

PURPOSE

In accordance with 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 English Learner Advisory Committee (ELAC). Schools are required to form an ELAC at any time 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.

COMPOSITION

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, Sections 52176(b)). Other members may include parents/legal guardians from any of the following 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, and PTA/PTSA/PTO/Booster Club members.

FUNCTIONS AND RESPONSIBILITIES OF THE ELAC

- Contribute to the development of the SPSA. The SPSA for ELs is developed with the review, certification, and advice of the ELAC (Ed Code Section 64001[c]) and submitted to the SSC for inclusion in the SPSA.
- Assist in developing the school wide needs assessment that will identify and address EL students' linguistic, attendance, and academic needs.
- 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.
- Review information related to the review of the school's SPSA and the District's 2025 Multilingual Multicultural Master Plan on regular meeting agendas.
- Provide written advice to the SSC regarding programs and services for EL students (Attachment Handbook: attachment K, page 37).
- Advice may be centered on student performance and parent and family engagement data (see BUL-6745.7, page 23, letter f).
- 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 should include the 2025 Multilingual Multicultural Master Plan, which consists of the following areas: reclassification, EL program options, identification process, Comprehensive ELD, EL monitoring,

parent notification letters, Pathway to Biliteracy, and Graduation Seal of Biliteracy. Training modules for the ELAC are available in Tools for Schools at <https://families@lausd.org>

- Additional topics should include Robert's Rules of Order: Parliamentary Procedure, the Greene Act, officer roles and responsibilities, and ELAC Bylaws.
- Ensure training of the required topics (2025 Multilingual Multicultural Master Plan, SPSA, Comprehensive Needs Assessment and the School Attendance) are agendaized and presented to members during scheduled meetings. The mandatory orientation and election training are not included as part of the required topics.
- In consultation with ELAC officers, the school principal may call additional meetings, especially during budget development.
- 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, page 17) and Robert's Rules of Order (Attachment Handbook: attachment N, page 43).
- Review of Uniform Complaint Procedures (UCP) rights and responsibilities.
- Each ELAC must have the opportunity to elect one EL member or officer s their EL Delegate to attend the Region EL Delegate Convening.

MEMBER RESPONSIBILITIES

- ELAC members agree to all of the following:
- Attend all meetings.
- Be present in person or logged onto the school site virtually when voting (voting by proxy or absentee voting is not allowed).
- Voting will be conducted by a roll call vote as the school is holding meetings virtually or hybrid.
- Members must identify themselves when they are called during the roll call voting.
- Be present to nominate others, be nominated for membership, or be nominated for an officer position.
- During a meeting, members will determine, by vote, if they will continue to meet virtually or offer members a hybrid meeting format.
- Agree as a body on the dates, times, and meeting format by including the item on the agenda and including the results in the meeting minutes.
- Follow the LAUSD Operating Norms and Code of Conduct (Attachment Handbook: attachment N, page 43).
- 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 Office of Student, Family and Community Engagement webpage at <https://families.lausd.org> for a list of possible training topics.
- Honor all decisions of the ELAC, even if these decisions differ from one's individual opinions.
- 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, page 27).
- Members who hold an officer position may resign from the officer position and remain as a

member.

- When a student is withdrawn from the specific school site, the member and/or officer will receive a letter of withdrawal from the principal or administrative designee (Attachment Handbook: attachment F, page 28).
- 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.
- Review Uniform Complaint Procedures (UCP) rights and responsibilities.
- Provide written advisement to the SSC on the SPSA Evaluation, specifically for ELs.