



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Guidelines for the Los Angeles Unified District Level Committees (Community Advisory Committee, District English Learner Advisory Committee and Parent Advisory Committee)

**NUMBER:** BUL-132509

**ISSUER:** Pedro Salcido, Chief of Staff  
Office of the Superintendent

Antonio Plascencia, Jr., Director  
Office of Parent and Community Services

## **ROUTING**

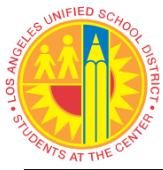
Local District Superintendents  
Instructional Directors  
Operations Administrators  
Operations Coordinators  
Parent and Community  
Engagement Administrators  
District Categorical  
Coordinators  
Parent Educator Coaches  
Principals  
School Categorical  
Coordinators  
School English Learner  
Designees  
Parent and Family Center Staff

**DATE:** November 21, 2022

**POLICY:** This bulletin provides guidance to office staff, officers and members regarding the District level committees, including Community Advisory Committee (CAC), District English Learner Advisory Committee (DELAC), and Parent Advisory Committee (PAC). These committees are established to advise on matters pertaining to the plans and programs funded for specific student populations, as well as all student groups in general. The purpose and operations of the committees described in this bulletin are aligned with the Los Angeles Unified School District (LAUSD) goals and meet all state requirements for the operation of District-level committees. Any changes from the state and District policy may result in additional programmatic modifications. This bulletin supersedes all prior LAUSD bulletins, memoranda, bylaws, directives, and policy guidelines related to the purpose, functions, and operations of the CAC, DELAC, and PAC. In addition, each committee will refer to its respective bylaws for operational purposes.

**MAJOR CHANGES:** This is a new bulletin.

**GUIDELINES:** The Office of Parent and Community Services is responsible for welcoming parents as partners in their children's education and supporting district level committee members by engaging them in the review of the Special Education Local Plan Area (SELPA) Local Plan, the Master Plan for English Learners and Standard English Learners, the Consolidated



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Application (ConApp) and the Local Control and Accountability Plan (LCAP).

This bulletin affirms the role of the CAC, DELAC, and PAC as district level advisory committees, as described in the various sections below. Neither the CAC, DELAC, PAC, nor their members are authorized to expend public funds, enter contracts, or otherwise place liability upon the District.

The Office of Parent and Community Services has the responsibility to inform parents and all stakeholder groups of this bulletin's provisions and monitor the appropriate functions of the CAC, DELAC, and PAC.

## **I. COMMUNITY ADVISORY COMMITTEE (CAC)**

Pursuant to California Education Code, sections 56190-56194, Special Education Local Plan Areas (SELPA) must establish a CAC for the purpose of advising the governing board on the Local Plan.

1. In accordance with California Education Code, Section 56194, functions and responsibilities of the CAC include the following:
  - a. Advising the policy and administrative entity of the Special Education Local Plan Area regarding the development, amendment, and review of the Local Plan. The entity shall review and consider comments from the CAC.
  - b. Recommending annual priorities to be addressed by the plan.
  - c. Assisting in parent education and recruiting parents and other volunteers who may contribute to the implementation of the plan.
  - d. Encouraging community involvement in the development and review of the Local Plan.
  - e. Supporting activities on behalf of individuals with exceptional needs.
  - f. Assisting in parent awareness of the importance of regular school attendance.



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- g. Supporting community involvement in the PAC established pursuant to Section 52063 to encourage the inclusion of parents of individuals with exceptional needs to the extent these pupils also fall within one or more of the definitions in Section 42238.01.

### 2. Composition of the CAC

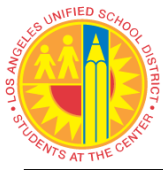
In accordance with California Education Code, Section 56192, the CAC shall be comprised of the following stakeholders:

- a. Parents/legal guardians of individuals with exceptional needs enrolled in public or private schools
- b. Parents/legal guardians of other pupils enrolled in school
- c. Pupils and adults with disabilities
- d. Regular education and special education teachers and other school personnel
- e. Representatives of other public and private agencies
- f. Persons concerned with the needs of individuals with exceptional needs

### 3. Approval of CAC Members

Persons interested in becoming a member of the CAC may apply when membership recruitment is announced, which is tentatively during the Fall or Spring semester. CAC members must live, work, or attend or be the parent/guardian of a student attending a school within the LAUSD SELPA. Work means the member is employed by an entity operating with a physical address that is within the boundaries of Los Angeles Unified.

Prospective members are recommended to the Board of Education for appointment based on scores received through a blind reading process, where scorers are unaware of the applicant's identifying information, such as name or student's school. Consideration is made for the representation of members from all Local Districts and Board Districts in LAUSD.



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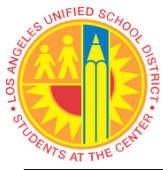
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4. Elections of CAC Officers
  - a. CAC representatives will elect CAC officers during the first CAC meeting of the fiscal year. Officers will be elected by roll call vote.
  - b. The CAC has seven (7) officer positions: Chairperson, Vice-Chairperson, Student Representative, Training and Education Officer, Parliamentarian/Historian, Secretary, and Public Relations Officer. The CAC officers' responsibilities are stated in the Bylaws.
  - c. An individual representative is permitted to hold only one officer position on the CAC each year. An individual may not serve as the chairperson of more than one District-level committee per year.

### **II. DISTRICT ENGLISH LANGUAGE ADVISORY COMMITTEE (DELAC)**

In accordance with the California Education Code, Section 52176 (a), all school districts with more than 50 English Learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, must establish a DELAC. All parents of English Learners who want to participate in the DELAC are encouraged to become ELAC members where they may be elected to represent their school site at the Local District ELAC Delegate Convening hosted during the fall semester.

1. Functions and responsibilities of the DELAC are to advise on the following:
  - a. Establishment of a timetable for the development of a district master plan for bilingual education.
  - b. Districtwide needs assessment on a school-by-school basis.
  - c. Establishment of District program goals and objectives in bilingual education.
  - d. To ensure compliance with any applicable teacher and/or teacher aide requirements in compliance with the provisions in California Education Code Section 52178.



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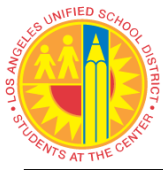
- e. Review and comment on the District's reclassification procedures 5 CCR § 11308.
  - f. Review and comment on the written notifications required to be sent to parents and legal guardians 5 CCR § 11308
  - g. Review and comment on the development and/or annual updates of the Local Control and Accountability Plan (LCAP) CDE Sections 52063(b)(1) and 52062(a)(2).
  - h. Review the Consolidated Application (ConApp).
2. Composition and Elections of DELAC Members

The DELAC is comprised of seventy-six (76) English learner parent members; fifty (50) representatives and twenty-six (26) alternates representing each of the six Local Districts and Virtual Academies. The English Learner Advisory Committee (ELAC) from the school site, must elect a parent of an EL student to attend the Local District ELAC Convenings in the fall.

3. Elections of DELAC Officers
- a. Seated DELAC representatives from each Local District will elect DELAC officers. Officers will be elected by ballot vote during in person meetings and by roll call vote for participants who teleconference into the meetings.
  - b. The DELAC has five (5) officer positions to lead the committee: Chairperson, Vice-Chairperson, Secretary, Parliamentarian, and Public Relations Officer. The DELAC officers' responsibilities are stated in the Bylaws.
  - c. An individual representative is permitted to hold only one officer position on the DELAC each year. An individual may not serve as the chairperson of more than one District-level committee per year.

### III. PARENT ADVISORY COMMITTEE (PAC)

Pursuant to California Education Code, section 52060 through 52063, every school district shall establish a PAC to review and comment on the LCAP. The LAUSD Superintendent responds to



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the comments of the PAC in writing before the adoption of the LCAP by the Board of Education.

1. Functions and Responsibilities of the PAC Include the Following:
  - a. Review any proposed revisions and updates to the District's LCAP and submit written comments to the Superintendent and the Board of Education. Provide comments on the LCAP to the LAUSD Superintendent before the LCAP adoption by the Board of Education.
  - b. Review the various sections of the LCAP, including the Annual Update; Stakeholder Engagement; Comprehensive Support and Improvement (CSI); LCAP goals, actions, targets, and funding; and the Budget Overview for Parents.
  - c. May review all relevant Local Control Funding Formula (LCFF) listings and descriptions of expenditures for the fiscal year. In addition, any supporting data and materials which permit timely and effective evaluation of the applicability of goals, progress, and assessment of actions are referred to in California Education Code sections 52061 and 52062.

### 2. Composition of the PAC

The PAC must meet the composition requirements specified in California Education Code, section 42238.01, and in Board of Education Report #040-16/17. The PAC is comprised of 55 representatives, 48 of which are elected at the Local District LCAP Study Groups and 7 which LAUSD Board of Education members appoint. Twenty-four alternates are elected to the PAC, for a total number of 79 PAC members.

The PAC composition for all stakeholder groups is listed as follows:

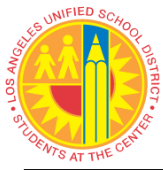
- a. Parents/legal guardians of LAUSD students, considered parents-at-large
- b. Parents/legal guardians of English Learner students
- c. Legal guardians of foster youth



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- d. Parents/legal guardians of students in the Free and Reduced Meal Program
  - e. Parents/legal guardians selected by LAUSD Board of Education members
3. Elections of PAC Members
- a. The election for parents must include an orientation and be open to the public; however, the election for members is not to take place as a formally agendized meeting, as a quorum of the PAC will not be present to take action. As such, no public comment period will be presented prior to or succeeding the election of members.
  - b. PAC members for the categories of Free and Reduced Priced Meals, English Learners, and At Large are elected the LCAP Study Group by Local District.
  - c. The Foster parent/guardian membership for the PAC will be appointed by the Student Support Programs Department of Student Health and Human Services.
  - d. Virtual Academy parents and guardians are to attend and run for PAC membership at the LCAP Study Group hosted by the Local District Office that corresponds to their home address.
  - e. Each LAUSD Board Member is provided with the opportunity to select one LAUSD parent/legal guardian enrolled at a school site from their Board District.
  - f. PAC alternates serving in place of elected representatives will be elected during the election process for representatives.
4. Election of PAC Officers
- a. Seated PAC representatives from each Local District will elect PAC officers. Officers will be elected by ballot vote during in person meetings and by roll call vote for participants who teleconference into the meetings.



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- b. The PAC has six (6) officer positions to lead the committee: Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Parliamentarian, and Public Relations Officer. The PAC officers' responsibilities are stated in the Bylaws.
- c. An individual representative is permitted to hold only one officer position on the PAC each year. An individual may not serve as the chairperson of more than one District-level committee per year.

#### **IV. RESPONSIBILITIES OF ADVISORY COMMITTEE MEMBERS AND THE OFFICE OF PARENT AND COMMUNITY SERVICES**

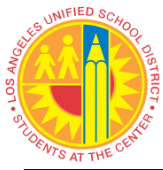
##### 1. Committee Members Agree to:

- a. Attend meetings and training courses as required in the committee bylaws.

Participate in voting: Voting by proxy or absentee ballot is not allowed. However, practices for voting will be adapted to meet changes adopted through legislative action approved by the State of California legislature and Governor's executive orders. This may be in the form of new bills and/or signing of executive orders which are applicable to meetings governed by the Brown Act, and "other applicable local laws regulating the conduct of public meetings," including the Greene Act.

- b. Be present to nominate others, to be nominated for membership, and to be nominated for an officer position.
- c. Follow the Bylaws, Operating Norms and Code of Conduct for District-level Committees, Guidelines for a Safe and Welcoming Environment, and Rules of Decorum (see Attachments A-D).
- d. Participate in trainings to carry out duties effectively.
- e. Honor all decisions of the committee, even if these decisions differ from one's personal opinions.





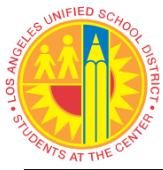
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- f. Communicate with the Office of Parent and Community Services if the need to resign should arise.
  - g. Model positive leadership, inclusivity, and collaboration and provide a welcoming environment for all parents, families and personnel.
  - h. Commit to resolving conflict in a respectful manner when it arises.
  - i. Address and resolve incidents according to District guidelines and with the support of PCS staff, when members experience bullying and/or harassment.
2. The Office of Parent and Community Services is Responsible for the Following:
- a. Organizing elections and meetings for members.
  - b. Ensuring all members and officers receive the appropriate training in consultation with members.
  - c. Maintaining the required documentation for each stakeholder election and for each meeting.
  - d. Coordinating with District staff to provide information to the committees.
  - e. Securing interpretation services and translation of written materials, as needed.
  - f. Ensuring the CAC adheres to the Ralph M. Brown Act (Brown Act), and DELAC and PAC adheres to the California Open Meeting Law (Greene Act) and all relevant federal, state, and District policies, and approved bylaws.

### **V. ADVISORY COMMITTEE DEFINITION OF ELIGIBLE MEMBERS**

1. Community Advisory Committee (CAC)
  - a. Parents/legal guardians of students with exceptional needs in public or private schools:



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Parents/legal guardians of a student with an active IEP and enrolled in public or private schools, including non-public schools and charter schools participating in the LAUSD Special Education Local Plan Area (SELPA).

b. Parents/legal guardians of students without an active IEP:

Parents/legal guardians of a student enrolled in public or private schools including non-public schools, and charter schools participating in the LAUSD SELPA. The student may also have a Section 504 plan.

c. Students with disabilities

A student is an individual who is verifiably enrolled at a LAUSD or charter school with an active IEP and participating in the LAUSD Special Education Local Plan Area (SELPA).

d. Adults with disabilities:

A person over the age of 18 who resides in the LAUSD SELPA boundaries and is not enrolled in high school. Verification of disability and physical address is required.

e. Regular Education, Special Education Teachers and other School Personnel including administrators

f. Representatives of other public and private agencies

Persons who are employed by a public or private agency that serves the needs of individuals with exceptional needs within the SELPA boundaries. The representative must show proof of being employed by the agency and the agency's physical address within the SELPA boundaries.

g. Persons concerned with the needs of individuals with exceptional needs

Persons who are interested in helping students with exceptional needs who reside within the boundaries of the LAUSD SELPA. The person must show proof of residing at the physical address. A Post Office Box address is not accepted as proof of residence for a physical address.



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2. District English Language Advisory Committee (DELAC)

a. Parents/legal guardians of an English Learner student:

Parents/legal guardians of a child classified as an English Learner student in the My Integrated Student Information System (MiSiS) qualifies to serve in this category.

3. Parent Advisory Committee (PAC)

a. Parents/legal guardians at-large:

Parent/legal guardian at-large is an individual who is the mother, father, or legal guardian of any child attending a LAUSD school.

b. Parents/legal guardians of an English Learner student:

Parents/legal guardians of a child classified as an English Learner student in the My Integrated Student Information System (MiSiS) qualifies to serve in this category.

c. Legal Guardian of Foster Youth:

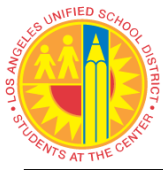
An adult who has provided care to a foster youth at any time in the past five years. This definition shall include both licensed foster youth parents, kinship relative caregivers, and advocates working with foster youth.

d. Parents/legal guardians of a student participating in the Free and Reduced-Price Meal Program:

Parents/legal guardians of a child who participates in the Free and Reduced-Price Meal Program as designated in the My Integrated Student Information System (MiSiS).

## VI. OPERATING GUIDELINES FOR ADVISORY COMMITTEES

1. Meeting Schedule



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Committees may meet for up to three hours and may extend the meeting as needed, if and when members vote to choose an extension, and as well as if translation services and staffing resources are available.

### 2. Agenda Procedures

#### a. Brown Act

The CAC operates under the Ralph M. Brown Act. CAC agendas must include a description of 20 words or less for the items being discussed or for which action will be taken. All meetings must have a quorum of members in order to conduct business and must be open to the public to attend. Members may not create a situation where items are discussed by a quorum of the membership by means of a “daisy chain” or “hub-and-spoke” manner of communication. Members are allowed to properly teleconference or videoconference into the meeting; however, all votes taken when a member or members are teleconferencing, or videoconferencing must be via roll call. These procedures may shift pending changes adopted by the State of California, legislation and executive orders.

#### b. Greene Act

The DELAC and PAC 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 building in a visible location. The agenda must specify the date, time, and location of the meeting, the items to be addressed, and whether the items will require action to be taken.

A 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 posted agenda, the action taken is invalidated. Only under certain unusual circumstances and by a unanimous vote may the committee allow a new action to be placed on the agenda for the membership to consider.



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When considering whether to allow a non-agendized item, the committee must determine if the item presents an urgent need for action and the item or issue was unknown at the time the agenda was posted. In all cases, agenda items must have relevance to the purpose and goals of the committee. All committee agendas must contain a public comment section. These procedures may shift pending changes adopted by the State of California, legislation and executive orders.

### 3. Translation Services

All documents should be provided in a language that parents can understand, as feasible. However, if 15% or more of the participants on a committee speak a single primary language other than English, all notices, reports, or statements, in addition to being written in English, must be written in the primary language, per California Education Code, section 48985.

Simultaneous interpretation will be provided at committee meetings in Spanish or other languages when feasible.

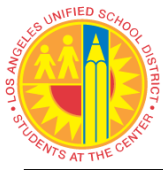
### 4. Bylaws

To ensure compliance with rules and regulations governing public meetings, standard bylaws are developed and approved by each committee, and the Office of Parent and Community Services. All proposed modifications or additions to the bylaws must be approved by the administrator in the Office of Parent and Community Services and will become effective after the committee and administrator approve and sign them. The bylaws do not need to be developed annually, but they should be reviewed and adhered to by the membership, regardless of whether the public reviews them in a public meeting.

Note: Bylaws may never conflict with federal, state, or District rules and regulations.

### 5. Public Comment

During the public comment section on the agenda, any person of the public may address the body on any item within the jurisdiction of the committee in accordance with the Ralph M. Brown Act (Brown Act) and the California Open Meeting Law



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of the Greene Act (Greene Act). The public comment period becomes available and is agendaized after the committee is formed. Anyone who is not a member of the operating committee is considered a person of the public.

All committee bylaws should include a standing rule regarding public comment procedures, including the number of speakers, the length and frequency of public comment, and when the public comment sign-up period begins and ends. Such rules should be applied evenly to all speakers. A timer or clock may be displayed to monitor the length of time allotted to each public speaker. The form to register speakers for public comment will be maintained by the Office of Parent and Community Services.

Public comment may be adapted to align with state executive orders and policy.

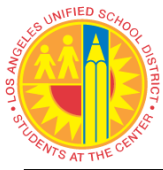
### 6. Recording of Meetings

Any individual is allowed to audio and video record any proceeding at a public meeting if it does not interrupt the meeting. Any person who does not want to be recorded has the option to leave the meeting. A notice will be posted at each meeting informing all present of the possibility that the meeting will be recorded.

### 7. Ensuring a Safe and Welcoming Environment

The LAUSD Operating Norms and Code of Conduct for District-level Committees (Attachment B) and the Guidelines to Provide All Participants a Safe and Welcoming Environment (Attachment C) 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 committee.

It is the responsibility of the designated administrator and the chairperson, when applicable, to ensure the committee operates under the LAUSD Operating Norms and Code of Conduct for District-level Committees in meetings and affiliated activities, regardless of location, and whether members have signed the LAUSD Operating Norms and Code of Conduct for District-level Committees form. Any member who violates the LAUSD



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Operating Norms and Code of Conduct for District-level Committees may have their membership suspended by administrative staff. All suspensions must be reviewed by the Office of Parent and Community Services Administrator.

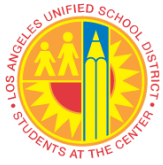
All participants in the meeting, including members and persons of the public, are also required to adhere to the Guidelines to Provide All Participants a Safe and Welcoming Environment.

### 8. Reimbursement Guidelines

All members who are parents and legal guardians are eligible for mileage and childcare reimbursement. Children five years old and younger are eligible for partial childcare reimbursement during school hours. Children between the ages of five and 17 years old may be eligible for childcare if they are ill and unable to attend school. Older children with special needs who require adult care are also eligible for reimbursement when the student is not at the school site. Students must be registered in a Los Angeles Unified school site except for charter school parents and guardians who are eligible to serve on the Community Advisory Committee. Reimbursement can be paid at rates determined by the California Department of Education. To learn more about the rate for mileage reimbursement, view <https://www.cde.ca.gov/sp/cd/ci/eesdcontractortravel.asp> and to learn more about the rate of childcare reimbursement, view <https://www.cde.ca.gov/sp/cd/op/factsheet18.asp>.

Members will need to complete the reimbursement form for each meeting and/or training for which reimbursement is requested. Mileage reimbursement is provided when members commute to an in-person meeting using their vehicle or when using public transportation. When carpooling, only one driver can apply for mileage reimbursement. Reimbursement will not be provided for ride-sharing services such as Uber, Lyft, and ACCESS ridesharing.

All reimbursement forms must be submitted after the last meeting, within the current school year, to be considered for reimbursement. To access the reimbursement form, click [here](#).



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### VII. TERMINATION OF MEMBERSHIP

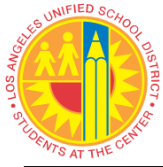
1. Members and officers will be terminated from a District-level committee according to the terms stipulated in the committee's bylaws, which include requirements for attendance and membership.
2. Any person's membership may be terminated from the CAC, DELAC, and PAC by the Office of Parent and Community Services when the member does not adhere to any one of the following: LAUSD Operating Norms and Code of Conduct for District-level Committees (Attachment B), Guidelines to Provide All Participants a Safe and Welcoming Environment (Attachment C), and/or District policies.
3. Upon termination, the member is not eligible for re-election to any District-level committee for a period of one year, not including the year of termination. The reasons for the termination will be subject to reevaluation once the one-year period of termination concludes.

**AUTHORITY:** This is a policy of the Office of Parent and Community Services of the Los Angeles Unified School District.  
California Education Code Section 42238.01  
California Education Code, section 48985  
California Education Code Sections 52061 and 52062  
California Education Code Sections 52063(b)(1) and 52062(a)(2)  
California Education Code Sections 56190 - 56192, and 56194

**RELATED RESOURCES:** Special Education Local Plan Area (SELPA) at <https://achieve.lausd.net/Page/15627>  
Master Plan for English Learners and Standard English Learners at <https://achieve.lausd.net/Page/14743>  
Consolidated Application at <https://achieve.lausd.net/Page/9107>  
Local Control and Accountability Plan at <https://achieve.lausd.net/lcap>

**ASSISTANCE:** For additional information, contact the Office of Parent and Community Services at (213) 481-3350 or email [families@lausd.net](mailto:families@lausd.net).





# ATTACHMENT HANDBOOK

GUIDELINES for the  
Community Advisory Committee (CAC),  
District English Learning Advisory  
Committee (DELAC) and  
Parent Advisory Committee (PAC)

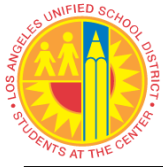


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<b>Attachment A:</b>	CAC, DELAC, and PAC Bylaws
<b>Attachment B:</b>	LAUSD Operating Norms and Code of Conduct for District-level Committees
<b>Attachment C:</b>	Guidelines to Provide All Participants a Safe and Welcoming Environment
<b>Attachment D:</b>	Rules of Decorum for Members of the Public (Based on LAUSD Board Rule 137)
<b>Attachment E:</b>	Public Comment Guidelines



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ATTACHMENT A

## Bylaws

Bylaws are a set of guidelines that support the effective functioning of committees. Bylaws for each of the committees are organized jointly by the Office of Parent and Community Services and committee members.

Link to the CAC Bylaws: <https://achieve.lausd.net/Page/10285>

Link to the DELAC Bylaws: <https://achieve.lausd.net/Page/10286>

Link to the PAC Bylaws: <https://achieve.lausd.net/Page/10284>



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ATTACHMENT B

## **LAUSD Operating Norms and Code of Conduct for District-level Committees**

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 Community Advisory Committee (CAC), District English Learner Advisory Committee (DELAC) and the Parent Advisory Committee (PAC). All members of the CAC, DELAC and PAC 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. Understand 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 committee's purpose and to my role and responsibility as a member of the committee.
- e. Come to every meeting on time, ready to perform the duties of the 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 or the Ralph M. Brown 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 a meeting or anytime I am present on or adjacent to a LAUSD site:

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

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

School Name: \_\_\_\_\_ Name of Committee: \_\_\_\_\_

Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Guidelines to Provide All Participants a Safe and Welcoming Environment**

The Office of Parent and Community Services (PCS) seeks to provide all personnel and participants at the District-level workshops, meetings, and events with a safe and welcoming learning environment. To fulfill this responsibility, PCS applies the following:

- LAUSD Operating Norms and Code of Conduct for District-level Committees (Attachment B)
- Rules of Decorum for Members of the Public (based on LAUSD Board Rule 137 (Attachment D))

PCS administrators will use the following guidelines to monitor for situations where public speakers, workshop, and meeting participants commit verbal and physical actions that compromise the safety and welcoming environment of participants and staff at PCS. These include direct or indirect statements and actions targeting a person and/or group. The guidelines support the actions outlined in *Bulletin 5798.0: Workplace Violence, Bullying and Threats*.

Actions initiated by a person or persons that another participant committed actions that verbally and/or physically interfered with their safety, the person affected is asked to immediately notify a PCS administrator by providing a summary of the incident in writing, through email, and/or scheduling a meeting.

In order to restore a safe and welcoming environment, restorative practices, mediation, and mutual agreements will be established that seek to find a resolution when a participant feels that safety has been compromised. These steps will be applied prior to considering the suspension of a participant from committee meetings and activities. PCS administrators will activate the following progressive actions:

1. **Conversations with Affected Parties:** A conversation will be held with the person compromising the safety and welcoming environment of others as a first step in the mediation process. The conversation will review meeting norms, PCS Guidelines for a Safe and Welcoming Learning Environment, Rules of Decorum, and establish next steps to stop unwelcoming behaviors. An email communication with the next steps will be provided.
2. **Follow-up Communication for Persistent Behavior:** If the person causing harm continues to compromise the safety and welcoming environment of others, a second communication with behavior expectations will be provided. Communication will reinforce PCS Guidelines for a Safe and Welcoming Learning Environment, PCS Code of Conduct, and Rules of Decorum. The letter will communicate that a mediation will be scheduled with PCS staff, and possibly affected persons, and that their behavior may result in a 30-day leave of absence from all PCS activities if they are unwilling to restore relationships with their peers.
3. **Mediation with Affected Parties:** A mediation session will be arranged with the person affecting the safety welcoming environment of others with PCS administrators, and possibly the affected persons involved, using restorative conversations. If the individual causing the harm is unwilling to participate and mend relationships with their peers, they will be asked to take a 30-day leave of absence from all PCS sponsored activities. A written notification will follow from the PCS administrator. A second attempt to host a mediation session will be offered after the 30-day leave of absence. If the individual



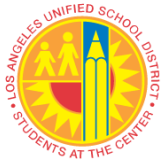
# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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## ATTACHMENT C

refuses to change their behavior and refuse to participate in mediation, they will be suspended for the remainder of the year.

The Office of the Superintendent will be notified about the support provided to individuals. For more information, contact the Office of Parent and Community Services at 213.481.3350.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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ATTACHMENT D

## Rules of Decorum for Members of the Public (Based on LAUSD Board Rule 137)

The Office of Parent and Community Services (PCS) welcomes the members of the public to all the committee meetings and training sessions. As a reminder all committee meetings and/or training sessions held at the Office of Parent and Community Services shall be conducted in an orderly manner to ensure that the public and the committee members have full opportunity to be heard and that the deliberative process of the committee is always maintained.

PCS staff shall be responsible for enforcing the order and decorum of all committee meetings and training/sessions. All members of District-level committees are expected to abide by the LAUSD Operating Norms and Code of Conduct for District-level Committees. While any meeting of a committee or a training is in session, the following rules of order and decorum shall be observed by all members of the public:

a. Persons Addressing the Committee

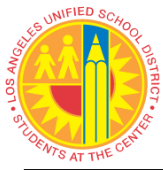
Each person who addresses the committee shall not make personal impertinent, slanderous, or profane remarks to any committee member, staff or public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language or engages in any other disorderly conduct will be barred from further audience before the committee during **that specific meeting**. This will be done at the discretion of the Office of Parent and Community Services' staff especially if this conduct disrupts, disturbs, or otherwise impedes the orderly conduct of any committee meeting or training.

b. Members of the Audience

No person in the audience at a committee meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language, whistling, stomping of feet or other acts which disturb, disrupt, or otherwise impede the orderly conduct of any committee meeting. Any person who conducts himself or herself in the aforementioned manner may at the discretion of the PCS staff be advised that his or her conduct violates the Rules of Decorum and that if such conduct persists, he or she may be removed from the meeting.

c. Enforcement of Rules of Order and Decorum Members

The PCS staff shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the PCS staff, a person persists in disturbing the meeting, the PCS staff shall ask him or her to leave the committee meeting.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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ATTACHMENT E

## Public Comment Guidelines

**Members of the public are invited to address the CAC, DELAC or PAC, in accordance with the specific guidelines below:**

- a. Speakers for public comment will be signed up on a first-come, first-served basis at the meeting.
- b. No slot for public comment will be held or reserved by proxy.
- c. Each speaker will be allowed a single appearance at public comment time.
- d. A time allotment of 2 minutes will be provided to a maximum of 5 people.

**The following are the instructions for how to sign up for public comment:**

- a. Interested speakers for public comment can register at the Office of Parent and Community Services. (Providing your name is optional.)
- b. Interested speakers may register for public comment about thirty minutes before the scheduled start time of the meeting.
- c. A committee officer will call speakers on the list in the order they are received.
- d. Once all public comment slots are filled, no additional speakers may be signed up.
- e. Speakers must wait until the public comment item on the agenda for their names to be called to speak.