32:1, One Period, for 9th Grade Students at PHBAO Magnet Schools (Magnet II)

This table provides for a class size reduction from student teacher ratio of 34:1 to 32:1 for one period at PHBAO magnet schools in grade 9

ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO	
1	-	32	None
33	-	544	1 auxiliary period
545	-	1,088	2 auxiliary periods
1,089	-	1,632	3 auxiliary periods



ATTACHMENT D – Teacher Norm Tables for Magnet Schools designated as Desegregated/Receiver (Magnet I)

TABLE 1D: Kindergarten, plus Grades 1, 2 and 3 – K-3 Grade Level Adjustment for Desegregated/Receiver Magnet Schools (Magnet I)

This table provides one position for every 24 pupils based on the total enrollment in Kindergarten plus grades 1, 2 and 3 at Desegregated/Receiver Magnet Schools.

Table with 6 columns: K-3 ENROLLMENT FROM, K-3 ENROLLMENT TO, NUMBER OF TEACHERS, K-3 ENROLLMENT FROM, K-3 ENROLLMENT TO, NUMBER OF TEACHERS. Rows range from 1 to 769.



Los Angeles Unified School District

ATTACHMENT D – Teacher Norm Tables for Magnet Schools designated as Desegregated/Receiver (Magnet I)

The 2018-19 norm table provides one position for every 24 students based on total enrollment in grades K-3 classes. To prevent loss of Local Control Funding Formula K through 3 Grade Span Adjustment funding, the school district must maintain a maximum average class size of 24 or less at each school site.

A class with 4th, 5th, or 6th grade students combined with any K-3 students is considered a K-3 class. Therefore, maximum average class size is 24. Attendance & Enrollment Section captures school month end enrollments for compliance with K-3 class size guidelines, and will work with Local District in monitoring of class sizes.

The Education Code imposes financial penalties on school districts that exceed specified class sizes. To safeguard against financial penalties, the number of pupils assigned to individual classes may not exceed 33 in kindergarten and 32 in grades 1-3.

Note: These limits also apply to “combination” classes. For purposes of the Class Size Penalties report to the California Department of Education, any class combining pupils in kindergarten or in any grade(s) 4 through 8 with one or more of Grades 1, 2, or 3 shall be considered a class of grades 1, 2, or 3. For example, if five (5) grade 3 pupils are added to a grade 4 class of 28, the class would be considered a grade 3 class of 33. In this example, a fiscal penalty would be assessed on the District because the class exceeded the class size requirement of 32 for grade 3.



ATTACHMENT D – Teacher Norm Tables for Magnet Schools designated as Desegregated/Receiver (Magnet I)

TABLE 2D: Grades 4-5/(6) for Desegregated/Receiver Magnet Schools (Magnet I)

This table provides one position for every 34.0 pupils based on total enrollment in grades 4-5/(6) at Desegregated/Receiver Magnet Schools.

Table with 6 columns: Grades 4-5/(6) ENROLLMENT FROM, Grades 4-5/(6) ENROLLMENT TO, NUMBER OF TEACHERS, Grades 4-5/(6) ENROLLMENT FROM, Grades 4-5/(6) ENROLLMENT TO, NUMBER OF TEACHERS. Rows range from 1-34 to 1,191-1,224.



ATTACHMENT D – Teacher Norm Tables for Magnet Schools designated as Desegregated/Receiver (Magnet I)

TABLE 3D: Grades 6-8 for Desegregated/Receiver Magnet Schools (Magnet I)

This table provides an overall teacher ratio of 30.42, based on maximum class size of 36.5 in six periods for grades 6 – 8 in Desegregated/Receiver Magnet Schools.

Grades 6-8			NUMBER OF TEACHERS	Grades 6-8			
ENROLLMENT FROM	TO	ENROLLMENT FROM		TO	NUMBER OF TEACHERS		
1	-	30	1	1,126	-	1,155	38
31	-	60	2	1,156	-	1,186	39
61	-	91	3	1,187	-	1,216	40
92	-	121	4	1,217	-	1,247	41
122	-	152	5	1,248	-	1,277	42
153	-	182	6	1,278	-	1,307	43
183	-	212	7	1,308	-	1,338	44
213	-	243	8	1,339	-	1,368	45
244	-	273	9	1,369	-	1,399	46
274	-	304	10	1,400	-	1,429	47
305	-	334	11	1,430	-	1,460	48
335	-	365	12	1,461	-	1,490	49
366	-	395	13	1,491	-	1,520	50
396	-	425	14	1,521	-	1,551	51
426	-	456	15	1,552	-	1,581	52
457	-	486	16	1,582	-	1,612	53
487	-	517	17	1,613	-	1,642	54
518	-	547	18	1,643	-	1,672	55
548	-	577	19	1,673	-	1,703	56
578	-	608	20	1,704	-	1,733	57
609	-	638	21	1,734	-	1,764	58
639	-	669	22	1,765	-	1,794	59
670	-	699	23	1,795	-	1,825	60
700	-	730	24	1,826	-	1,855	61
731	-	760	25	1,856	-	1,885	62
761	-	790	26	1,886	-	1,916	63
791	-	821	27	1,917	-	1,946	64
822	-	851	28	1,947	-	1,977	65
852	-	882	29	1,978	-	2,007	66
883	-	912	30	2,008	-	2,037	67
913	-	942	31	2,038	-	2,068	68
943	-	973	32	2,069	-	2,098	69
974	-	1,003	33	2,099	-	2,129	70
1,004	-	1,034	34	2,130	-	2,159	71
1,035	-	1,064	35	2,160	-	2,190	72
1,065	-	1,095	36	2,191	-	2,220	73
1,096	-	1,125	37	2,221	-	2,250	74



ATTACHMENT D – Teacher Norm Tables for Magnet Schools designated as Desegregated/Receiver (Magnet I)

TABLE 4D: Grades 9-12 for Desegregated/Receiver Magnet Schools (Magnet I)

This table provides an overall teacher ratio of 30.42, based on maximum class size of 36.5 in six periods for grades 9-12 at Desegregated/Receiver Magnet Centers.

Grades 9-12 ENROLLMENT			NUMBER OF TEACHERS	Grades 9-12 ENROLLMENT			NUMBER OF TEACHERS
FROM	-	TO		FROM	-	TO	
1	-	35	1	984	-	1,013	33
36	-	65	2	1,014	-	1,044	34
66	-	96	3	1,045	-	1,074	35
97	-	126	4	1,075	-	1,105	36
127	-	157	5	1,106	-	1,135	37
158	-	187	6	1,136	-	1,165	38
188	-	217	7	1,166	-	1,196	39
218	-	248	8	1,197	-	1,226	40
249	-	278	9	1,227	-	1,257	41
279	-	309	10	1,258	-	1,287	42
310	-	339	11	1,288	-	1,317	43
340	-	370	12	1,318	-	1,348	44
371	-	400	13	1,349	-	1,378	45
401	-	430	14	1,379	-	1,409	46
431	-	461	15	1,410	-	1,439	47
462	-	491	16	1,440	-	1,470	48
492	-	522	17	1,471	-	1,500	49
523	-	552	18	1,501	-	1,530	50
553	-	582	19	1,531	-	1,561	51
583	-	613	20	1,562	-	1,591	52
614	-	643	21	1,592	-	1,622	53
644	-	674	22	1,623	-	1,652	54
675	-	704	23	1,653	-	1,682	55
705	-	735	24	1,683	-	1,713	56
736	-	765	25	1,714	-	1,743	57
766	-	795	26	1,744	-	1,774	58
796	-	826	27	1,775	-	1,804	59
827	-	856	28	1,805	-	1,835	60
857	-	887	29	1,836	-	1,865	61
888	-	922	30	1,866	-	1,895	62
923	-	952	31	1,896	-	1,926	63
953	-	983	32	1,927	-	1,956	64



ATTACHMENT D – Teacher Norm Tables for Magnet Schools designated as Desegregated/Receiver (Magnet I)

Table 5D: Double Block Intensive Intervention English Language Arts Program (Literacy for Success) at 28:1 for Selected 6-8 Graders at Desegregated/Receiver Magnet Schools (Magnet I)

This table provides for a class size reduction from student teacher ratio of 36.5:1 to 28:1 for the double block intensive intervention English Language Arts program (Literacy for Success) in grades 6-8 in Desegregated/Receiver Magnet Schools only. Magnet Center enrollment is included with home site to determine allocation.

Table with 3 columns: Grades 6-8 ENROLLMENT (FROM, TO), and NUMBER OF TEACHERS. It lists enrollment ranges from 1 to 1,800 and corresponding teacher positions and auxiliary periods.



ATTACHMENT D – Teacher Norm Tables for Magnet Schools designated as Desegregated/Receiver (Magnet I)

Table 6D: Double Block Intensive Intervention English Language Arts Program (Strategic Literacy) at 26:1 for Selected 9th Graders at Desegregated/Receiver Magnet Schools (Magnet I)

LAUSD has authorized a reduced class size from 36.5:1 to 26:1 for 9th graders taking the double block intensive intervention English Language Arts program (Strategic Literacy). This course is to be blocked with the student’s regular English course in Desegregated/Receiver Magnet Schools only. Magnet Center enrollment is included with home site to determine allocation.

Table with 3 columns: Grade 9 ENROLLMENT (FROM, TO), and NUMBER OF TEACHERS. It lists enrollment ranges from 1-10 to 1,306-1,350 and corresponding teacher requirements such as 'None', '1 auxiliary period', '2 positions', etc.



ATTACHMENT D – Teacher Norm Tables for Magnet Schools designated as Desegregated/Receiver (Magnet I)

Table 7D: Reduce Class Size from 36.5:1 to 34.5:1, One Period, for 8th Grade Students at Desegregated/Receiver Magnet Schools (Magnet I)

This table provides for a class size reduction from student teacher ratio of 36.5:1 to 34.5:1 for one period at Desegregated/Receiver magnet schools in grade 8

ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO	
1	-	34	None
35	-	630	1 auxiliary period
631	-	1,260	2 auxiliary periods
1,261	-	1,890	3 auxiliary periods

Table 8D: Reduce Class Size from 36.5:1 to 34.5:1, One Period, for 9th Grade Students at Desegregated/Receiver Magnet Schools (Magnet I)

This table provides for a class size reduction from student teacher ratio of 36.5:1 to 34.5:1 for one period at Desegregated/Receiver magnet schools in grade 9

ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO	
1	-	34	None
35	-	630	1 auxiliary period
631	-	1,260	2 auxiliary periods
1,261	-	1,890	3 auxiliary periods



Los Angeles Unified School District

ATTACHMENT E – Special Education Norm Table Guide

These do not include Related Services and their required teacher ratios.

<u>Acronym</u>	<u>Name</u>	<u>Teacher Norm for Students Up to 8 Years Old</u>	<u>Teacher Norm for Students 9 Years Old & Above</u>	<u>Notes</u>
AUT	Autism	6	6	
DHH	Deaf/Hard of Hearing	6-8	8-10	
ED	Emotional Disturbance	8	8	
EE	Early Education	10	N/A	
IDM	Intellectual Disability-Moderate	12 or 14*	12 or 14*	
IDS	Intellectual Disability-Severe	12	12	
MD	Multiple Disabilities	6	8	
MDS	Multiple Disability-Severe	10	10	
PAL	Preschool for All	10	-	
PCC	Preschool Collaborative Classroom	10	-	Also 1 GE Teacher, only at EECs.
PCC/ETK	Expanded Transitional Kindergarten	8	-	Total class norms at 24 with 8 SWD and 16 GE children. Also receives 1 GE Teacher. To replace PCC program at non-EEC locations.
PSC	Preschool Collaborative	8	-	
RSP	Resource Specialist Program	24-28	24-28	Schools may also receive Resource Specialist Teacher support through an itinerant position
SLD	Specific Learning Disability	12	12	
VI	Visually Impairment	8	10	
Special Education Centers		10	10	

*12 if a 4 year age span



Los Angeles Unified School District

ATTACHMENT F – List of Non-Credit Bearing/Zero Credit Courses

COURSE NUMBER	COURSE NAME
102547	LOTE YEAR 1A EXEMPT
102548	LOTE YEAR 1B EXEMPT
102549	LOTE YEAR 2A WAIVER
102550	LOTE YEAR 2B WAIVER
103000	*Home
103149	ALGEBRA 2A WAIVER
103150	ALGEBRA 2B WAIVER
109902	PASSPORT PLACEHOLDER
151001	NON EQUIVALENT COLLEGE OTHER
152301	NON EQUIVALENT COLLEGE ENGLISH
152601	NON EQUIVALENT COLLEGE LOTE
153101	NON EQUIVALENT COLLEGE MATH
153201	NON EQUIVALENT COLLEGE VAPA
153601	NON EQUIVALENT COLLEGE SCIENCE
153701	NON EQUIVALENT COLLEGE HISTORY
251140	BILT AWRD ARAB
252040	BILT AWARD ASL
252540	BILT AWRD MAN
253540	BILT AWRD FRE
253740	BILT AWRD GER
254340	BILT AWRD ITAL
254540	BILT AWRD JAPANESE
254840	BILT AWRD LAT
254940	BILT AWRD KOR
255540	BILT AWRD RUS
256040	BILT AWRD SPAN
259040	BILT ARWD OTHR

COURSE NUMBER	COURSE NAME
269948	HEALTH ALT
305074	ED/CAREER PLAN
305075	HS EQUIV TEST STRATEG
305077	HS EQUIV TEST PREP
305094	HS EQUIV TEST PREP DNL
310341C	CC ALGEBRA 1
339901	PE WAIVER DR
339949	PE REQUIRE MET
420103	HOMEROOM
422305	MS SUM INTERVEN ELA 5
422306	MS SUM INTERVEN ELA 6
422307	MS SUM INTERVEN ELA 7
422308	MS SUM INTERVEN ELA 8
423105	MS SUM INTERVEN MATH 5
423106	MS SUM INTERVEN MATH 6
423107	MS SUM INTERVEN MATH 7
423108	MS SUM INTERVEN MATH 8
429949	SERVICE LEARN
431360	ASL/ENG BI-LING ED:LITERACY
431361	ASL/ENG BI-LING ED:LEVEL 1
431362	ASL/ENG BI-LING ED:LEVEL 2
431363	ASL/ENG BI-LING ED:LEVEL 3
671590	CULINARY ART/7: SERVSAF