

TITLE:	Guidelines for the Required School Site Council and English Learner Advisory Committee
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PURPOSE:	The purpose of this reference guide is to outline guidelines and procedures for schools, Regions, and central office personnel regarding the SSC and ELAC mandated by the California Education Code to advise on matters pertaining to the programs and use of funds for specific student populations. The purpose and operations of the council and committee described in this reference guide are aligned with the Los Angeles Unified School District (LAUSD) Strategic Plan and meet all federal and state requirements for the operation of school councils and committees. Any changes to federal and state laws, or the District's allocation of federal categorical funds, may result in additional policy modifications. To ensure councils and committees fulfill their assigned responsibilities, it is critical for SSC and ELAC to be established before the fourth Friday in September and for required documents to be uploaded within the Principal's Portal according to identified timelines and within Microsoft Teams folders each semester.
MAJOR CHANGES:	This Reference Guide replaces BUL-6745.7 of the same title dated August 25, 2025. It supersedes all prior LAUSD reference guides, memoranda, bylaws, directives, and guidelines related to the purpose, functions, and operations of the School Site Council (SSC) and English Learner Advisory Committee (ELAC). This reference guide provides updated guidance related to the responsibilities of the English Learner (EL) Delegate position on the ELAC. In addition, principals will need to ensure that documentation related to the formation and functioning of the SSC and ELAC are uploaded into Microsoft Teams folders monthly. Additional clarification is being provided for the election of parents and school staff on the SSC, prohibiting

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school staff, who are also parents of a student or students at the same school, from voting in the school's SSC election for parent members. Finally, SSC members must be voted in by their respective groups, and ELAC members must be voted in by the parents of English Learner students, even if the number of vacant seats equals the number of eligible, interested candidates running for the seats.

INSTRUCTIONS: The Office of Student, Family and Community Engagement (SFACE) is responsible for assisting schools and Regions to successfully form, convene and document the meeting and training of the SSC and ELAC. This reference guide affirms the role of the SSC as a decision-making council, subject to the approval process described in Section I of this document, and the advisory function of the ELAC. Neither the SSC, ELAC, nor their members are authorized to expend public funds, enter into contracts, or otherwise place liability on the District.

Region Superintendents, Region Directors, Region Family and Community Engagement (FACE) Administrative Coordinators, and school principals have the responsibility to develop the systems referred to within this reference guide to monitor the correct formation and functioning of the SSC and ELAC. In addition, they are to ensure the assigned responsibilities and training of the SSC and ELAC are completed. It is also the responsibility of the school site to promote the SSC and ELAC with all families, school and community groups and to overcommunicate the significant role families hold in these two bodies of leadership.

I. SCHOOL SITE COUNCIL

Pursuant to California Education Code, Sections 65000 and 32281(2), every school with a County District School (CDS) code assigned by the California Department of Education (CDE) shall establish a SSC as the decision-making council for all programs funded through the Consolidated Application (ConApp). The CDE uses the ConApp to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California. In LAUSD, sites with multiple schools on one campus will form a SSC based on the assignment of a CDS code from the CDE, not on District-provided location codes. The California Education Code, Section 64001(a), requires districts receiving federal, state, and other applicable funding through

the ConApp process to ensure that participating schools prepare a School Plan for Student Achievement (SPSA). The SPSA

is a blueprint to improve the academic performance of all students to the level of the targeted performance goals of the Every Student Succeeds Act (ESSA). The LAUSD Board of Education approves each school's SPSA as required by California Education Code, Section 64001(a), after review and recommendation for approval by the Region Superintendents, Federal and State Education Programs (FSEP) staff, and other appropriate program staff. The SSC is also responsible for adopting the SPSA with its proposed expenditure of school categorical funds.

1. Functions and Responsibilities of the School Site Council

- a. The SSC shall develop the content of the SPSA (California Education Code, Section 64001 [(g) (1)]).
- b. The SPSA shall be reviewed annually and updated, including the proposed expenditure of funds allocated to the school through the ConApp and the Local Control and Accountability Plan (LCAP) (California Education Code, Section 64001[i]).
- c. The SPSA shall be reviewed and approved by the SSC at a regularly scheduled meeting whenever there are material changes that affect the academic programs for students covered by programs identified in this part (California Education Code, Section 64001[i]).
- d. If a SPSA is not approved by the governing board or body of the District, specific reasons for that action shall be communicated to the SSC (California Education Code Section 64001[i]).
- e. Modifications to any SPSA shall be developed, recommended, and approved or disapproved by the governing board or body of the school site in the same manner (California Education Code, Section 64001[i]).
- f. The District shall ensure, in the ConApp, that the SPSA has been prepared in accordance with the law, and that the SSC has developed and approved the SPSA for each school

participating in programs funded through the ConApp.

- g. The SSC must respond to ELAC's written advice on EL programs and services related to the SPSA within 30 calendar days or at the next SSC meeting (Attachment Handbook: Attachment B, page 7).
- h. Engagement with the ELAC should be frequent and begin soon after the ELAC is formed.
- i. The SSC does not need to confer with the ELAC each time a plan or budget modification is made; however, the SSC may share if English Learners are impacted.
- j. The SSC should review the school's SPSA, data, and proposed categorical expenditures at every meeting. It is recommended to follow the SSC and ELAC At-A-Glance documents located in the Attachment Handbook: Attachments V1 and V2.
- k. The SSC must revise the SPSA annually to align all goals, strategies, and categorical funds to the instructional needs of students to address achievement gaps and the District's priorities.
- l. Examine school data before the annual revision of the SPSA and for other decision-making situations when applicable. The following are data to review:
 - Student performance data, including but not limited to the California Assessment of Student Performance and Progress (CAASPP) data, school-level academic data, the California School Dashboard, iReady data, school budget allocation sheets, parent and family engagement data, including but not limited to the school's Title I parent and family engagement budget, School Experience Survey results, evaluations from parent trainings, and participation rates at parent/teacher conferences.
- m. The SSC can develop, and must approve, the school-level Title I Parent and Family Engagement Policy, the Title I School-Parent Compact, and the Title I parent and family engagement budget. The SSC may create an ad hoc

committee and solicit input from Title I parents to develop the school Title I Parent and Family Engagement Policy, the Title I School-Parent Compact, and the school Title I parent and family engagement budget. The ad hoc committee will bring its findings and recommendations to the SSC, which has the final decision-making authority. The ad hoc committee will be dissolved once its tasks are completed.

- n. The SSC must develop the Integrated Safe School Plan (ISSP) or delegate its authority for the plan, as described in LAUSD Reference Guide 5511.15. The SSC may delegate the responsibility of developing the ISSP to a school safety planning committee in the spring each year. If the development of the plan is not delegated to the school safety planning committee, the SSC must meet regularly, as needed, before the October 1 due date to develop the plan. The plan must be shared with the school community at a public meeting. According to California Education Code, Section 32281(2), this school safety planning committee must be comprised of the following members: the principal or principal's designee, one teacher who is a representative of the recognized certificated employee organization, one parent whose child attends the school, one classified employee who is a representative of the recognized classified employee organization, and other members, if desired.
 - If the school safety planning committee develops the ISSP, it should present the ISSP to the SSC by December.
- o. The SSC must convene multiple times during the year at a time of the day that does not interfere with student instructional time and is agreed upon by members. SSC meetings are not to take place during the instructional day to allow full participation from parents and staff. Meetings must be held in either a virtual or hybrid format. School staff must collaborate with their members to select a meeting time outside of the instructional day and vote to select the best manner of engagement, either virtual or hybrid. These meetings are in addition to the mandatory orientation and election meetings. In consultation with SSC officers, the school principal may call additional meetings as needed, especially during budget development season.

- p. The SSC must adhere to the Bagley-Keene Open Meeting Act (Greene Act) as required by California Education Code, Section 35147, District policy, council bylaws (Attachment Handbook: Attachment C1 and Section IV), and prescribed Robert's Rules of Order (Attachment Handbook: Attachment Q, page 52).
- q. The SSC must adhere to the SSC bylaws included in this guidance (Attachment Handbook: Attachment C1). If the SSC seeks to amend these provided bylaws, the school principal must ensure that amendments made to the SSC bylaws by the council never conflict with District policy and applicable state or federal laws, regulations, and guidelines. Should a provision conflict with District policy or state or federal requirements, this provision will be deemed invalid and unenforceable. Any amended bylaws will become effective only after the Region FACE Administrative Coordinator approves them.
- r. The SSC must review the Targeted Student Population (TSP) Plan developed by the school site. The TSP Plan outlines the actions and general fund expenditures to increase or improve services and programs to close equity gaps for English Learners, low-income students, and those in foster care (Attachment Handbook: Attachment L). In most schools, the TSP Plan will be reviewed during a presentation provided by school personnel during an official meeting.

2. Composition of the School Site Council

The members of the SSC are comprised of various groups. Notwithstanding the size of the school, the composition of the SSC shall reflect the requirements described below, specified in California Education Code, Section 65000 (c)(1)(2)(A)(B).

Before the end of the school year, SSC members may determine by vote which of the SSC composition configurations the council shall adopt for the following year. The SSC composition for all representative groups, as defined by the SSC, shall be reflected in the bylaws.

The SSC shall be composed of the following representatives as detailed below, with more descriptions in Section III:

- Principal (automatic member) or their designee, as the principal may appoint a designee to serve in their place on the SSC for the year, not on a meeting-by-meeting basis. If a principal chooses to exercise this option, it is recommended that they designate an administrator.
- Register-carrying teachers, including Resource Support Program teachers, are elected by classroom teachers employed at the school.
- Other School Personnel is defined as classified or certificated personnel employed at the school who are not classroom teachers, elected by school personnel employed at the school who are not teachers. This may include classified office staff, custodial and cafeteria workers, certificated instructional coaches, assistant principals, counselors, and coordinators.
- Parents of students attending the school, or other members of the school community, elected by parents of students attending the school, who are not also school staff. For the description of a community member, please see Section III. D.
- Students in secondary schools are elected by all students who are attending the school participating in the election. All students are eligible and should be given the opportunity to participate. High school SSCs must have student members, while middle schools have the option of including students.

NOTE: If unsure about a participant's eligibility to serve in a specific category on the SSC, please contact your Region FACE team.

a. Elementary Schools/Primary Centers: Elementary Model

- The minimum number of SSC members at an elementary school is ten (10) (e.g., one (1) principal or their designee, one (1) other school personnel, three (3)

classroom teachers, and five (5) parent/community members).

- School Site Councils will consist of no less than ten (10) members and be constituted to ensure parity.
- Half of the membership will be school group members:
 - the principal or appointed designee; other school personnel employed at the school who are not teachers, elected by other school personnel employed at the school who are not teachers; and classroom teachers employed at the school, elected by other classroom teachers employed at the school. Elected classroom teachers shall constitute a majority of the school members (California Education Code, Section 65000[c][1][A]).
- The other half of the membership will be parents (except parents who are also staff employed at the school) and/or community group members:
 - parents/legal guardians of students attending the school, or other members of the school community (if the parents/legal guardians vote to assign their parent member seats to community members and subsequently elect the community members), elected by parents/legal guardians of students attending the school.
- The total number of parents/legal guardians and/or community members elected shall equal the total number of school members (California Education Code, Section 65000[c][1][B]).
- Councils in elementary schools that want to elect more than ten (10) members to the SSC may choose from the configuration models (even numbers only) found in Attachment Handbook: Attachment A.

- The composition of the SSC must be recorded in the bylaws. If forming a SSC with more than twenty (20) members, please contact the Region FACE Administrative Coordinator for representative options.

b. Middle/High Schools: Secondary Model

- The minimum number of SSC members at a secondary school is ten (10) (e.g., one (1) principal or their designee, one (1) other school personnel, three (3) classroom teachers, and five (5) students and parent/community members in total).
- School Site Councils will consist of no less than ten (10) members and be constituted to ensure parity.
- Half of the membership will be school group members:
 - the principal or appointed designee; other school personnel employed at the school who are not teachers, elected by other school personnel employed at the school who are not teachers; and classroom teachers employed at the school, elected by other classroom teachers employed at the school. Classroom teachers elected shall constitute a majority of the school members (California Education Code, Section 65000[c][1][A]).
- The other half of the membership will be parents/legal guardians (except parents who are also staff employed at the school) and/or community members, and/or students attending the school (high schools must have student members):
 - parents/legal guardians of students attending the school, or other members of the community, elected by parents/legal guardians of students attending the school (if the parents/legal guardians vote to assign their parent member seats to community members and subsequently elect the community members); and students attending the school, elected by all students who

are attending the school and participate in the election.

- The total number of elected parents/legal guardians/or community members and students, together, shall equal the number of school members (California Education Code, Section 65000[c][2][B]).
 - Although a SSC of ten (10) members is allowed, it is recommended that schools maintain parity between parents/community members and students by forming a traditional SSC of at least twelve (12) members, with four (4) teachers in the school site group and three (3) parent/community members, and three (3) students.
 - The composition of the SSC must be recorded in the bylaws. If forming a SSC with more than twenty (20) members, please contact the Region FACE Administrative Coordinator for representative options.
 - According to the California Education Code, Section 33133 (c), a SSC at a middle school level may, but is not required to, include student representation. At the end of the school year, SSC members may determine, by vote, whether to include middle school student representatives for the following year.
 - A SSC at the high school level must include student members, allow all students to be elected and allow for all students to vote.
 - Secondary schools that elect more than ten (10) SSC members may choose from the configurations listed in Attachment Handbook: Attachment A.
- c. School Site Council formation for other types of schools:
- Span Schools, including Virtual Academies, are required to form SSCs, and the councils will be formed based on the District's classification of the school (elementary, middle, or high school). If the school has high school students enrolled and the District does not classify it as a high school, it must form a SSC according

to the secondary model and include student members.

- Special Education Centers are required to form SSCs, and the councils will be formed based on the District's classification of the school (elementary, middle, or high school). Any school with high school students must follow the exact composition requirements of a secondary model and include student members.
- Affiliated Charters are required to form SSCs, and the councils will be formed based on the District's classification of the school (elementary, middle, or high school).
- Magnet Schools are required to form SSCs, and the councils will be formed based on the District's classification of the school (elementary, middle, or high school).
 - Magnet programs sharing the CDS codes of their traditional campuses form councils with the supporting school.
- Autonomous Model Schools considered Expanded School Based Management Models (ESBMM), Local Initiative Schools (LIS), and Pilot Schools are required to form SSCs; and the councils will be formed based on the District's classification of the school (elementary, middle, or high school). If the school has high school students enrolled and the District does not classify it as a high school, it must form a SSC according to the secondary model and include students. School Site Councils must be held independently from any other school councils operating at Autonomous Model Schools.

d. Formation exceptions based on student enrollment:

- Certain schools can operate a shared SSC if they meet specific criteria, as follows:
 - Schools with common site administration may operate a shared SSC if the school site has a

student population of less than 300 (California Education Code, Section 65001[a]); or,

- Up to three (3) schools with a combined student population of less than 1,000 may operate a shared SSC if the schools have at least one of the following characteristics (California Education Code, Section 65001[b][1][2]):
 - A shared campus.
 - Geographic proximity to one another with similar student populations.
 - In the case of a shared SSC, each council shall be composed of members in a manner consistent the elementary or secondary model, depending on the classification of the school.

NOTE: If school sites wish to form a shared SSC, the composition must be reflected in the bylaws and approved by the Region FACE Administrative Coordinator. Schools sharing a SSC will need to review each school's SPSA and complete the accountabilities for each site. Outreach for the elections of each representative group on the SSC will need to be consistent across the schools so that both schools' representative groups are actively invited to participate.

3. Orientation and Election of School Site Council Members and Officers

The orientation and election of SSC members must follow the election guidelines found on the SFACE website under the Tools for Schools tab at <https://families.lausd.org>. Orientations and elections will be held in a virtual only or hybrid meeting for parents, both in person and online through Zoom, with an in-person only option available for the election of students and/or school staff. All election procedures must be documented; and the documents must be uploaded into the Principal's Portal before the fourth Friday in September. Each election must have a sign-in sheet and/or Zoom usage report for documentation purposes. Ballots must be collected. For an in-person only election, consider using

paper ballots. For a virtual or hybrid election, use ballots which demonstrate evidence of each participant casting a vote for a candidate. Even if the number of members needed for an election equals the number of candidates running for a position, a vote should take place with the casting of ballots by each participant (Attachment Handbook: Attachment W). If a vacancy on the SSC or ELAC occurs after composition verifications have been recorded in the Principal's Portal, schools must update the new member information online as soon as possible.

a. SSC Orientation

- Host an orientation prior to the election for parents/legal guardians and the community.
- If orientations and elections are held on the same day, the orientation meeting for parents must have a separate posted agenda.
- An overview or orientation regarding the purpose and functioning of the SSC should be shared with school staff and secondary students, if applicable, prior to their elections.

b. School Site Council Elections

- At a virtual only or hybrid meeting, voting will be conducted by a roll call vote since the meeting will be held both in person and online. Each eligible participant is allowed to cast only one vote for a position. Technology must allow all members to see and hear each other at the same time. During the roll call, voting participants must identify themselves when they are called, and the results must be tallied visibly for all participants.
- If the number of persons eligible and interested in running for a position equals the number of seats available for the position, a formal vote must take place with each eligible participant casting one vote to elect the person(s) for the position.

SSC Parent Elections: The SSC election for parents must include a formal orientation meeting open to the public, since community

members may be elected in place of the parents. The election meeting must be documented with a posted notification outside of the main school site in the form of an agenda to be posted at least 72 hours before the meeting. At the election meeting, before the election of parent members, parents must designate by vote whether to assign their parent member seats on the council to eligible community members (see Section III, Part D). School staff, who may also be parents of students at the school in which they work, cannot vote, nominate or be nominated in the election for parent members of the SSC at that school.

SSC Teacher Elections: Teachers must be elected by classroom teachers employed at the school (see Section III, Part B). The SSC election held for teachers must be documented with notices, ballots for the election, and other supporting documentation of the election process. In addition, the documentation should include written notification to all qualifying teachers regarding the date, time, and manner of the SSC election. Teacher librarians, when employed full-time as a teacher-librarian or serving full-time, partly as a teacher-librarian and partly as a teacher, shall rank as a teacher, according to the California Education Code, Section 44869, and participate in the election for teacher members.

SSC Other School Personnel Election: Other school personnel (non-register carrying certificated staff, like full-time coordinators, counselors, coaches, and assistant principals; and/or classified staff, including secretarial, cafeteria, custodial and security personnel) are elected by other school personnel. All other school personnel who participate must vote simultaneously for the candidates in this category. All staff in this category are invited to participate in the election meeting, held at a time most convenient for the majority of the members in this group. The SSC election held for other school personnel must include written notification to all qualifying participants regarding the date, time, and manner of the SSC election, ballots for the election, and other documentation of the election process.

SSC Student Election: All students in a school must be offered the opportunity to be elected as members of the SSC. Student members must be elected by the entire student body that attends the student election and may not be selected by school staff from any specific class, grade, or pre-established group. Elections must be held during a time when all interested students can be present. All students under

18 years old should have parent or guardian consent to participate as a member of the SSC (Attachment Handbook: Attachment D). The SSC election for students must include written notification to all qualifying participants regarding the date, time, and manner of the SSC election, ballots for the election, and other documentation of the election process.

Principal as Automatic Member: The principal of any site with a CDS code is the only automatic member and is responsible for the SSC's proper functioning. The principal may appoint a designee, and this designation would be for the entire year, not on a meeting- by-meeting basis. It is recommended that the principal designate another administrator for this role if choosing to appoint a designee. Principals or their designees have the right to observe the counting of votes in any council representative election. If the principal decides to appoint a designee to serve in their place, the principal must notify the SSC in writing (email, letter, etc.) or in person and identify the designee on the SSC Verification Form found in the Principal's Portal.

Other SSC Election Topics: Members of the SSC elected during one school year continue to serve as members until new members are elected in the fall of the subsequent year. SSC elections must occur at the start of the school year so that all parents, students, and staff have an opportunity to participate. Elections in the spring will not allow newly enrolled families, students, or new staff an opportunity to be elected on the SSC for that current school year; therefore, elections taking place in the spring for the following year are not permitted and will be voided. Elections to fill a vacancy can occur throughout the year, even in the spring.

All members of the SSC have full voting rights. Each SSC must elect four officer positions to lead the council: Chairperson, Vice-Chairperson, Secretary, and Parliamentarian. The SSC officers' responsibilities are found in Attachment Handbook: Attachment C1. The SSC shall conduct the election of its officers according to District election guidelines (Attachment Handbook: Attachment G). An individual member can hold only one officer position on a SSC at a specific school. If a seated officer wants to run for a different, vacant officer position, a resignation for the officer position currently held must be provided to the school principal in writing or through email communication prior to running for the new position.

NOTE: If serving as an officer on more than one SSC, there may be challenges for the member to attend all scheduled meetings during the school year.

4. Member Responsibilities

SSC members agree to all of the following:

- a. Attend all meetings.
- b. Be present in person or logged on virtually when voting (voting by proxy or absentee voting is not allowed).
- c. Voting will be conducted by a roll call vote if meetings are held virtually or hybrid.
- d. Members must identify themselves when they are called during the roll call voting.
- e. Be present to nominate others, be nominated for membership, or be nominated for an officer position.
- f. During a meeting, members will determine by vote if they will meet virtually or offer members a hybrid meeting format.
- g. Follow the bylaws and Operating Norms and Code of Conduct (Attachment Handbook: Attachment N).
- h. Agree as a body on the dates, times, and meeting format by including the item on the agenda for discussion and vote, including the results in the minutes.
- i. Participate in member and officer training to carry out their duties effectively, including training on the Greene Act and parliamentary procedure. Refer to the *Tools for Schools* tab located on the SFACE webpage at <https://families.lausd.org> for a list of training topics.
- j. Participate in training to carry out duties effectively, including, but not limited to, training on the following: SPSA, SPSA Evaluation, School Title I Parent and Family Engagement Policy and the School-Parent Compact, budget development, analysis of student performance and family engagement data

- k. Honor all decisions of the SSC, even if the decisions differ from one's personal opinions.
- l. Resign from their position as a member and/or officer at anytime. They must do so in writing by email or by submitting a signed letter of resignation to the principal or administrative designee (Attachment Handbook: Attachment E).
- m. Members who hold an officer position may resign from the officer position and remain as a member.
- n. During the school year, when a SSC member loses affiliation with a category they were elected to represent, the member can no longer serve as a member or officer on the SSC. For example, if a SSC parent member's student no longer attends a school, the parent loses affiliation with the parent category and is no longer able to serve on the SSC as a parent. As a result, the parent will receive a letter of withdrawal from the principal or administrative designee (Attachment Handbook: Attachment F, page 28).
- o. Respond to ELAC advice within 30 calendar days or at the next SSC meeting.

5. Terms of Membership

SSC members and officers shall be elected for a one-year term, continuing to serve as members until new members are elected in the fall of the subsequent year.

6. Principal (or administrative designee) is responsible for the following:

- a. Manage the school's SPSA activities as approved by the SSC.
- b. Ensure the SSC Verification Form is completed in the Principal's Portal by the fourth Friday in September.
- c. Update the SSC Verification Form on the Principal Portal when filling in mid-year vacancies.
- d. Ensure all SSC members receive appropriate training. See available resources on the *Tools for Schools* tab on the

SFACE webpage at <https://families.lausd.org>.

- e. Accept all decisions of the SSC, since the principal has no veto power.
- f. Ensure the SSC orientation for parents is scheduled prior to the election on a separate agenda.
- g. Ensure the proper election of members.
- h. Upload the required SSC documentation for each representative election to the Student, Family and Community Engagement page of the Principal's Portal at <https://principalsportal.lausd.net>.
- i. It is recommended to send flyers, voice, and text messages to all parents/legal guardians before the elections. It is also recommended for the school site to release voice recording and text message reminders the night before the election and the day of the election.
- j. Maintain SSC documents in a secure location (e.g., locked file cabinet or closet and digital folder) on campus for five years. All documents must be uploaded monthly to a Microsoft Office Teams digital folder provided by SFACE. Some documents are required for uploading into the Principal's Portal. The documents include the following:
 - Official meeting notifications, pictures of posted meeting agendas visible to the public, screenshots of agendas posted on the school website 72 hours prior to the meeting, minutes, records of attendance, sign-in sheets, Zoom usage reports, motion forms, voting tally sheets, ballots, public comment sign-in sheets, meeting handouts, official correspondences, bylaws, written documents with advice from the ELAC (Attachment Handbook: Attachment K), corresponding SSC responses (Attachment Handbook: Attachment B), and training materials.
 - All orientation and election meeting documentation, and officer election materials, including all election ballots for

each representative group.

SSC documents must be available during federal, state, and District compliance reviews. Once the SSC has approved meeting minutes, the minutes become official and must not be altered unless a quorum approves changes of the minutes at another scheduled meeting.

- k. Ensure proper elections of staff (teachers and other school personnel), students (secondary schools), and parents/community.
- l. Secure interpretation services and translation of written materials, as needed.
- m. Post the meeting/training agendas in an area visible to the public in front of the school and take dated/timed pictures of the posted agendas. It is advised to post agendas on the school website and take screenshots. Save the pictures and the screenshots in the school's Microsoft Office Teams digital folder along with other meeting documents.
- n. Ensure the SSC election is scheduled at a time separate from the SSC orientation. A separate agenda should be posted for the ELAC if the ELAC orientation and election are scheduled on the same day.
- o. Ensure the SSC adheres to the California Open Meeting Law (Greene Act), all relevant federal, state, District policies, and approved bylaws.
- p. Post the notice/agenda of each SSC meeting at the school site or other appropriate place accessible to the public at least 72 hours before the set time for the meeting.
 - The notice must specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon. If holding hybrid meetings, the location must include the physical room number and Zoom meeting identification number for members and the public to connect virtually.
 - Remind the SSC that it may not take any action on any

item of business unless that item appeared on the posted agenda or unless the council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council subsequent to the posting of the agenda (California Education Code, Section 35147).

- q. It is strongly recommended that the principal not serve as the Chairperson of the SSC to avoid the perception of a conflict of interest. In addition, it is recommended that the school's staff member who oversees the SSC should not be the Chairperson to prevent the perception of a conflict of interest.
- r. When a student of a parent member and/or officer no longer attends a school, the principal or designee must provide the parent/legal guardian with a letter to withdraw their membership and/or officer position (Attachment Handbook: Attachment F).

NOTE: If the SSC verification information is not uploaded to the Principal's Portal by the SPSA Evaluation due date, the Federal and State Education Programs Office will freeze the school's Title I funds until all required SSC documentation is uploaded.

7. Region Family and Community Engagement (FACE)
Administrative Coordinator Responsibilities

- a. Convene meetings with Region Title I/Title III Coordinators and Regional Directors to assist schools with council formation by the fourth Friday in September.
- b. Verify that school sites provide the SSC orientation prior to the SSC elections and provide member and officer training.
- c. Support schools with SSC elections by providing training and assistance, ensuring ballots are used for all elections.
- d. Verify that the SSC election is scheduled at a different time and on a separate agenda if the ELAC election is on the same day. Ensure that schools provide separate announcements and agendas for the SSC and ELAC orientations and elections.
- e. Guide school sites to send meeting notifications and

reminders via mailers, flyers, text and voice messages, school/community newsletters, and on the marquee and/or website.

- f. Review Microsoft Office Teams digital folders to ensure that schools are uploading all meeting documentation monthly.
- g. Download the SSC Verification report from the Principal's Portal and ensure school sites have uploaded the completed SSC Verification Form information by the fourth Friday in September.
 - Verify that member election sign-ins, Zoom usage reports, agendas/announcements, ballots and minutes are uploaded in the Principal's Portal on the SSC Verification Form.
 - Approve the proposed modifications or additions to the SSC bylaws once the principal requests permission in writing on behalf of the SSC to develop modified bylaws.

8. Region Director Responsibilities

- a. Require all school sites submit their completed SSC Verification Form information and documentation by the fourth Friday in September and monthly upload all meeting materials into a District-operated Microsoft Office Teams digital folder.
- b. In coordination with the Region FACE Administrative Coordinator, ensure all school sites provide member and officer training and provide designated school staff with the proper tools and training to conduct compliant elections for SSC formation.
- c. Ensure all school sites address the requirements of this policy.

II. **ENGLISH LEARNER ADVISORY COMMITTEE**

In accordance with the California Education Code, Section 52176(b), all schools with twenty-one or more English Learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an ELAC. Schools are required to form an ELAC at any time in the school year when the number of identified

EL students reaches 21 or more. All parents with EL students attending the school where the ELAC is established are eligible and should be encouraged to participate in the ELAC.

1. Functions and Responsibilities of the ELAC

- a. Contribute to the development of the SPSA. The SPSA for EL students is developed with the review, certification, and advice of the ELAC (California Education Code, Section 64001[c]) and submitted to the SSC for inclusion in the SPSA.
- b. Assist in developing the schoolwide needs assessment that will identify and address EL students' linguistic, attendance, and academic needs.
- c. Assist with ways to make parents aware of the importance of regular school attendance by reviewing the school's student attendance data and the District's student attendance policy.
- d. Review information related to the school's SPSA and the District's 2025 Multilingual Multicultural Master Plan on regular meeting agendas.
- e. Provide written advice to the SSC regarding programs and services for EL students (Attachment Handbook: Attachment K).
- f. Advice may be centered on student performance and parent and family engagement data, such as the following:
 - English Language Proficiency Assessments for California (ELPAC) data, reclassification rates, Long Term English Learner (LTEL) data, i-Ready data, California Assessment of Student Performance and Progress (CAASPP) data, California School Dashboard and the LAUSD Local Control and Accountability Plan (LCAP) goals and targets, EL program options data, parent surveys, School Experience Survey, and EL parent training evaluations.
- g. Receive materials and training to assist members in carrying out their required advisory responsibilities. Training must be planned in full consultation with committee members.

- Training topics should include the 2025 Multilingual Multicultural Master Plan, which consists of the following areas: reclassification, EL program options, identification process, Comprehensive English Language Development, EL monitoring, parent notification letters, Pathway to Biliteracy, Graduation Seal of Biliteracy, needs assessment, and the SPSA.
- Additional topics should include Robert's Rules of Order: Parliamentary Procedure, the Greene Act, officer roles and responsibilities, and ELAC Bylaws.

NOTE: Refer to the Tools for Schools tab on the SFACE webpage at <https://families.lausd.org> to access presentations for the ELAC, including those for Robert's Rules of Order: Parliamentary Procedure, Understanding Data, and SMART Comment Development.

- h. Ensure training of the required topics (Master Plan, SPSA, Comprehensive Needs Assessment and the School Attendance) are agendaized and presented to members during scheduled meetings.
 - The mandatory orientation and election meetings are not included as part of the required topics.
- i. Adhere to the Bagley-Keene Open Meeting Act (Greene Act) as required by California Education Code, Section 35147, provided bylaws (see Section V and Attachment Handbook: Attachment C2) and Robert's Rules of Order (Attachment Handbook: Attachment Q).

2. Composition of ELAC

- a. Parents and legal guardians of English Learners shall constitute at least the same percentage of the ELAC membership as their children represent of the student body (California Education Code, Section 52176 (b)).

NOTE: Parent/legal guardian must not be employed by LAUSD.

- b. Other ELAC members may be elected by EL parents from

the following groups:

- Parents/legal guardians of students from any of these language classifications: Reclassified Fluent English Proficient (RFEP), Initial Fluent English Proficient (IFEP), and English Only (EO)
 - LAUSD employees from the school site
 - Secondary students (grades 6-12)
 - Community members or representatives from community-based organizations that are actively involved in the school
 - PTA/PTSA/PTO/Booster Club members.
- c. The parent/legal guardian of a Kindergarten, Transitional Kindergarten, Expanded Transitional Kindergarten, or an International Newcomer student may serve as a non-EL parent on the ELAC before the student receives their official ELPAC score report.
- Once the possible EL student receives their official ELPAC score report and the results indicate that their student is an English Learner, the parent may participate in future elections as the parent of an English Learner on the ELAC.
- d. If a student of a parent elected under the category of an “English Learner parent” reclassifies after being elected to the ELAC, the English Learner parent can remain in the position for the remainder of the school year.
- e. The minimum number of ELAC members is as follows:

ELAC Composition for School Sites and Virtual Academies *The percentage of parents and legal guardians of EL students on the ELAC must equal or exceed the percentage of EL students in the school.		
Number of English Learner Students in a School	Total Minimum Number of Members*	ELAC positions below must be occupied by an EL parent/legal guardian
21 to 75 ELs	3 Members	EL Chairperson EL Vice-Chairperson EL Delegate
76 to 130 ELs	4 Members	
131 to 185 ELs	5 Members	
186 to 240 ELs	6 Members	
241 to 295 ELs	7 Members	
296 to 350 ELs	8 Members	
351 to 405 ELs	9 Members	
406 ELs and above	10 Members	

- f. All ELAC membership information must be added to the Principal's Portal no later than the due date of the fourth Friday in September.
- g. Once the ELAC membership has been formed, school sites must elect officers in the following order: Chairperson, Vice-Chairperson, Secretary, and Parliamentarian. In addition, an EL Delegate must be elected to represent the committee at the Region EL Delegate Convening (5CCR Section 11308[b]).
 - The Chairperson, Vice-Chairperson, and EL Delegate must be parents/legal guardians of EL students.

- Schools with 3 or 4 members must elect a Chairperson and EL Delegate; the other positions are optional.
 - The Secretary and Parliamentarian may be any other member of the ELAC, including a parent/legal guardian of an EL, RFEP, IFEP, or EO student.
- h. School sites must attempt to elect members and/or officers to fill vacant seats throughout the school year and update the Principal's Portal ELAC Verification Form with new member information.
- If there is an existing vacancy for a member or officer position, an election must be listed as an agenda item and posted 72 hours before the election (electing members and/or officers).
3. Elections of ELAC Members and Officers
- a. ELAC elections must be held before or no later than the fourth Friday in September.
- b. The elections of ELAC members must follow the election guidelines found on the SFACE website under the Tools for Schools tab at <https://families.lausd.org>. All members of the ELAC have full voting rights.
- c. Parents/legal guardians of EL students from the school site must elect all the members of the ELAC, including the non-EL members.
- Only EL parents can make the motion to accept and close nominations, and second the motion prior to voting.
- d. Once the ELAC membership has been established, the ELAC shall conduct its officers' elections according to election guidelines (Attachment Handbook: Attachment G).
- e. Each ELAC must have the opportunity to elect one EL member or EL officer as their EL Delegate to attend their Region EL Delegate Convening. ELAC members who are not the parents of EL students cannot serve as EL Delegates.

- f. The ELAC Chairperson, Vice-Chairperson and EL Delegate must be EL parents/legal guardians and must not be employed by LAUSD.
- g. A member shall hold only one officer position at a given school. Any additional designations will be null and void.
- h. An EL parent may serve as an EL Delegate at only one school site per school year.
- i. If a parent is elected at multiple school sites, the parent will remain as the EL Delegate at the first school site where they were elected. The school site that elected the parent at a later time will have to elect another EL Delegate.
- j. Elections for ELAC must be held in a virtual or hybrid format.

4. Member Responsibilities

ELAC members agree to all of the following:

- a. Attend all meetings.
- b. Be present in person or logged onto the school site virtually when voting (voting by proxy or absentee voting is not allowed).
- c. Voting will be conducted by a roll call vote as the school is holding meetings virtually or hybrid.
- d. Members must identify themselves when they are called during the roll call voting.
- e. Attend elections to be present to nominate others, be nominated for membership, or be nominated for an officer position.
- f. During a meeting, members will determine, by vote, if they will meet virtually or offer members a hybrid meeting format.
- g. Agree as a body on the dates, times, and meeting format by including the item on the agenda for vote and including the results in the meeting minutes.

- h. Follow the LAUSD Operating Norms and Code of Conduct (Attachment Handbook: Attachment N).
- i. Participate in member and officer training to carry out their duties effectively, including training on the Greene Act and parliamentary procedure.
- j. Honor all decisions of the ELAC, even if these decisions differ from one's individual opinions.
- k. Resign from their position as a member and/or officer at any time. However, they must do so in writing and submit the signed letter of resignation or email to the principal or administrative designee (Attachment Handbook: Attachment E).
- l. Members who hold an officer position may resign from the officer position and remain as a member.
- m. Participate in training regarding their roles and responsibilities, including, but not limited to, training on the following: Comprehensive Needs Assessment, SPSA, 2025 Multilingual Multicultural Master Plan (identification, EL program options, and reclassification) topics specific to ELs; the importance of regular school attendance, budget development, analysis of student performance data, including, but not limited to CAASPP, i-Ready, California School Dashboard, and School Experience Survey data.
- n. Provide written advisement to the SSC on the SPSA Evaluation, specifically for ELs.
- o. The EL Delegate must attend the Region EL Delegate Convening in the fall.
- p. The EL Delegate is responsible for reviewing the DELAC PowerPoint presentation and handouts.
- q. The EL Delegate must share the DELAC presentation and handouts information at their next ELAC meeting for five to ten minutes.
- r. The EL Delegate must provide advisement received from the

ELAC about the DELAC information within two weeks on survey instruments linked on the SFACE website at <https://families.lausd.org>.

- s. The EL Delegate must attend the Region Fall Virtual Training, where the delegate will learn about their responsibilities, the location of the DELAC PowerPoint presentation and handouts, the information they will present to the ELAC, and the location of the survey instruments to provide their advisement.

5. Terms of Membership

ELAC members and officers shall be elected for a one-year term, with members of the ELAC elected during the school year continuing to serve as members until new members are elected in the fall of the subsequent year.

6. Principal and EL Designee Responsibilities

- a. Upload the required ELAC documentation on or before the due date for each representative election into the Principal's Portal at <https://principalsportal.lausd.net> by the fourth Friday in September and certify that all ELAC meeting documents have been uploaded on Microsoft Teams folder.

NOTE: If the ELAC member, officer and EL Delegate information is not uploaded to the Principal's Portal by the SPSA Evaluation due date, the Federal and State Education Programs Office will freeze campus Title I funds until ELAC member, officer and EL Delegate information is uploaded.

- b. Update the ELAC Verification Form on the Principal's Portal when filling in mid-year vacancies.
- c. It is recommended to send flyers, voice, and text messages to all parents/legal guardians before the elections. It is also recommended for the school site to release voice recording and text message reminders the night before the election and the day of the election.
- d. Ensure the proper election of members.

- e. Ensure that the Chairperson, Vice-Chairperson, and EL Delegate are parents of EL students.
- f. Ensure if the school site reaches 21 or more ELs anytime during the school year, the school conducts ELAC elections.
- g. Ensure the EL Delegate attends the Region EL Delegate Convening in the fall and is supported to address EL Delegate responsibilities.
 - Meet with the EL Delegate to learn whether additional support is needed with the printing of presentations and handouts and the completion of survey instruments.
- h. Ensure five to ten minutes is set aside on ELAC meeting agendas for the EL Delegate to share information about the DELAC.
- i. Ensure the ELAC orientation is scheduled prior to the election and on a separate agenda.
- j. Post the meeting agenda in a visible area in front of the school and take a dated and timed picture of the posted agenda. It is recommended to post the agenda on the school website and take a screenshot. Save the picture and the screenshot in a Microsoft Office Teams digital folder along with meeting documents.
- k. In consultation with ELAC officers, the school principal may call additional meetings, especially during budget development.
- l. Post the agenda of each ELAC meeting at the school site or other appropriate place accessible to the public at least 72 hours before the set time for the meeting.
 - The agenda must specify the date, time, and location of the meeting and contain each item of business to be discussed or acted upon. If holding hybrid meetings, the location must include the physical room number and Zoom meeting identification number for members and the public to connect virtually.

- Remind the ELAC that it may not take any action on any item of business unless that item appeared on the posted agenda or unless the committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the committee subsequent to the posting of the agenda (California Education Code, Section 35147).
- m. Secure interpretation services and translation of written materials, as needed.
- n. Verify that the ELAC election is scheduled at a different time and on a separate agenda if the SSC election is on the same day; and ensure that the school provides a separate announcement and agenda for the SSC and ELAC elections.
- o. Ensure the ELAC adheres to the Bagley-Keene Open Meeting Act (Greene Act), all relevant federal, state, District policies, and approved bylaws.
- p. Share the School Experience Survey (SES) information.
- q. When a student of a member and/or officer is withdrawn from the school site, the principal or designee must provide the student's parent/legal guardian with a letter of withdrawal from their membership and/or officer position (Attachment Handbook: Attachment F).
- r. Hold required ELAC training, listed as follows, using the curated content available for school sites, and upload materials into the Principal's Portal and Microsoft Office Teams digital folders:
 - Topic 1: ELAC training of members (August or September)
 - Topic 2: ELAC training of officers (August or September)
 - Topic 3: 2025 Multilingual Multicultural Master Plan (District-mandated Topics)

- Topic 4: Comprehensive Needs Assessment
 - Topic 5: School Plan for Student Achievement
 - Topic 6: ELAC Importance of School Attendance
 - Topic 7: Budget Development – Budget and SPSA advisement
 - Other English Learner topics: ELPAC, Reclassification, i- Ready, and ELD Standards
- s. Review of Uniform Complaint Procedures (UCP) rights and responsibilities.
- t. Maintain ELAC documents in a secure location (e.g., locked filing cabinet and digital folder) on campus for five (5) years. All documents must be uploaded monthly to a Microsoft Office Teams digital folder provided by SFACE. The documents include the following:
- Official meeting notifications, pictures of posted meeting agendas on the school website and campus entrance 72 hours prior to the meeting, minutes, ballots, records of attendance, sign-in sheets, member rosters with student's language classification, Zoom usage reports, motion forms, voting tally sheets, public comment sign-in sheets, meeting handouts, official correspondences, bylaws, written documents with advice to the SSC (Attachment Handbook: attachment K, page 37), corresponding SSC responses (Attachment Handbook: attachment B, page 7), and training materials.
 - All orientation and election meeting documentation, and officer election materials, including all election ballots for each representative group.
- u. ELAC documents must be available during federal, state, and District compliance reviews. Once the ELAC has approved the meeting minutes, the minutes become official

and must not be altered unless a quorum approves changes of the minutes at another scheduled meeting.

- v. A letter of recognition of service for ELAC members and a sample certificate are available to provide to ELAC parent members, who volunteer their time and effort, as an acknowledgment of their commitment and work for the committee (Attachment Handbook: Attachments I1,I2 and J).

7. Region FACE Administrative Coordinator Responsibilities

- a. Convene meetings with Region Title I and Title III Coordinators, as well as Region Directors, to support schools in completing committee formation by the fourth Friday in September.
- b. Verify that school sites provide an ELAC orientation prior to the ELAC elections, and that the orientation be placed on a separate agenda.
- c. Verify that school sites provide member and officer training.
- d. Throughout the school year, monitor that any school site reaching 21 or more ELs conducts ELAC elections.
- e. Support school sites with ELAC elections.
- f. Ensure the ELAC election is scheduled at a different time and on a separate agenda if the SSC election is on the same day.
- g. Guide the school site to send meeting notifications and reminders via mailers, flyers, text and voice messages, school/community newsletters, and on the marquee and/or website.
- h. Download the ELAC Verification Report and maintain a system to monitor formation completion periodically.
- i. Verify that school sites with 21 or more ELs have elected the parent of an EL student as the Chairperson, Vice-Chairperson, and EL Delegate on the ELAC Verification

Form before the Region EL Delegate Convening.

- j. Verify that sign-ins, agendas/announcements, and minutes are uploaded to the Principal's Portal and Microsoft Office Teams digital folder.
 - k. Ensure that all eligible school sites are to send an EL Delegate to attend their Region EL Delegate Convening and Region Fall Virtual Training for EL Delegates in the fall.
 - l. Provide the Region Director and SFACE with an update on EL Delegates and committee formation progress.
 - m. Host a Region Fall Virtual Training for EL Delegates on their responsibilities, including where to locate the DELAC PowerPoint presentation and handouts, the information they will present to the ELAC, and where to find the link to provide their advisement from the ELAC on the DELAC information.
 - n. Monitor that school sites provide EL Delegates with five to ten minutes to present the DELAC presentation highlights and offer support in viewing or downloading the presentations and handouts, as well as in locating the link to submit advisement.
 - o. Provide school coordinators/EL Designees with training on the EL mandated topics in partnership with Region English Learner Coordinators. Presentations are in the Tools for Schools tab on the SFACE website.
 - p. Approve the proposed modifications or additions to the ELAC bylaws once the school's principal requests permission in writing on behalf of the ELAC to develop modified bylaws.
 - q. Ensure all ELAC meeting documents have been uploaded on Microsoft Teams folders monthly.
8. Region Director Responsibilities
- a. Require all school sites submit their ELAC Verification Form information and documentation by the fourth Friday in September and provide updates to the form when electing for mid-year vacancies.

- b. Ensure the school site principal understands that the EL Delegate must attend the Region EL Delegate Convening and the Region's EL Delegate Fall Virtual Training.
- c. Monitor that school sites provide EL Delegates with five to ten minutes on the ELAC agenda to present the DELAC presentation and offer support in viewing or downloading the presentations and handouts, as well as in locating the link to submit advisement.
- d. In coordination with the Region FACE Administrative Coordinator, ensure all school sites provide member and officer training and provide designated school staff with the proper tools and training to conduct effective elections for ELAC formation.
- e. Ensure all school sites address the requirements of this policy.
- f. Ensure all ELAC meeting documents have been uploaded on Microsoft Teams folder monthly.

III. COUNCIL/COMMITTEE DEFINITIONS OF ELIGIBLE MEMBERS

A. Parent Members

For this reference guide, parents are considered the natural or adoptive parents, legal guardians, or other persons holding the right to make educational decisions for a student pursuant to Welfare and Institutions Code, Section 361 or 727, or the California Education Code, sections 56028 or 56055, including foster parents who hold rights to make educational decisions.

School Site Council: District employees, who are also parents of the school site within which they work, may not serve in the role of parent on a council or committee at the school they work in. They cannot vote in the election for parent members or be elected as a parent at the school within which they work.

English Learner Advisory Committee: District employees may not be elected to fill a membership designated for parents of English Learners in any school within the District.

B. Teachers

A teacher is defined as an employee of the school whose duties require them to provide direct instruction to students for the entire time (full-time) during which they are employed (UTLA Bargaining Agreement, Article IX). Teacher librarians, when employed full-time as a teacher-librarian or serving full-time, partly as a teacher-librarian and partly as a teacher, shall rank as a teacher, according to the California Education Code, Section 44869.

C. Other School Personnel

Other School Personnel include all school employees who are not teachers as defined in Section III B. A non-classroom teacher is defined as a full-time employee whose classroom teaching assignment is fewer than three periods per day in a secondary setting or less than half-time in an elementary setting (UTLA Bargaining Agreement, Article IX 3.5). Administrators at schools without a CDS code may serve in this category. Principals of schools with CDS codes are not considered Other School Personnel for SSC or ELAC purposes. District-paid Community Representatives are employees and are only eligible to be elected to the SSC or ELAC in the role of staff at the schools where they are employed.

D. Community Members

1. A community member is an adult who meets all the following criteria:
 - a. Resides and/or is employed within a specific school site attendance boundary, or in the case of magnet schools, within the specific attendance boundary of the Region
 - b. Is neither a regular day-school student, nor a parent or legal guardian, nor employed by the District at the school site with which the SSC or ELAC is affiliated
2. Acceptable proof of residence includes the following:
 - a. Lives within the attendance boundaries of the school

site, or

- b. Attends a magnet school within the attendance boundaries of the Region
- 3. Proof of documentation includes at least one of the following:
 - a. Current California driver's license
 - b. Tax documentation, rent payments, or utility payment receipts
 - c. Official identification documentation from a consular office
- 4. Acceptable documentation for community members working within the attendance boundaries of the school, or in the case of magnet schools, within the boundaries of the Region, includes either a signed affidavit from an employer on letterhead with the address of the business or a pay stub including the business address.
- 5. Self-employed community members must provide evidence that most of their business day is spent within the school's attendance boundaries. Documentation for self-employed community members will include one of the following for their business: property tax receipt, rent payment receipt, or utility payment receipt.

E. Principal (or administrative designee)

The school principal (or administrative designee) is the only automatic member of the SSC. If a designee is selected in place of the principal, the designee must serve for the entire year term. The designation cannot be on a meeting-by-meeting basis.

F. Secondary Student Members

- 1. A student is an individual enrolled in a LAUSD school site in which an ELAC or SSC is established.

2. Students under 18 should have parental consent to participate (Attachment Handbook: Attachment D).

IV. OPERATING GUIDELINES FOR ALL COUNCILS AND ADVISORY COMMITTEES

A. Meeting Schedule

The SSC and ELAC may meet for up to three hours and may extend the meeting as needed if members vote to choose an extension. Meetings may not be extended beyond a total of one additional hour.

B. Agenda Procedures

The SSC and ELAC operate under the California Open Meeting Law provisions of the Greene Act, which means that the meetings must be conducted as public meetings with agendas posted 72 hours before the meeting, outside of the school building in a visible location, and must be posted at the meeting location, if different than the school site. The following are requirements for the posting and content of the agenda:

- Pictures verifying the agenda was posted on a specific date and time, as possible, are to be included as required SSC and ELAC documentation referenced in this document.
- Schools may post the agenda on the school website and marquee when available. The agenda must specify the date, time, and location of the meeting, including the Zoom link, the items to be addressed, and whether the items will require action to be taken.
- A council or committee may only act on or consider an item when it has been properly included on the agenda at the time of posting.
- If action is taken on an item that was not listed as an action item on the agenda, the action taken is invalidated. Only under certain unusual circumstances and by a unanimous vote may the council or committee allow an item not on the agenda to be considered and/or acted upon. When considering whether to allow a non-agenda item, the

council or committee must determine if the item presents an urgent need for action and if the item or issue was unknown when the agenda was posted.

- In all cases, agenda items must have relevance to the purpose and goals of the council or committee.
- Items within the responsibility of the SSC must be identified on an agenda separate from other meeting's agendas. The SSC or ELAC officers must participate in planning the agenda with designated school staff.
- Changes to the agenda of the SSC or ELAC before the posting of the meeting must be in consultation with the corresponding SSC or ELAC officers.
- All ELAC and SSC agendas must contain one public comment section, which must be identified on the agenda before any item of business (see Section F below).

C. Officers

The officers of the SSC and ELAC shall be the following:

- Chairperson
- Vice-Chairperson
- Secretary
- Parliamentarian

1. The Chairperson shall:

- Preside at all meetings, ensuring all rules and bylaws are followed.
- Sign all letters, reports, and other communications.
- Perform all duties relevant to the office of the Chairperson.

- Participate in the planning of meeting agendas.
 - Have other such duties as prescribed by the bylaws.
2. The Vice-Chairperson shall:
- Represent the Chairperson in assigned duties.
 - Serve as the Chairperson in his or her absence from a meeting.
 - Participate in the planning of meeting agendas.
3. The Secretary shall:
- Keep minutes of all meetings.
 - Transmit true and correct copies of the minutes of such meetings to members.
 - Assist in keeping the records.
 - Maintain a current roster of members.
 - Perform other such duties as are assigned by the Chairperson.
 - Participate in the planning of the agenda.
4. The Parliamentarian shall:
- Assist the Chairperson in ensuring all rules and bylaws are followed.
 - Vote on any matter submitted for a vote.
 - Be knowledgeable about the bylaws of the council/committee, the parliamentary procedure prescribed by Robert's Rules of Order, and the California Open Meeting Law (Greene Act).
 - Participate in the planning of the agenda.

D. Translation

All documents should be provided in a language the parents can understand, as feasible. If 15% or more of the students enrolled in a school speak a single primary language other than English, all notices, reports, statements, or records sent to the parent or legal guardian, in addition to being written in English, must be written in the primary language (California Education Code, Section 48985 [a]).

E. Bylaws for SSC and ELAC

To ensure compliance with all rules and regulations governing public meetings, standard bylaws are provided and must be used by the SSC and ELAC (Attachment Handbook: Attachments C1 and C2). These standard bylaws have identified areas that require completion. Once completed, a school should keep the bylaws on-site and review them with SSC and ELAC representatives.

A school principal may request permission, in writing, on behalf of a SSC or ELAC to develop modified bylaws or additions to the provided bylaws. Such permission is granted by the Region FACE Administrative Coordinator, who must approve the proposed modifications or additions to the bylaws provided. Bylaws may never conflict with federal, state, or District rules, regulations, and guidelines.

F. Public Comment

During the public comment section on the agenda, any member of the public may address the body on any item within the jurisdiction of the council or committee in accordance with the California Open Meeting Law provision of the Greene Act.

- The public comment item on the agenda must be listed toward the beginning of the meeting before an item of business is listed (Attachment Handbook: Attachments M1 and M2).
- Anyone who is not a member of the operating council or committee is considered a person of the public and may

speak during public comment.

- SSC and ELAC members cannot speak during public comment.
- All SSC and ELAC bylaws must include a standing rule regarding public comment procedures, including the number of speakers and the length and frequency of the public comment. Public speakers may be limited to speaking for 1, 2, or 3 minutes. It is recommended to inform the public of such a rule at the start of every meeting. Such a rule must be applied evenly to all speakers. Additional speakers may not be added to the number of speakers identified on the agenda, nor can the length of speaking be extended to exceed what is listed on the agenda for a particular speaker.
- A timer or clock should be displayed to monitor the length of time allotted to each public speaker.
- Establish a system for signing up for public comment that is fair and equitable for those joining in person and online. Persons of the public can sign up for public comment before and during the public comment item on the agenda.

G. Recording

Any individual is allowed to audio and video record any proceeding at a public meeting, on Zoom and in person, as long as it does not interrupt the meeting. Any person who does not want to be recorded has the option to leave the meeting.

Schools must post a notice of each meeting informing all present of the possibility that the meeting will be recorded (Attachment Handbook: Attachment R).

H. LAUSD Operating Norms and Code of Conduct and Administrative Responsibility

The LAUSD Operating Norms and Code of Conduct (Attachment Handbook: Attachment N) promote a democratic environment where respect for each member's point of view,

including agreement and disagreement on an issue, is expressed in a productive manner to promote the goals of the council or committee.

It is the responsibility of the designated administrator and the Chairperson, when applicable, to ensure the SSC or ELAC operates under the LAUSD Operating Norms and Code of Conduct in meetings and affiliated activities regardless of location and whether members have signed the form.

NOTE: Any members who violate the LAUSD Operating Norms and Code of Conduct may have their membership suspended by school administrative staff. All suspensions must be reviewed by the Region FACE Administrative Coordinator and may be appealed to SFACE, whose decision will be final.

V. TERMINATION OF MEMBERSHIP

- A. Members/officers are automatically terminated from the SSC or ELAC when their affiliation with the school or category they are elected to represent ends. English Learner parents serving on the ELAC are exempted from this stipulation if their children subsequently reclassify during the school year.
- B. Any person's membership may be terminated from the SSC or ELAC by the Region FACE Administrative Coordinator, the school principal, and/or SFACE when the member does not adhere to any one of the following:
 - District's Operating Norms and Code of Conduct for council and committee members (Attachment Handbook: Attachment N)
 - District policies regarding the purpose and operation of all school councils or committees
 - Requirements for attendance which are stipulated in the bylaws
- C. The school principal should consult with the Region FACE Administrative Coordinator when terminating someone's membership. Upon termination for reasons listed under

Section B above, the member is not eligible for re-election to the SSC or ELAC for a period of one year, not including the year of termination.

RELATED RESOURCES:

REF-5511.15 Completing and Updating the Integrated Safe School Plan 2025-2026, dated August 3, 2026

[REF-5511.16 Completing and Updating the Integrated Safe School Plan 2026-2027](#)

REF-6749.8 Principal's Portal Verification for Parent and Family Mandates dated August 11, 2025

[REF-6749.8 Principal's Portal Verification for Parent and Family Mandates.pdf](#)

MEM-6750.8 Notification of Federal Title I Parent and Family Engagement Mandates, dated August 11, 2025

[MEM-6750.8 Federal State Title I Parent Family Engagement Mandates.pdf](#)

BUL-6492.2 Visitors to School Campuses and Locked Campuses During Class Hours at All Schools, dated February 21, 2017

[BUL-6492.2 Visitors To School Campuses and Locked Campuses During Class Hours at All Schools](#)

AB 1667, Williams. Tuberculosis testing in schools California Education Code §51101(a)(3), §49406(m), §35160, §45349, §35021.1-3

[AB 1667 Assembly Bill – CHAPTERED](#)

California Health and Safety Code §121545

[California Health and Safety Code section 121545 \(2025\)](#)

ATTACHMENTS: Attachment A – Guidelines for the SSC and ELAC Handbook

ASSISTANCE: For further information, contact the Office of Student, Family and Community Engagement at (213) 481-3350.

For assistance concerning school councils or committees, please contact the Region's Family and Community Engagement Office as listed below.

Region East	(323) 224-3100
Region North	(818) 252-5400
Region South	(310) 354-3400
Region West	(310) 914-2100