



Los Angeles Unified School District
PARENT ADVISORY COMMITTEE (PAC)
BYLAWS

ARTICLE I: AUTHORITY

The California Education Code (Ed. Code) sections 52062 and 52063, attached as “Attachment A,” requires the establishment of a district-wide parent advisory committee to provide advisory opinions to the governing board and the superintendent of a school district regarding the Local Control and Accountability Plan (LCAP) (Ed. Code section 52060).

The parent advisory committee will include parents or legal guardians of pupils to whom one or more of the definitions in Section 42238.01 apply. Herein, the Los Angeles Unified School District (LAUSD) Parent Advisory Committee will be referred to as the “PAC” or the “Committee.” These Bylaws shall be used to govern the PAC. Bylaws may never conflict with District policy and applicable state or federal laws, regulations, and guidelines. Should any provision conflict with District policy or state or federal requirements, such provision will be deemed invalid and unenforceable. The PAC is not authorized to represent the LAUSD without proper District authorization, nor can the Committee make any decisions, enter into any contract, or spend public funds.

ARTICLE II: PURPOSE

The PAC shall review, advise, and comment on the District’s Local Control and Accountability Plan (LCAP).

ARTICLE III: RESPONSIBILITY

Section A

The responsibilities of the Parent Advisory Committee shall be as outlined in California State Education Code sections 52062 and 52063.

The PAC shall review, advise, and comment on the District’s Local Control and Accountability Plan (LCAP) regarding the requirements in Article 4.5 of the Education Code.

Members may collaborate with their school sites on a regular basis to disseminate to their respective school communities, relevant information gathered at meetings of the PAC.

Section B

In order to provide meaningful LCAP comments, the PAC may review all relevant Local Control Funding Formula (“LCFF”) listings and descriptions of LCFF expenditures for the fiscal year, and any supporting data

33 and other material which permits timely and effective evaluation of the applicability of goals, progress, and
34 assessment of actions referred to in Education Code sections 52061 and 52062.

35

36 *Section C*

37 In order to provide meaningful LCAP comments, the PAC **may shall** participate in relevant training sessions,
38 in a timely manner, to assist members in carrying out their responsibilities under the subject-matter
39 jurisdiction of the PAC. Such training shall include, but not be limited to, PAC operations, the role of
40 members and officers, parliamentary procedures, the **8 eight (8)** State Priority Areas, and the **5 six (6)** District
41 Goals.

42 *Section D*

43 The PAC will review any proposed revisions and updates to the District’s LCAP and submit written
44 comments to the Superintendent and the Board of Education.

45 *Section E*

46 The PAC **may shall** review the Superintendent’s written responses to PAC comments, and **may shall** generate
47 feedback to the Superintendent on these responses.

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ARTICLE IV: MEMBERSHIP

50 *Section A*

51 Parent leadership training may include, but is not limited to, the following topics related to the PAC. The
52 following sessions are given priority, and shall be offered on or before the first regular PAC meeting:

53 Parliamentary Procedures

54 Role of Officers

55 The Greene Act (Education Code section 35147)

56 The following sessions may be offered as early as possible in a membership year:

57 Understanding and Analyzing Data

58 Student Achievement

59 Parent Engagement

60 District Policies

61 Parent Rights and Responsibilities

62 **As authorized by the PAC and PCS, Members may partner with their Local Districts school sites on a regular**
63 **basis to disseminate to their respective school communities, relevant information gathered at meetings of**
64 **the PAC.**

65 **Section B**

66 Composition/Requirements: “Parent” will have the same definition as defined by California Education Code
67 section 56028 or unless defined otherwise below. Caregiver is defined as an adult who has provided care to
68 a foster youth at any time in the past ten (10) years. This definition shall include both licensed foster
69 parents, kinship relative caregivers, and advocates working with foster youth. In order to be seated as a
70 member in this category, appropriate documentation must be submitted to, and accepted by, the office of
71 Parent and Community Services (“PCS”).

72 The PAC will be composed of 55 parent members and 24 parent alternates, as follows: each Board Member
73 will appoint one (1) parent from each Board district for a total of seven (7) parents; 12 Foster Youth
74 parents/guardians/caregivers or agency representatives plus six (6) alternates; two (2) parents/guardians of
75 English learners will be elected per Local District for a total of 12 English learner representatives; two (2)
76 parents/guardians of students who are eligible for free or reduced-price meal program will be elected per
77 Local District for a total of 12 Low Income representatives; and two (2) parents/guardians for parents At-
78 Large will be elected per Local District for a total of 12 parent At-Large representatives.

79 A PAC member’s term will take effect following acknowledgment by PCS of the receipt of a certification form
80 from each of the Local District elections, pending verification, notwithstanding the seven members
81 appointed by the LAUSD Board of Education.

82

	Number of Parents/Guardians for At-Large	Number of Parents/Guardians for Eligible for free or reduced-price meal program ("FRPM")	Number of Parents/Guardians for English Learners	Number of Legal Guardians of Foster Youth	TOTAL
Local District Central	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	8
Local District East	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	8
Local District West	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	8
Local District South	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	8
Local District Northeast	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	8
Local District Northwest	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	8
Board Member Appointees	7 total (1 per Board District)				7
Total Number of members					55

83 **Section C**

84 **Terms of Membership:**

85 Members of the PAC include representatives and alternates. Representatives are members who have been
86 elected by parents in the Local Districts or appointed by the Board of Education to vote on issues pertinent
87 to the PAC. Alternates are members but cannot vote unless seated by the PAC Secretary on a per-meeting
88 basis.

89 Elections for PAC members and alternates in the Local Districts will take place during the months of
90 September or October, as determined by PCS.

91 Members will serve for term of two (2) years, with half of the Committee members' terms expiring on
92 alternating years. The term of an elected member begins on the date of the first official meeting after

93 elections of new members in all Local District LCAP Study Groups have been held, and ends at the elections
94 of new members in the Fall. The term of a Board-appointed member is the same one (1) year as an elected
95 member.

96 No member can be elected as a representative or alternate at two Local Districts, or simultaneously elected
97 from a Local District and for the seats appointed by a Board member. Should this occur, the second election
98 or appointment shall be designated null and void.

99 **Section D**

100 Rights and Guidelines:

101 Voting: Each representative and seated alternate is entitled to vote. Absentee ballots, secret ballots, and
102 voting by proxy are not permitted. Individuals must be present in order to vote and be elected as a member,
103 alternate or officer.

104 Members' actions must adhere to these: PAC Bylaws, the Board of Education *Resolution to Enforce the*
105 *Respectful Treatment of All Persons* (see Attachment B), and the *Operating Norms and Code of Conduct* (see
106 Attachment C). Failure to adhere to the these guidelines may result in termination or suspension from the
107 PAC.

108 Individual PAC members may not claim to advocate on behalf of the PAC without authorization. No
109 individual member may commit the PAC to any action or recommendation without approval from the PAC.

110 **Section E**

111 Reimbursement:

112 PAC representatives and alternates will be reimbursed according to District policy guidelines and/or the
113 Office of Parent and Community Services (PCS) guidelines for reimbursement.

114 **Section F**

115 Alternates:

- 116 1. Representatives and alternates must be physically present in the meeting room in order to be
117 counted during roll call.
- 118 2. Alternates will be seated 30 minutes after the scheduled meeting start time.
- 119 3. After 60 minutes, no alternate or representative may be seated.
- 120 4. Alternates who are seated will serve as official voting members for the duration of that meeting,
121 regardless of whether the representative eventually arrives.
- 122 5. Alternates are not eligible to serve as officers.

123 **Section #G**

124 Attendance:

- 125 1. Members must be present for a minimum of two (2) hours to be counted as present.
- 126 2. Any member arriving 60 or more minutes after the scheduled start time of the meeting will not be
- 127 seated and will be recorded as absent for that meeting.
- 128 3. Representatives are allowed a total of (3) three absences from regularly scheduled meetings per
- 129 school membership year. A first warning letter will be issued to a representative after the second
- 130 absence. A final warning letter will be issued to a representative after the third absence, per the
- 131 terms of this section. In addition to the three absences allowed above, one (1) exception will be made
- 132 for any member, on a case-by-case basis, for legitimate, documented reasons (i.e., members who
- 133 attend a District- or school-approved conference or any other event approved by the PAC or PCS, jury
- 134 duty, surgery, military duty, or bereavement).
- 135 4. Only an elected PAC alternate is eligible to fill an elected representative vacancy.
- 136 5. Any meeting which may be called during the summer recess shall not be counted for the purpose of
- 137 attendance requirements. ~~It is the responsibility of representatives to notify the PAC through PCS of~~
- 138 ~~any anticipated absences.~~

139 Section GH

140 Vacancy and Process for Local District-elected Representatives and Alternates:

141 A representative vacancy occurring during the year will be filled by an eligible PAC alternate in (the same

142 category and Local District) ~~as the representative vacancy,~~ for the remaining portion of the term. The

143 alternate will be seated as a representative permanently at the next regularly scheduled meeting. If there

144 are no alternates available within that category for the Local District, PCS will conduct elections in the Local

145 District for vacant seats. Such election shall be held as soon as practicable, through consultation between

146 PCS administration and the respective Local District PACE Administrator, ~~notwithstanding the substitution of~~

147 ~~an alternate for individual meetings. To fill the vacant representative seats of the PAC, if there are no~~

148 ~~alternates available within that category for the Local District, the following steps must be taken:~~

- 149 ~~1. In order to fill the vacant representative seat of the parent of an English learner, the school principal, in~~
- 150 ~~consultation with the School Site Council, will select the parent of an English learner from the school to~~
- 151 ~~attend a Local District election. For schools not required to form a School Site Council, the principal may~~
- 152 ~~consult with a formal governing body at the school. A school's English Learner Advisory Committee (ELAC)~~
- 153 ~~chairperson cannot serve as the school's representative to the Local District election.~~
- 154 ~~2. In order to fill the vacant member seat of the parent of a Low Income FRPM Youth, the school principal,~~
- 155 ~~in consultation with the School Site Council, will select a parent of a Low Income FRPM Youth from the~~

156 school to attend a Local District election.* For schools not required to form a School Site Council, the
157 principal may consult with a formal governing body at the school.

158 ~~3. In order to fill the vacant member seat of a parent At Large, the school principal, in consultation with
159 the School Site Council, will select any parent from the school to attend a Local District election. For schools
160 not required to form a School Site Council, the principal may consult with a formal governing body at the
161 school.~~

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163 * See attachment, *Election Process*.

164 ~~4. In order to fill the vacant member seat of a parent/guardian of Foster Youth, the school principal will
165 select a parent/guardian of Foster Youth from the school to attend a Local District election.~~

166 *Section H*

167 Vacancy for Board-appointed Members:

168 A member vacancy for a Board-appointed seat will be filled by Board Member appointment for the
169 remaining portion of the term.

170 *Section I*

171 Vacancy for Officers:

172 An officer vacancy occurring during the year shall be filled by election ~~succession~~ for the remaining portion
173 of the term at the next regularly scheduled meeting **except for the Chairperson and Secretary positions. The
174 Chairperson position may be filled through succession only by the Vice Chairperson, and the Secretary
175 position may be filled through succession only by the Assistant Secretary.**-Public notice must be provided
176 and the item listed on the agenda. An officer position may not be assigned and is not transferable.

177 *Section K*

178 Vacancy for Alternates:

179 An election will be held for a vacancy in the alternate category by a Local District when there is no remaining
180 alternate in **any** category **from** a Local District. **Such election shall be held as soon as practicable, through
181 consultation between PCS administration and the respective Local District PACE Administrator.** Alternates
182 will be elected to a term of one (1) year.

183 *Section L*

184 Resignation

185 A PAC member or officer may resign their position at any time but must do so by either submitting a signed
186 letter of resignation or **transmitting an e-mail message to PCS.**

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188 **ARTICLE V: TERMINATION**

189 *Section A*

190 Any representative appointed by a Board Member to represent a Board District will be terminated
191 automatically from the PAC when his/her child no longer attends a school within that Board District. Any
192 Board-appointed representative terminated pursuant to Article IV, "Membership," Section G, should not be
193 reappointed to represent any Board District for the remainder of the school year as well as for the following
194 school year, after consultation between PCS and the Board Office.

195 *Section B*

196 Any elected Local District representative will be terminated automatically from the PAC when:

- 197 1. His/her child no longer attends a school within the Local District which the parent was elected to
198 represent.
- 199 2. His/Her child is no longer in the category which the parent was elected to represent, except as
200 provided in subsection E of this section.

201 *Section C*

202 Representatives who are absent from four (4) regular meetings will be immediately notified of termination
203 in writing. The representative will not be eligible for re-election to the PAC for a period of one (1) school
204 year, not including the year in which the membership was terminated. ~~A representative notified of their
205 termination has the right to appeal this notice to the Attendance Subcommittee.~~

206 *Section D*

207 In the case of the graduation of the child or the loss of association with the category, Foster Youth agency,
208 Local District or Board District, the member will lose membership and the alternate to the member will
209 become the seated member; or, in the absence of an available alternate, a(n) election/selection will be held
210 to fill the vacancy.

211 *Section E*

212 In instances when a Foster Youth agency representative is no longer associated with the specific foster
213 agency serving LAUSD students, which association qualified the representative to participate in elections,
214 the membership of the representative on the PAC will be terminated.

215 *Section F*

216 A representative's PAC membership may be terminated by the PAC when he/she does not adhere to any one
217 or more of the following:

- 218 1. These Bylaws, the Board of Education *Resolution to Enforce The Respectful Treatment of All Persons*,
219 the LAUSD *Operating Norms and Code of Conduct (see Attachments B and C)*;

- 220 2. District Code of Ethics, including reporting accurate information of residence, of childcare
221 reimbursement or of other qualification for membership *(see Attachment D)*; and
222 3. The PAC's commitment to prohibit speaking or acting on behalf of the PAC without authorization of
223 the PAC or the District.

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ARTICLE VI: PAC OFFICERS

227 *Section A*

228 PAC officers will be elected during the **Fall** each year, and will serve a term of one (1) school year from the
229 day elected until new officers are elected in **Fall** of the following **school** year.

230 *Section B*

231 **A** representative **is** eligible to be elected as **an** officer. An alternate may not serve as an officer.

232 *Section C*

233 All officers will be duly and democratically elected by a majority vote of the PAC membership. Nominees and
234 voting members must be physically present at the election meeting. All attendance requirements in Article
235 IV, Section **G**, will also apply to all officers.

236 *Section D*

237 A run-off election will be held between all candidates who received the two (2) largest number of votes
238 when no one nominee receives a majority vote.

239 *Section E*

240 Newly elected officers will assume their positions upon the conclusion of officer elections.

241 *Section F*

242 All officers will be offered the opportunity **and strongly encouraged** to attend and complete an officer-
243 training course presented by PCS prior to the second regular PAC meeting.

244 *Section G*

245 PAC Officers:

- 246 1. Chairperson
247 2. Vice-Chairperson
248 3. Secretary
249 4. Assistant Secretary
250 5. Parliamentarian
251 6. Public Relations Officer

252 *Section H*

253 Officers' Responsibilities:

254 PAC officers will become familiar with the content of these Bylaws, the Greene Act, the process to review
255 and provide comments on the LCAP, and relevant State and District regulations and guidelines, pertaining to
256 the programs and services for the LCAP subgroups in order to assist with the following:

- 257 1. Plan the agenda with PCS Staff prior to all scheduled meetings and training sessions to recommend
258 resources that will benefit the PAC membership. Agenda planning shall be done in a public meeting.
- 259 2. Provide input into the structure of LCAP review-and-comment sessions, **if applicable**, in consultation
260 with the membership
- 261 3. Recommend formation of standing and ad hoc committees, as appropriate
- 262 4. Ensure that LCAP comments are presented annually to the Board of Education

263 No officer shall participate in **a** closed-session, substantive **meeting with any District employee or Board**
264 **Member** on the subject-matter jurisdiction of the PAC nor submit comments on the LCAP other than the
265 comments generated in the review-and-comment sessions and ratified by the membership.

266 *Section I*

267 Officers' Duties:

- 268 1. The Chairperson shall:
 - 269 a. Be fair and impartial at all times.
 - 270 b. Preside over PAC meetings
 - 271 c. Sign letters, reports and other communications of the Committee
 - 272 d. Perform additional duties appropriate to the office of Chairperson
 - 273 e. Serve as the representative of the PAC on Board of Education committees as applicable
 - 274 f. Provide written or oral Chairperson's Reports to the PAC
 - 275 g. Announce to all members the date, time and place for the next agenda-planning meeting and all
276 other PAC meetings
 - 277 **h. Provide a draft of the LCAP Comment presentation to the Committee for discussion and feedback,**
278 **prior to giving this presentation to the Board of Education**
- 279 2. The Vice-Chairperson shall:
 - 280 a. Be fair and impartial at all times. **b. Represent the Chairperson in his/her absence and perform**
281 **additional assigned duties as prescribed by the Chairperson**
 - 282 e. Be given the opportunity to serve as Chairperson through succession
- 283 3. The Secretary shall:

- 284 a. Be fair and impartial at all times
- 285 b. Keep minutes of all PAC meetings
- 286 c. Provide original meeting minutes to PCS d. Conduct roll call and determine whether a quorum
- 287 has been established
- 288 e. Maintain a current attendance roster

289 4. The Assistant Secretary shall:

- 290 a. Be fair and impartial at all times
- 291 b. Assist the Secretary in keeping minutes of all PAC meetingsc. Assist the Secretary in providing
- 292 original meeting minutes to PCS
- 293 d. Assist the Secretary in conducting roll call and determining whether a quorum has been
- 294 established
- 295 e. Assist the Secretary in maintaining a current attendance roster
- 296 f. Assist with written motion forms.
- 297 g. Be given the opportunity to serve as the Secretary through succession.

298 5-. The Parliamentarian shall:

- 299 a. Be fair and impartial at all times
- 300 b. Announce the list of public speakers
- 301 c. Assist the Chairperson in ensuring that parliamentary procedure and these Bylaws are followed
- 302 d. Be knowledgeable about these Bylaws of the Committee, parliamentary procedures, and the
- 303 Greene Act.
- 304 e. ~~Maintain a position of impartiality and therefore does not make motions or vote. They may,~~
- 305 ~~however, participate in debate.~~ Be allowed to vote, but not to make motions or participate in debate

306 6. The Public Relations Officer shall:

- 307 a. Be fair and impartial at all times
- 308 b. Promote the actions and purpose of the PAC to the public when authorized by the PAC and PCS

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ARTICLE VII: MEETINGS

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Section A

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Schedule:

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PCS shall hold PAC regular meetings on the LCAP. PAC officers, in consultation with PCS staff, may call trainings, orientations and elections, additional meetings, or subcommittee meetings as needed.

314

Section B

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316 Quorum:

317 1. A quorum shall be established with the presence of 50 percent plus one (1) of all currently filled
318 representative positions, including any alternates seated in the absence of elected representatives.

319 2. A quorum shall be established no later than 60 minutes after the scheduled meeting start time.

320 *Section C*

321 Location of Meetings:

322 Subject to PCS approval, the PAC shall hold its regular meetings at the PCS office, or at a school or
323 community facility with accessibility to the public, including persons with disabilities.

324 *Section D*

325 Meeting Open to the Public:

326 1. All meetings of the PAC shall be open to the public and operate under the Greene Act.

327 2. Notice of such meetings shall be provided in accordance with the Greene Act.

328 3. Members of the public may sign up for general public comment on a first-come, first-served basis,
329 beginning 30 minutes prior to the scheduled start time of the meeting. Once the meeting has been called to
330 order, no further sign-ups will be permitted. A maximum of five (5) public speakers will be heard. Two (2)
331 minutes will be allotted per person.

332 4. Members of the public will have an opportunity to address the PAC on matters within the subject-
333 matter jurisdiction of the PAC. A maximum of three (3) public speakers will be heard for a maximum of one
334 (1) minute each prior to any discussion on an agenda item, where identified. Persons wishing to speak may
335 sign up 30 minutes prior to, and up to 30 minutes after, the scheduled start of the meeting, on a first-come,
336 first-served basis.

337 *Section E*

338 Meeting Agenda Notice:

339 Meeting agendas in Spanish and English with date, time and location of the meeting must be publically
340 posted outside of the building in a plainly visible location, at least 72 hours before the scheduled meeting.

341 *Section F*

342 Meeting Presentation:

343 PCS may place review-and-comment sessions on the agenda for generating comments to the
344 Superintendent on LCAP revisions or updates that are to be put to the LAUSD Board of Education for
345 approval. A quorum of representatives at the comment session must vote to approve those comments
346 which are to be forwarded to the Superintendent.

347 PAC representatives should request the floor from the Chairperson before speaking. Representatives shall
348 avoid repetition and shall endeavor to limit their comments to the subject matter at issue. Representatives
349 shall limit their comments to matters within the subject-matter jurisdiction of the PAC as defined within the
350 LCFF statute and under the limitations set forth under the Greene Act.

351 When one representative is speaking, other members shall not interrupt or otherwise disturb the speaker;
352 however, time limits may be set **by the Chairperson**, as necessary, to ensure the maximum participation of
353 all representatives.

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355 Representatives may **respectfully** question a **presenter** addressing the PAC at the conclusion of the
356 **presenter's** comments or upon expiration of the **presenter's** time to speak. Such questions shall be directed
357 to the presenter through the Chairperson.

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359 Members will treat each other, **presenters and community members** with respect and avoid making
360 personal **impertinent, slanderous or profane remarks to any member, staff or the general public** and
361 otherwise will adhere to the LAUSD Board of Education *Resolution to Enforce the Respectful Treatment of All*
362 *Persons and Operating Norms and Code of Conduct.*

363 *Section G*

364 Recording:

365 Meetings shall be video recorded, and video files shall be available on the PCS website in a timely manner.

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367 **ARTICLE VIII: STANDING SUBCOMMITTEES**

368 The following shall be standing subcommittees of the PAC:*

369 **The function of these subcommittees may rely heavily on staff availability and current resources. Both PCS**
370 **staff and the PAC Executive Board will collaborate to determine the feasibility of subcommittee functions.**

- 371 1. African-American Student: **The PAC Standing African American Student Subcommittee works to close**
372 **the achievement gap, develop resources that allow parents to become more actively involved in their**
373 **children's schools, and support academic achievement by providing recommendations to the PAC.**
- 374 2. Bylaws: **The Bylaws Standing Subcommittee is selected, on a voluntary basis, from the PAC**
375 **membership and is established to receive, review and recommend proposed amendments to the**
376 **PAC. This Subcommittee also provides the necessary communication to the membership pertaining**
377 **to the Bylaws, limited to proposed amendments. The Subcommittee will meet as needed after the**

378 first regularly scheduled meeting of the PAC, and concludes its work after proposed
379 recommendations have been approved by the membership in that same school year.

- 380 3. English Learner: The English Learner Standing Subcommittee works to close the achievement gap by
381 increasing reclassification rates and reviewing data to support students' academic achievement.
- 382 4. Foster Youth: The Foster Youth Standing Subcommittee's focus is on increasing proficiency and
383 attendance of foster youth students, assisting parents and caregivers in navigating the educational
384 system and being informed of their educational rights, and promoting meaningful engagement and
385 support services that will enhance the skills and knowledge of the caregivers to better serve this
386 student population.
- 387 5. Legislation: The purpose of the Legislation Standing Subcommittee shall be to increase knowledge of
388 the LCFF and the LCAP, along with related impacts on student achievement, among all PAC members.

389 **ARTICLE IX: PARLIAMENTARY PROCEDURE**

390 The most recent edition of *Robert's Rules of Order, Newly Revised* shall guide the PAC with respect to
391 parliamentary procedure, to the extent that such procedure is not covered by these Bylaws. These
392 procedures may never conflict with District policy and applicable state or federal laws, regulations, and
393 guidelines.

394 **ARTICLE X: AMENDMENTS**

395 These Bylaws may only be amended and revised by the PAC at either a regular or special-call meeting ~~and~~
396 ~~with approval of PCS~~. All proposed amendments or revisions must be submitted in writing and provided to
397 the membership at least 14 days prior to the proposed action, and then approved by a two-thirds majority of
398 members present, provided that a quorum has been established.

399 **ARTICLE XI: BYLAWS**

400 Severability:

401 If any provision or provisions of these Bylaws shall be held to be invalid, illegal, unenforceable or in conflict
402 with District policies, state and federal guidelines, or state and federal law, the validity, legality and
403 enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

404 Approval:

405 These Bylaws are effective upon their approval by the PAC officers and the Administrator of PCS.

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407 _____
408 PAC Chairperson

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407 _____
408 Date

410	PAC Vice-Chairperson	Date
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412	PAC Secretary	Date
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414	PAC Assistant Secretary	Date
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416	PAC Public Relations Officer	Date
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418	PAC Parliamentarian	Date
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420	PCS Administrator	Date

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ATTACHMENT A

California Education Code language cited in Article I, "Authority"

~~ATTACHMENT "A"~~

Education Code sections cited in Article I, "Authority"

Education Code Section 52060(a) On or before July 1, 2014, the governing board of each school district shall adopt a local control and accountability plan using a template adopted by the state board.

Education Code 52062(a) Before the governing board of a school district considers the adoption of a local control and accountability plan or an annual update to the local control and accountability plan, all of the following shall occur:

(1) The superintendent of the school district shall present the local control and accountability plan or annual update to the local control and accountability plan to the parent advisory committee established pursuant to Section 52063 for review and comment. The superintendent of the school district shall respond, in writing, to comments received from the parent advisory committee.

Education Code 52063(a)(1) The governing board of a school district shall establish a parent advisory committee to provide advice to the governing board of the school district and the superintendent of the school district regarding the requirements of this article.

(2) A parent advisory committee shall include parents or legal guardians of pupils to whom one or more of the definitions in Section 42238.01 apply.

(3) This subdivision shall not require the governing board of the school district to establish a new parent advisory committee if the governing board of the school district already has established a parent advisory committee that meets the requirements of this subdivision, including any committee established to meet the requirements of the federal No Child Left Behind Act of 2001 (Public Law 107-110) pursuant to Section 1112 of Subpart 1 of Part A of Title I of that act. **[Please note: The *No Child Left Behind Act* has been replaced by the *Every Student Succeeds Act*.]**

Education Code 42238.01

"Eligible for free or reduced-price meals" means determined to meet federal income eligibility criteria, either through completing an application for the federal National School Lunch Program or eligible for free or reduced-price meals under the federal National School Lunch Program, as described in Part 245 of Title 7 of the Code of Federal Regulations.

(b) "Foster youth" means any of the following:

452 (1) A child who is the subject of a petition filed pursuant to Section 300 of the Welfare and Institutions Code,
453 whether or not the child has been removed from his or her home by the juvenile court pursuant to Section
454 319 or 361 of the Welfare and Institutions Code.

455 (2) A child who is the subject of a petition filed pursuant to Section 602 of the Welfare and Institutions Code,
456 has been removed from his or her home by the juvenile court pursuant to Section 727 of the Welfare and
457 Institutions Code, and is in foster care as defined by subdivision (d) of Section 727.4 of the Welfare and
458 Institutions Code.

459 (3) A non-minor under the transition jurisdiction of the juvenile court, as described in Section 450 of the
460 Welfare and Institutions Code, who satisfies all of the following criteria:

461 (A) He or she has attained 18 years of age while under an order of foster care placement by the juvenile
462 court, and is not more than 19 years of age on or after January 1, 2012, not more than 20 years of age on or
463 after January 1, 2013, and not more than 21 years of age, on or after January 1, 2014, and as described in
464 Section 10103.5 of the Welfare and Institutions Code.

465 (B) He or she is in foster care under the placement and care responsibility of the county welfare department,
466 county probation department, Indian tribe, consortium of tribes, or tribal organization that entered into an
467 agreement pursuant to Section 10553.1 of the Welfare and Institutions Code.

468 (C) He or she is participating in a transitional independent living case plan pursuant to Section 475(8) of the
469 federal Social Security Act (42 U.S.C. Sec. 675), as contained in the federal Fostering Connections to Success
470 and Increasing Adoptions Act of 2008 (Public Law 110-351), as described in Section 11403 of the Welfare and
471 Institutions Code.

472 (c) "Pupils of limited English proficiency" means pupils who do not have the clearly developed English
473 language skills of comprehension, speaking, reading, and writing necessary to receive instruction only
474 in English at a level substantially equivalent to pupils of the same age or grade whose primary
475 language is English. "English learner" shall have the same meaning as provided for in subdivision (a)
476 of Section 306 and as "pupils of limited English proficiency."

477 **Education Code 56028.** (a) "Parent" means any of the following:

478 (1) A biological or adoptive parent of a child.

479 (2) A foster parent if the authority of the biological or adoptive parents to make educational decisions on the
480 child's behalf specifically has been limited by court order in accordance with Section 300.30(b)(1) or (2) of
481 Title 34 of the Code of Federal Regulations.

482 (3) A guardian generally authorized to act as the child’s parent, or authorized to make educational decisions
483 for the child, including a responsible adult appointed for the child in accordance with Sections 361 and 726
484 of the Welfare and Institutions Code.

485 (4) An individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent,
486 or other relative, with whom the child lives, or an individual who is legally responsible for the child’s welfare.

487 (5) A surrogate parent who has been appointed pursuant to Section 7579.5 or 7579.6 of the Government
488 Code, and in accordance with Section 300.519 of Title 34 of the Code of Federal Regulations and Section
489 1439(a)(5) of Title 20 of the United States Code.

490 (b) (1) Except as provided in paragraph (2), the biological or adoptive parent, when attempting to act as the
491 parent under this part and when more than one party is qualified under subdivision (a) to act as a parent,
492 shall be presumed to be the parent for purposes of this section unless the biological or adoptive parent does
493 not have legal authority to make educational decisions for the child.

494 (2) If a judicial decree or order identifies a specific person or persons under paragraphs (1) to (4), inclusive,
495 of subdivision (a) to act as the “parent” of a child or to make educational decisions on behalf of a child, then
496 that person or persons shall be determined to be the “parent” for purposes of this part, Article 1
497 (commencing with Section 48200) of Chapter 2 of Part 27 of Division 4 of Title 2, and Chapter 26.5
498 (commencing with Section 7570) of Division 7 of Title 1 of the Government Code, and Sections 361 and 726
499 of the Welfare and Institutions Code.

500 (c) “Parent” does not include the state or any political subdivision of government.

501 (d) “Parent” does not include a nonpublic, nonsectarian school or agency under contract with a local
502 educational agency for the provision of special education or designated instruction and services for a child.

503 (Amended by Stats. 2008, Ch. 223, Sec. 12. Effective January 1, 2009.)

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ATTACHMENT B

513

514 Board of Education Resolution to Enforce the Respectful Treatment of All Persons

515 Motion Presented by Board President, Jackie Goldberg

516 MOTION:

517 Whereas, Good human relations are essential to the goal of achieving a democratic society;

518 Whereas, The number of hostile acts against various groups of people have dramatically increased
519 in recent years;

520 Whereas, Students learn from what they hear from peers and adults on the playground and in
521 school; and

522 Whereas, Reducing tensions among students and school personnel is highly desirable, therefore, be
523 it

524 Resolved, That the Los Angeles Unified School District reaffirm its policy that students and adults in
525 both schools and offices should treat all persons equally and respectfully and refrain from the willful
526 or negligent use of slurs against any person on the basis or race, language spoken, color, sex, religion,
527 handicap, national origin, immigration status, age, sexual orientation, or political belief; and be it
528 further

529 Resolved, That the District further ask that a school-wide code of discipline regarding name-calling
530 be developed at each school, and enforced by teachers, administrators, and other staff members;
531 and be it further

532 Resolved, That District administrators bring this policy to the attention of all employees and students,
533 and to constructively administer its enforcement. (October 1988)

551 ATTACHMENT C

552 LAUSD Operating Norms and Code of Conduct

553 I acknowledge that these LAUSD Operating Norms and Code of Conduct promote productive behavior among
554 all members, guarantee the right of every person to express differing views and perspectives, and support the
555 purpose and mission of the PAC. All members of the PAC are subject to these requirements. As such I will:

- 556
- 557 a. Keep students a priority in making decisions.
- 558 b. Listen attentively, speak respectfully and not interrupt each other.
- 559 c. Believe that we can agree to disagree and that there is more than one solution to a problem.
- 560 d. Abide by all District policies and procedures pertinent to the council's/committee's purpose and to my
561 role and responsibility as a member of the council/committee.
- 562 e. Come to every meeting on time, ready to perform the duties of the council/committee.
- 563 f. Refrain from slander.
- 564 g. Not use my role for personal benefit or financial gain.
- 565 h. Disclose a conflict of interest, whether personal or financial, and recuse myself from debate or voting
566 when necessary.
- 567 i. Abide by California Open Meeting Law of the Greene Act, District policy, bylaws, and selected Robert's
568 Rules of Order.
- 569 j. Remove District property from any District facility only when authorized to do so.
- 570 k. Confine my remarks to the issues discussed.

571
572 I will not disturb the assembly by doing any of the following:

- 573
- 574 1. Making personal or derogatory comments related to any person's ethnicity, race, sexual orientation,
575 gender, age, disability, native language, immigration status or religion.
- 576 2. Engaging in name-calling, the use of profanity, or cursing.
- 577 3. Threatening or engaging in verbal or physical attacks on any individual or group.
- 578 4. Stall the deliberations or actions of the council or committee by encouraging unnecessary delays.

579
580 I understand and acknowledge receiving these Operating Norms and Code of Conduct as a member of the
581 Parent Advisory Committee; and I understand that if I do not adhere to these Operating Norms and Code of
582 Conduct, regardless of my signature below, District staff may suspend and/or terminate my membership on
583 the committee.

584
585 School Name: _____

586
587 Member's Name, Printed: _____

588
589 Signature: _____ Date: _____

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591 **ATTACHMENT D**

592 **District Code of Ethics**

593 The most important responsibility of the Los Angeles Unified School District (District) is the safety of our
594 students. All employees, as well as all individuals who work with or have contact with students, are reminded

595 that they must be mindful of the fine line drawn between being sensitive to and supportive of students and a
596 possible or perceived breach of responsible, ethical behavior.

597 While the District encourages the cultivation of positive relationships with students, employees and all
598 individuals who work with or have contact with students are expected to use good judgment and are
599 cautioned to avoid situations including, but not limited to, the following:

- 600 1. Meeting individually with a student behind closed doors, regardless of gender.
- 601 2. Remaining on campus with student(s) after the last administrator leaves the school site. (There are
602 exceptions, such as teachers rehearsing with students for a drama/music activity or coaching
603 academic decathlon students, with approval of the site-administrator in advance.)
- 604 3. Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of a
605 student(s), that are unprofessional, unethical, illegal, immoral, or exploitative.
- 606 4. Giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or
607 implicitly suggested that a student(s) is (are) to say or do something in return.
- 608 5. Making statements or comments, either directly or in the presence of a student(s), which are not age-
609 appropriate, professional, or which may be considered sexual in nature, harassing, or demeaning.
- 610 6. Touching or having physical contact with a student(s) that is not age-appropriate or within the scope
611 of the employee's/individual's responsibilities and/or duties.
- 612 7. Transporting student(s) in a personal vehicle without proper written administrator and parent
613 authorization forms on file in advance.
- 614 8. Taking or accompanying student(s) off campus for activities other than a District-approved school
615 journey or field trip.
- 616 9. Meeting with or being in the company of student(s) off campus, except in school-authorized and/or
617 approved activities.
- 618 10. Communicating with student(s), in writing, by phone/Email/electronically, via Internet, or in person,
619 at any time, for purposes that are not specifically school-related.
- 620 11. Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or
621 situations.
- 622 12. Providing student(s) with a personal home/cell telephone number, personal Email address, home
623 address, or other personal contact information, except for specific school-related purposes and/or
624 situations.

625 Even though the intent of the employee/individual may be purely professional, those who engage in any of the above
626 behavior(s), either directly or indirectly with a student(s) or in the presence of a student(s), are subjecting themselves
627 to all possible perceptions of impropriety. Employees/individuals are advised that, when allegations of inappropriate
628 conduct or behavior are made, the District is obligated to investigate the allegations and, if warranted, take
629 appropriate administrative and/or disciplinary action.

630 Employees/individuals who have questions or need further information should contact their site administrator or
631 supervisor, or may call the Educational Equity Compliance Office at (213) 241-7682.

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