



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT _____



AUXILIARY ASSIGNMENTS
WAIVER REQUEST FORM

School _____ Date _____

A. Waiver:

- Auxiliary teaching assignments shall be made by the site administrator and Department Chair in a fair and equitable manner. In doing so, they shall utilize teacher preference sheets and shall take into account seniority and the unique needs of the instructional program.

B. Certification for Approval:

The undersigned certify that formal approval of the waiver was obtained in accordance with LAUSD SBM/LEARN Guidelines including:

1. Two-thirds agreement of certificated bargaining unit employees by formal vote.
2. Formal approval of a majority of other staff. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
3. Formal approval of a majority of parent/community members. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
4. Formal approval of the principal.

Principal's Signature Date

UTLA Chairperson's Signature Date

Classified Representative's Signature Date

Leadership Council Parent/Community Member's Signature Date
(Selected by the parent/community members of the Local School Leadership Council)

C. Return Completed Form To: _____ **Local District:** _____

D. Local District – Affected Bargaining Unit Disposition

() Approved () State Waiver Requested () Condition for approval () Denied

Condition(s) for Approval or Reason(s) for Denial:

District Representative Date Waiver

E. United Teachers Los Angeles

() Approved () Condition for approval () Denied

Condition(s) for Approval or Reason(s) for Denial:

UTLA Representative Date



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT _____



BANKING TIME - OPEN HOUSE SCHEDULE
WAIVER REQUEST FORM

School _____ Date _____

A. Waiver:

- In order to support student learning, build a culture of collaboration and inquiry, promote whole school change, and promote authentic teacher inquiry around student work, we agree to implement "Student Exhibitions" at the end of the school year. We agree to reschedule one Banked Time Tuesday that falls during Parent Conference week in March for the end of the school year, and move the traditional "Open House" activity to the end of the school year.

B. Certification for Approval:

The undersigned certify that formal approval of the waiver was obtained in accordance with LAUSD SBM/LEARN Guidelines including:

1. Two-thirds agreement of certificated bargaining unit employees by formal vote.
2. Formal approval of a majority of other staff. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
3. Formal approval of a majority of parent/community members. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
4. Formal approval of the principal.

Principal's Signature

Date

UTLA Chairperson's Signature

Date

Classified Representative's Signature

Date

Leadership Council Parent/Community Member's Signature

Date

(Selected by the parent/community members of the Local School Leadership Council)

C. Return Completed Form To: _____ **Local District:** _____

D. Local District – Affected Bargaining Unit Disposition

() Approved () State Waiver Requested () Condition for approval () Denied

Condition(s) for Approval or Reason(s) for Denial:

District Representative

Date

Waiver

E. United Teachers Los Angeles

() Approved () Condition for approval () Denied

Condition(s) for Approval or Reason(s) for Denial:

UTLA Representative

Date



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT _____



BANKING TIME – PROFESSIONAL DEVELOPMENT SCHEDULE
WAIVER REQUEST FORM

School _____ Date _____

A. Waiver:

- To reschedule the two Banked Time Tuesdays that fall during Parent Conference weeks in November and March in May at the end of the school year.

B. Certification for Approval:

The undersigned certify that formal approval of the waiver was obtained in accordance with LAUSD SBM/LEARN Guidelines including:

1. Two-thirds agreement of certificated bargaining unit employees by formal vote.
2. Formal approval of a majority of other staff. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
3. Formal approval of a majority of parent/community members. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
4. Formal approval of the principal.

Principal's Signature Date

UTLA Chairperson's Signature Date

Classified Representative's Signature Date

Leadership Council Parent/Community Member's Signature Date
(Selected by the parent/community members of the Local School Leadership Council)

C. Return Completed Form To: _____ **Local District:** _____

D. Local District – Affected Bargaining Unit Disposition
() Approved () State Waiver Requested () Condition for approval () Denied
Condition(s) for Approval or Reason(s) for Denial:

District Representative Date Waiver

E. United Teachers Los Angeles
() Approved () Condition for approval () Denied
Condition(s) for Approval or Reason(s) for Denial:

UTLA Representative Date



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT _____



BLOCK SCHEDULE – A/B or 4x4 PLAN
WAIVER REQUEST FORM

School _____ Date _____

A. Waiver:

- In order to encourage the use of innovative teaching methods that address multiple learning styles, we agree to implement the attached alternative day plan. Each day will be organized into four 90-minute periods with a total of eight classes meeting over two consecutive days ("A Day" and "B Day").

B. Certification for Approval:

The undersigned certify that formal approval of the waiver was obtained in accordance with LAUSD SBM/LEARN Guidelines including:

1. Two-thirds agreement of certificated bargaining unit employees by formal vote.
2. Formal approval of a majority of other staff. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
3. Formal approval of a majority of parent/community members. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
4. Formal approval of the principal.

Principal's Signature

Date

UTLA Chairperson's Signature

Date

Classified Representative's Signature

Date

Leadership Council Parent/Community Member's Signature

Date

(Selected by the parent/community members of the Local School Leadership Council)

C. Return Completed Form To: _____ **Local District:** _____

D. Local District – Affected Bargaining Unit Disposition

() Approved () State Waiver Requested () Condition for approval () Denied

Condition(s) for Approval or Reason(s) for Denial:

District Representative Date Waiver

E. United Teachers Los Angeles

() Approved () Condition for approval () Denied

Condition(s) for Approval or Reason(s) for Denial:

UTLA Representative Date



LOS ANGELES UNIFIED SCHOOL DISTRICT
DISTRICT _____



CERTIFICATION OF FORMAL ASSURANCE FORM

(School) (Loc. Code) (Local Dist.) (Date)

CONDITIONS FOR APPROVAL:

The undersigned certify that formal to adopt the Single Plan for Student Achievement developed by the School Site Council (SSC) as the SBM and/or LEARN Plan was obtained in accordance with the LAUSD SBM/LEARN Guidelines including:

- School-Based Management (SBM)
- LEARN
- School-Based Management/LEARN

1. Two-thirds agreement of certificated bargaining unit employees by formal vote.
2. Formal approval of a majority of other staff. An official meeting will be held to conduct the formal vote (50% + 1 constitutes a majority)
3. Formal approval of a majority of parent/community members. An official meeting will be held to conduct the formal vote. (50% + 1 constitutes a majority)
4. Formal approval of the principal.

Principal's Signature

Date

UTLA Chairperson's Signature

Date

Classified Representative's Signature

Date

Leadership Council Parent/Community Member's Signature

Date

(Selected by the parent/community members of the Local School Leadership Council)

Distribution: Local District Office
Harry Gerst, Beaudry Building, 16th Fl.
UTLA – Mike Dreebin, Elementary or Linda Guthrie, Secondary



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT _____



COPERNICAN PLAN - BLOCK SCHEDULE
WAIVER REQUEST FORM

School _____ Date _____

A. Waiver:

- In order to encourage the use of innovative teaching methods that address multiple learning styles, we agree to implement the attached four-term Copernican block schedule. Classes are each 90 minutes in length and students generally take three classes per 10-week term. Semester courses are now taught in one term and year-long courses are now covered in two consecutive terms. Interscholastic athletics, band and drill, drama and selected other courses are now fourth period activities.

B. Certification for Approval:

The undersigned certify that formal approval of the waiver was obtained in accordance with LAUSD SBM/LEARN Guidelines including:

1. Two-thirds agreement of certificated bargaining unit employees by formal vote.
2. Formal approval of a majority of other staff. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
3. Formal approval of a majority of parent/community members. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
4. Formal approval of the principal.

Principal's Signature Date

UTLA Chairperson's Signature Date

Classified Representative's Signature Date

Leadership Council Parent/Community Member's Signature Date
(Selected by the parent/community members of the Local School Leadership Council)

C. Return Completed Form To: _____ **Local District:** _____

D. Local District – Affected Bargaining Unit Disposition

() Approved () State Waiver Requested () Condition for approval () Denied

Condition(s) for Approval or Reason(s) for Denial:

District Representative Date Waiver

E. United Teachers Los Angeles

() Approved () Condition for approval () Denied

Condition(s) for Approval or Reason(s) for Denial:

UTLA Representative Date

**VERDUGO HILLS HIGH SCHOOL
COPERNICAN BLOCK SCHEDULE**

**Warning Bell:
7:50 A.M.**

**Period 1:
8:00 A.M. - 9:30 A.M.**

**Period 2:
9:36 A.M. - 11:06 A.M.**

**Lunch:
11:06 A.M. - 11:36 A.M.**

**Period 3:
11:42 A.M. - 1:12 P.M.**

**Recess:
1:12 P.M. - 1:30 P.M.**

**Period 4:
1:36 P.M. - 3:06 P.M.**



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT _____



PEER EVALUATION – CRITICAL FRIENDS GROUPS
WAIVER REQUEST FORM

School _____ Date _____

A. Waiver:

- In order to support student learning, build a culture of collaboration and inquiry, promote whole school change, and promote authentic teacher inquiry around student work, we agree to implement Critical Friends Groups (CFG) as the framework for Peer Evaluation for a period of two years. Participating teachers meet for two hours per month with a CFG coach and use protocols to engage in reflective dialogue, give and receive feedback from peer observations, examine and analyze student work, share resources and ideas, and plan changes in the school’s organizational culture in an effort to improve student achievement. In addition, teachers who elect to participate in a CFG observe one another at work at least monthly and develop a portfolio that reflects the CA Standards for the Teaching Profession that incorporates planning, mutual observations of teaching, reflection and response to observation and assessment of student work.

B. Certification for Approval:

The undersigned certify that formal approval of the waiver was obtained in accordance with LAUSD SBM/LEARN Guidelines including:

- Two-thirds agreement of certificated bargaining unit employees by formal vote.
- Formal approval of a majority of other staff. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
- Formal approval of a majority of parent/community members. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
- Formal approval of the principal.

Principal’s Signature Date

UTLA Chairperson's Signature Date

Classified Representative’s Signature Date

Leadership Council Parent/Community Member’s Signature Date
(Selected by the parent/community members of the Local School Leadership Council)

C. Return Completed Form To: _____ **Local District:** _____

D. Local District – Affected Bargaining Unit Disposition

() Approved () State Waiver Requested () Condition for approval () Denied

Condition(s) for Approval or Reason(s) for Denial:

District Representative Date Waiver

E. United Teachers Los Angeles

() Approved () Condition for approval () Denied

Condition(s) for Approval or Reason(s) for Denial:

UTLA Representative Date



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT _____



PEER EVALUATION – LESSON DESIGN STUDY
WAIVER REQUEST FORM

School _____ Date _____

A. Waiver:

- In order to encourage a more collaborative school culture, we agree to implement Lesson Design Study as the framework for Peer Evaluation in which teams of teachers will engage in an action-research project that examines both the design and delivery of an interdisciplinary unit. Teachers who elect to participate in Lesson Design Study will develop a portfolio that reflects the CA Standards for the Teaching Profession and utilize a "professional growth" formative model of teacher peer evaluation that incorporates planning, mutual observations of teaching, reflection and response to observation and assessment of student work.

B. Certification for Approval:

The undersigned certify that formal approval of the waiver was obtained in accordance with LAUSD SBM/LEARN Guidelines including:

1. Two-thirds agreement of certificated bargaining unit employees by formal vote.
2. Formal approval of a majority of other staff. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
3. Formal approval of a majority of parent/community members. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
4. Formal approval of the principal.

Principal's Signature

Date

UTLA Chairperson's Signature

Date

Classified Representative's Signature

Date

Leadership Council Parent/Community Member's Signature

Date

(Selected by the parent/community members of the Local School Leadership Council)

C. Return Completed Form To: _____ **Local District:** _____

D. Local District – Affected Bargaining Unit Disposition

() Approved () State Waiver Requested () Condition for approval () Denied

Condition(s) for Approval or Reason(s) for Denial:

District Representative

Date

Waiver

E. United Teachers Los Angeles

() Approved () Condition for approval () Denied

Condition(s) for Approval or Reason(s) for Denial:

UTLA Representative

Date



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT _____



SINGLE GOVERNANCE COUNCIL
WAIVER REQUEST FORM

A. Waiver:

To designate the School Site Council, as outlined in the State categorical programs guidelines, as our school's one decision-making council, we agree to the following:

- Dissolve our Local School Leadership Council as described in Article XXVII of the LAUSD/UTLA Collective Bargaining Agreement and delegate its roles, responsibilities and authority to the School Site Council.
- Constitute the School Site Council membership according to the guidelines set out in the state guidelines, to consist of 50% parents and 50% school staff (principal, teachers, and classified staff with teachers forming the majority of the school staff membership)
- School Site Council will accept the roles, responsibilities, and authority of the Local School Leadership Council
- Elect the School Site Council chairperson according to the guidelines set out in state guidelines.

B. Certification for Approval:

The undersigned certify that formal approval of the waiver was obtained in accordance with LAUSD SBM/LEARN Guidelines including:

1. Two-thirds agreement of certificated bargaining unit employees by formal vote.
2. Formal approval of a majority of other staff. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
3. Formal approval of a majority of parent/community members. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
4. Formal approval of the principal.

_____	_____
Principal's Signature	Date
_____	_____
UTLA Chairperson's Signature	Date
_____	_____
Classified Representative's Signature	Date
_____	_____
Leadership Council Parent/Community Member's Signature (Selected by the parent/community members of the Local School Leadership Council)	Date

C. Local District Disposition:

Approved State Waiver Requested Condition for Approval Denied
Condition(s) for Approval or Reason(s) for Denial:

_____ Date

D. UTLA Disposition:

Approved State Waiver Requested Condition for Approval Denied
Condition(s) for Approval or Reason(s) for Denial:

_____ Date



Staff Selection



*There are over 300 LEARN Schools in LAUSD. All LEARN Schools have "Staff Selection" rights according to District policy. However, before stakeholders can begin interviewing candidates for vacant positions, the school must outline a process for involving stakeholders in "Staff Selection" and include it in the "governance" section of the **Single Plan for Student Achievement**. (They do not need a Waiver.)*

*LEARN is outside the contract and not subject to the grievance procedure. If the District fails to allow you to implement "Staff Selection" according to the outline in your **Single Plan for Student Achievement**, the "**Uniform Complaint Procedure**" should be used. (LEARN Schools with governance issues are advised to consider School-Based Management (SBM) for the contractual leverage afforded in Article XXVII.)*





LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT _____



STAFF SELECTION – ALL POSITIONS
WAIVER REQUEST FORM

School _____ Date _____

A. Waiver:

To establish a Staff Selection Committee, we agree to the following:

- The Staff Selection Committee shall interview and hire applicants for all positions at the school site except administrators.
- The Staff Selection Committee shall interview administrative candidates and submit the names of their three (3) top candidates to the Superintendent for selection.

B. Certification for Approval:

The undersigned certify that formal approval of the waiver was obtained in accordance with LAUSD SBM/LEARN Guidelines including:

1. Two-thirds agreement of certificated bargaining unit employees by formal vote.
2. Formal approval of a majority of other staff. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
3. Formal approval of a majority of parent/community members. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
4. Formal approval of the principal.

Principal's Signature Date

UTLA Chairperson's Signature Date

Classified Representative's Signature Date

Leadership Council Parent/Community Member's Signature Date
(Selected by the parent/community members of the Local School Leadership Council)

C. Return Completed Form To: _____ **Local District:** _____

D. Local District – Affected Bargaining Unit Disposition
() Approved () State Waiver Requested () Condition for approval () Denied
Condition(s) for Approval or Reason(s) for Denial:

District Representative Date Waiver

E. United Teachers Los Angeles

() Approved () Condition for approval () Denied

Condition(s) for Approval or Reason(s) for Denial:

UTLA Representative Date



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT _____



STAFF SELECTION – KEY POSITIONS
WAIVER REQUEST FORM

School _____ Date _____

A. Waiver:

To establish a Staff Selection Committee, we agree to the following:

- The Staff Selection Committee shall interview and hire applicants for the positions of teachers, teachers assistants, school administrative assistant, plant manager and cafeteria manager
- The Staff Selection Committee shall interview administrative candidates and submit the names of their three (3) top candidates to the Superintendent for selection.

B. Certification for Approval:

The undersigned certify that formal approval of the waiver was obtained in accordance with LAUSD SBM/LEARN Guidelines including:

1. Two-thirds agreement of certificated bargaining unit employees by formal vote.
2. Formal approval of a majority of other staff. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
3. Formal approval of a majority of parent/community members. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
4. Formal approval of the principal.

Principal's Signature Date

UTLA Chairperson's Signature Date

Classified Representative's Signature Date

Leadership Council Parent/Community Member's Signature Date
(Selected by the parent/community members of the Local School Leadership Council)

C. Return Completed Form To: _____ **Local District:** _____

D. Local District – Affected Bargaining Unit Disposition
() Approved () State Waiver Requested () Condition for approval () Denied
Condition(s) for Approval or Reason(s) for Denial:

District Representative Date Waiver

E. United Teachers Los Angeles
() Approved () Condition for approval () Denied
Condition(s) for Approval or Reason(s) for Denial:

UTLA Representative Date



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT _____



UNIFORM STAFFING PROCEDURES – SMALL LEARNING COMMUNITIES
WAIVER REQUEST FORM

School _____ Date _____

A. Waiver:

- In order to facilitate interdisciplinary team teaching within Small Learning Communities, we agree to replace the traditional Uniform Staffing Procedures in Article IX Section 6.1.-6.4 of the LAUSD/UTLA Collective Bargaining Agreement with the attached alternative procedure.

B. Certification for Approval:

The undersigned certify that formal approval of the waiver was obtained in accordance with LAUSD SBM/LEARN Guidelines including:

1. Two-thirds agreement of certificated bargaining unit employees by formal vote.
2. Formal approval of a majority of other staff. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
3. Formal approval of a majority of parent/community members. An official meeting was held and a formal vote was conducted. The vote resulted in at least 50% + 1 vote margin.
4. Formal approval of the principal.

Principal's Signature Date

UTLA Chairperson's Signature Date

Classified Representative's Signature Date

Leadership Council Parent/Community Member's Signature Date
(Selected by the parent/community members of the Local School Leadership Council)

C. Return Completed Form To: _____ **Local District:** _____

D. Local District – Affected Bargaining Unit Disposition

() Approved () State Waiver Requested () Condition for approval () Denied
Condition(s) for Approval or Reason(s) for Denial:

District Representative Date Waiver

E. United Teachers Los Angeles

() Approved () Condition for approval () Denied
Condition(s) for Approval or Reason(s) for Denial:

UTLA Representative Date

**Los Angeles Unified School District
Hollenbeck Middle School
S.B.M. Waiver Request
Uniform Staffing Procedures**

In order to facilitate team teaching and our middle school House System, we agree to replace the traditional Uniform Staffing Procedures in Article IX Sections 6.1 – 6.4 of the LAUSD/UTLA Collective Bargaining Agreement with the following alternative procedure:

6.1 Alternative Staffing Procedure for Hollenbeck Middle School

a. Creation and Posting Of Matrix: Approximately ten weeks prior to the last day of school, the site administrator shall prepare and post a matrix of the master schedule. This matrix shall be developed in consultation with the Department Chairs, House Leaders and Counselors, and shall indicate the number of classes in each house for each subject and grade level. The site administrator shall specify any special credentials, necessary qualifications and any differentials, along with the requirements to qualify for the differentials. Teachers will be notified of tentative assignments as soon as practicable, and not later than May 15.

b. Requests: Teachers with the specified credentials and required qualifications ("qualified") may request assignment to their grade level core or team and specific classes within their department using the "Hollenbeck Middle School Teacher Preference Sheet" developed by the Academic Senate and approved by the Local School Leadership Council. Submission of this preference form shall serve as a request for the assignment. Teachers on leave who are scheduled to return to service should participate in the selection process.

d. Hollenbeck Middle School Teaching Assignments: Assignment to house, department and classes shall be made pursuant to the following procedure:

(1) House:

(i) The site administrator, after consultation with the chapter chair shall determine the percentage of permanent teachers and the percentage of non-permanent teachers that are expected to be assigned to the site during the school year for which the assignments are to be made. The site administrator shall then indicate on the matrix the number of positions by house and department that are available for the assignment of otherwise qualified permanent and non-permanent teachers, respectively. The percentage of all the positions that are made available to otherwise qualified permanent teachers in each house and in all houses school-wide shall reasonably approximate the percentage of permanent teachers at the site.

(ii) After the site administrator indicates the positions available for otherwise qualified permanent teachers, the permanent teachers at the site shall request assignment to the positions by house and department for which they are qualified and which are available to permanent teachers.

i. The site administrator shall assign such permanent teachers who are otherwise qualified to the openings available in each house on the basis of District seniority. The only exception shall occur when the site administrator reasonably determines that any specific assignment is not in the best interests of the educational program. If the exception determination is disputed, the dispute resolution procedure in subsection e below shall apply.

ii. The site administrator shall assign such permanent teachers who are otherwise qualified to the openings available in each department on the basis of District seniority. The only exception shall occur when the site administrator reasonably determines that any specific assignment is not in the best interests of the educational program. If the exception determination is disputed, the dispute resolution procedure in subsection e below shall apply.

e. Dispute Resolution Procedure (For Permanent Teachers): If differences arise as the result of the site administrator's assignments of permanent teachers (but not as the result of the assignment of non-permanent teachers, whose assignments are not subject to any dispute resolution or grievance procedure) pursuant to subsections c and d immediately above, they shall be resolved solely pursuant to the following procedure:

(1) Informal Procedure.

- (i) If an employee believes that an assignment is inappropriate, the employee must request an informal meeting with the site administrator house leader and department chair.
- (ii) Such informal meeting must be requested within three days after the employee knew or should have known of the occurrence of the event(s) upon which the complaint is based.
- (iii) Such meeting shall be scheduled within three days of the request with the party who has the authority to grant the remedy.
- (iv) A good faith effort shall be made to resolve the matter.

(2) Formal Procedure:

- (i) If the complaint is not settled at the informal meeting, the employee may request a meeting with the site administrator, the house leader, department chair and the chapter chair within three (3) days who, acting reasonably and in good faith, shall attempt mutually to agree upon the assignment. If the site administrator and chapter chair cannot agree upon the assignment within a period of three (3) days, a formal written complaint in letter form must be filed within such period of three (3) days with the site administrator and the chapter chair, and copies must be forwarded to the Office of Staff Relations and UTLA.
- (ii) In such cases, a third person shall be appointed to resolve, and shall resolve, the assignment issue within an additional period of three (3) days. The third person shall be promptly selected from a panel of eight members, four members or one-half of whom shall have been appointed by the District Superintendent or designee each March to serve for a period of one year and four members or one-half of whom shall have been appointed by the UTLA President or

- (iii) The site administrator shall then assign the non-permanent teachers to all the houses and departments so that the percentage of otherwise qualified non-permanent teachers assigned to each house and to all houses as a whole reasonably approximates the percentage of non-permanent teachers at the site.
- (2) Houses and Departments: The house and department in which a permanent teacher is considered for assignment purposes shall be the ones in which the teacher has taught for the major portion of teaching time during the most recent six semesters of classroom teaching experience. This recent experience provision shall not apply when a teacher applies to a position unfilled after all teachers in the house and/or department have had the opportunity to submit requests.
- (3) Classes: Classes within each house and department shall be distributed by the principal (or designee) in consultation with the elected House Leaders and Department Chairs, in a fair and equitable manner, taking into account seniority and unique educational program needs of Hollenbeck Middle School.
- (4) Sections 6.2, 6.3 and 6.4 apply in the circumstances there described.

6.2 Staffing Procedures After Initial Selection Through The Fifth Week of School: The following procedures apply to staffing decisions which occur after the completion of the initial spring selection process and before norm date or the end of the 5th week of school (whichever is sooner):

- a. The principal, house leader and department chair working together shall reasonably determine who will fill the opening or vacancy.
- b. In doing so, they shall utilize teacher preference sheets for identifying teacher preference and shall take into account seniority and the unique educational program needs of Hollenbeck Middle School.
- c. If agreement is not reached or if the parties prefer, the openings and vacancies shall be filled by a new hire, transferee, substitute, or auxiliary assignment.
 - (i) Auxiliary assignments shall be made by the site administrator. In doing so, he/she shall utilize teacher preference sheets and shall take into account seniority and the unique program needs of Hollenbeck Middle School.

6.3 Staffing Procedures After Norm Day: If an opening or vacancy occurs in a teaching position, that vacancy shall be filled by a new hire, transferee, substitute, or auxiliary assignment.

- a. Auxiliary assignments shall be made by the site administrator. In doing so, he/she shall utilize teacher preference sheets and shall take into account seniority and the unique program needs of Hollenbeck Middle School

6.4 Staffing Procedures For Spring Semester: Any opening or vacancy shall be filled by the site administrator. House Leaders and Department Chairs shall have the right to consult with, and make recommendations to the site administrator with respect to establishment of class offerings, class assignments, and balancing house and department classes pursuant to Article XVIII, Section 4.0 (Class Size).

designee each March to serve for a period of one year. The parties shall make all reasonable efforts to select retired District employees as the eight panel members, and shall select the members in good faith on the basis of perceived middle school experience and judicious character. The panel members shall be divided into four teams of two members each, one member selected by each party. The first panel member to be selected to resolve an assignment issue shall be determined by chance. Subsequent selections of panel members shall alternate between those selected by each party. The second member of each team shall act in an advisory role in resolving each assignment dispute. The size of the panel may be adjusted by mutual agreement of the parties to this Agreement.

- (iii) Panel members shall have the authority to overrule a site administrator's Hollenbeck Middle School class assignment only upon a specific finding that the assignment is arbitrary and capricious. The decision of the panel shall be final.

HOLLENBECK MIDDLE SCHOOL

SBM PLAN

Middle School Reform

The House System

Since 1988, Hollenbeck has been reorganized into four school communities or "Houses" within a single school. The House System facilitates the personalization of each student's educational experience at Hollenbeck and interdisciplinary teaching and assessment. The goal of the House System is to raise academic achievement, increase attendance, and decrease behavior problems, while helping students to find a sense of pride and ownership in their school. Our school is divided into four individualized houses (Orange, Purple, Silver and Gold) so that we can personalize instruction, create a smaller community of learners, and a connected environment for our students and teachers.

Research has shown that smaller schools show improved test scores and student achievement. A team of teachers working together is able to form a much more detailed picture of a student's needs, strengths and weaknesses.

Each house is, by definition, a school-within-a-school. Each has approximately 500 students, 20 teachers, 1 counselor and an administrator. Each house has a House Leader elected by the faculty. The students, teachers, and support team are together all three of the students' middle school years. Each student has the same Homeroom or Advisory teacher for three years. Each house has assemblies to recognize and demonstrate student achievement and encourage house unity and school spirit.

Teachers have been assigned to houses by grade-level cores and teams. Many of these teams and cores share a common conference period. All teachers in the House have two hours of common planning time each month. Each teacher, through a thematic approach, tailors the curriculum and the instruction to meet the various skill levels of their students. Alternative forms of portfolio assessment are implemented in each house. Eighth Grade Final Exhibitions allow students promoting to High School to demonstrate their subject matter mastery through other methods besides a paper and pencil test.

Each year students from the four Houses compete in five sports: volleyball, basketball, football, soccer, and softball.

Coalition of Essential Schools (C.E.S.)

Hollenbeck is a member of the Coalition of Essential Schools. We follow its Ten Common Principles. These are designed to make the student responsible for his or her own learning and to change teacher delivery of instruction.

The “Ten Common Principles” are:

1. Teachers help students to focus on learning to use their minds well.
2. Each student will master a limited number of essential skills and area of knowledge.
3. School goals will apply to all students.
4. Teaching and learning will be personalized to the maximum feasible extent.
5. The governing practical metaphor of the school will be “student-as-worker, teacher-as-coach.”
6. Transition to high school will be awarded upon a successful final demonstration of mastery for transition.
7. The tone of the school will explicitly and self-consciously stress values of unanxious expectation, trust, and of decency.
8. The principal and teachers will perceive themselves as generalists first and specialists second.
9. Ultimate administrative and budget targets will include student loads per teacher of 80 or fewer students, substantial time for collective planning by teachers and ultimate per pupil cost not to exceed that at traditional schools by more than 10%
10. The school should demonstrate non-discriminatory and and inclusive policies, practices, and pedagogues.