



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT K

LAUSD OPERATING NORMS AND CODE OF CONDUCT FOR THE SSC AND THE ELAC

I acknowledge that these LAUSD Operating Norms and Code of Conduct promote productive behavior among all members, guarantee the right of every person to express differing views and perspectives, and support the purpose and mission of the SSC and ELAC. All members of the SSC and ELAC are subject to these requirements, during committee meetings and anytime present on or adjacent to a LAUSD site. As such, I will:

- a. Keep students a priority in making decisions.
- b. Listen attentively, speak respectfully and not interrupt while another is speaking.
- c. Believe that we can agree to disagree and that there is more than one solution to a problem.
- d. Abide by all District policies and procedures pertinent to the council's/committee's purpose and to my role and responsibility as a member of the council/committee.
- f. Refrain from slander.
- g. Not use my role for personal benefit or financial gain.
- h. Disclose a conflict of interest, whether personal or financial, and recuse myself from debate or voting when necessary.
- i. Abide by California Open Meeting Law of the Greene Act, District policy, bylaws, and selected Robert's Rules of Order.
- j. Remove District property from any District facility only when authorized to do so.
- k. Confine my remarks to the issues discussed.

I will not disturb the assembly by doing any of the following in meetings or anytime I am present on or adjacent to a LAUSD site:

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

I understand and acknowledge receiving these Operating Norms and Code of Conduct as a member of the _____ council/committee; and I understand that if I do not adhere to these Operating Norms and Code of Conduct, regardless of my signature below, District staff may suspend and/or terminate my membership on the council/committee.

School Name: _____ Name of Council/Committee: _____

Member's Name: _____
Printed Signature Date

English Learner Advisory Committee (ELAC) Purpose, Composition and Responsibilities

PURPOSE

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 the ELAC at any time when the number of identified EL students reaches 21 or more. All parents with students attending the school in which the ELAC is established are eligible and should be encouraged to participate in the ELAC.

COMPOSITION

Parents and legal guardians of EL students, not employed by the District, must equal, or exceed the percentage of EL students in the school.

Other members, may be from any of the following groups:

- Parents and legal guardians of RFEP students
- Parents and legal guardians of non-EL students
- LAUSD employees at the school
- Secondary students
- Community members
- Representatives from community-based organizations that are actively involved in the school
- PTA/PTSA/Booster Club members

MAJOR RESPONSIBILITIES OF MEMBERS

Provide written recommendations to the School Site Council (SSC) regarding programs and services for EL students. Recommendations should be based on student performance and parental involvement data. The mandated recommendation topics are listed below in sequential order:

- Advise on efforts to make parents aware of the importance of regular school attendance
- Advise on a Comprehensive Needs Assessment
- Advise on the development of the SPSA in relation to the English Learner Master Plan
- Advise on the Master Plan for English Learners and Standard English Learners

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Due Date:
September 22, 2021
at 8am.

Los Angeles Unified School District
Distrito Escolar Unificado de Los Angeles
Van Nuys High School

Fecha Límite: el 22
de septiembre de
2021 a las 8am.

**English Learner Advisory Committee Parent Member Election
2021-22 Self-Nomination Form**

**Elección de Padre Miembro al Comité Asesor para Aprendices de Inglés
Formulario de Auto Nominación para 2021-22**

Please complete this form if you are interested in running for a position on the English Learner Advisory Committee. If you need assistance completing the form, please e-mail Evan Zekofsky at esz9837@lausd.net.

Favor de completar este formulario si le interesa postularse para un puesto en el Comité Asesor para Aprendices de Inglés. Si necesita ayuda para completar el formulario, envíe un correo electrónico a Evan Zekofsky a esz9837@lausd.net.

If you have technical issues connecting to Zoom online, please check this box and Evan Zekofsky will contact you for support.

Si tiene problemas técnicos para conectarse a Zoom en línea, marque esta caja y Evan Zekofsky se comunicará con usted para proveer ayuda.

Note: You must be present at the ELAC Election Meeting, to be considered.

Nota: Debe estar presente en la reunión de elección de ELAC, para ser considerado.

First and Last Name / Nombre y apellido:

Email / Correo electrónico:

Phone Number / Número de Teléfono:

Child's name and grade. / Nombre y grado de su estudiante.

School Site Council Purpose, Composition, and Responsibilities

PURPOSE

Every school with a County District School (CDS) code assigned by the California Department of Education (CDE) shall establish a **School Site Council (SSC)** as the decision-making council for all programs funded through the Consolidated Application (ConApp). California Education Code 64001(a) requires districts receiving state, federal and other applicable funding through the Consolidated Application (ConApp) process 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) and the District's Local Control Accountability Plan (LCAP) Scorecard. Further, the SSC is responsible for developing, revising and adopting the comprehensive school safety plan and the SPSA with its proposed expenditure of all categorical funds. In addition, the SSC must ensure that a school meets all federal parental involvement mandates, specifically, the development and approval of 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.

COMPOSITION

Elementary schools/Primary centers:

Councils will consist of no fewer than ten (10) members and be constituted to ensure parity

- Half the membership will be staff, including the principal (or designee); classroom teachers (must be the majority) and other school personnel
- The other half will be parents or legal guardians and may include community members, if the parents vote to assign their parent member seats to community members and subsequently elect the community members. This composition must be recorded in the bylaws

Middle/High and Option schools:

Councils will consist of no fewer than twelve (12) members

- Half the membership will be staff, including the principal (or designee); classroom teachers (must be the majority) and other school personnel
- The other half will be students and parents or legal guardians and may be a community member, if the parents vote to assign their parent member seats to community members and subsequently elect the community members. This composition must be recorded in the bylaws
- There does not need to be parity between the parents and students on the parent/student portion of the SSC. However, it is recommended that schools maintain parity in this section by forming a SSC of at least 12 members

MAJOR RESPONSIBILITIES OF MEMBERS

- Ensure that all federal parental involvement mandates are met, specifically:
 - The development and approval of the school-level Title I Parent and Family Engagement Policy.
 - The development and approval of the Title I School-Parent Compact.
 - Develop, review and adopt the SPSA in consultation with relevant stakeholders and, where applicable, with the English Learner Advisory Committee (ELAC).
 - Respond in writing to written (Attachment A) recommendations from ELAC within 30 calendar days or at the next School Site Council meeting.

meeting.

- Review and revise the SPSA annually to align all goals, strategies and categorical funds to the identified instructional needs of students and to the District's priorities.
- Develop the Integrated Safe School Plan.

**Due Date:
September 21, 2021
at 8am.**

**Los Angeles Unified School District
Distrito Escolar Unificado de Los Angeles
Van Nuys High School**

**Fecha Límite: el 21
de septiembre de
2021 a las 8am.**

**School Site Council (SSC) Parent Member Election
2021-22 Self-Nomination Form**

Please complete this form if you are interested in running for a position on the School Site Council. If you need assistance completing the form, please e-mail Dan Levy at dxl7944@lausd.net.

Por favor complete este formulario si le interesa en postularse para un puesto en el Consejo del Plantel Escolar. Si necesita ayuda para completar el formulario, envíe un correo electrónico al Dan Levy at dxl7944@lausd.net.

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Note: You must be present at the SSC Election Meeting, to be considered.

Nota: Debe estar presente en la reunión de elección de SSC, para ser considerado.

First and Last Name / Nombre y apellido:	
Email / Correo electrónico:	Phone Number / Número de Teléfono:
Child's name and grade. / Nombre y el nivel grado de su estudiante.	

LOS ANGELES UNIFIED SCHOOL DISTRICT
VAN NUYS HIGH SCHOOL
Interoffice Correspondence

TO: Faculty **DATE:** September 10, 2021
FROM: Dan Levy/Title 1
Marc Strassner/AP
RE: SSC Dates

Below are the dates for the School Site Council meetings for the 2021-22 school year. The meetings will be held in the Library at 3:50 pm. All are welcome to attend. Thank you

September 22, 2021

October 21, 2021

November 18, 2021

December 9, 2021

January 20, 2022

February 17, 2022

March 10 or 17, 2022 (Depends on budget allocations)

April 21, 2022

May 19, 2022