



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

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

34 *Section C*

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

39 *Section D*

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

42 *Section E*

43 The PAC shall review the Superintendent’s written responses to PAC comments, and shall generate feedback
44 to the Superintendent on these responses.

45

46 **ARTICLE IV: MEMBERSHIP**

47 *Section A*

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

50 Parliamentary Procedures

51 Role of Officers

52 The Greene Act (Education Code section 35147)

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

54 Understanding and Analyzing Data

55 Student Achievement

56 Parent Engagement

57 District Policies

58 Parent Rights and Responsibilities

59 *Section B*

60 Composition/Requirements: “Parent” will have the same definition as defined by California Education Code
61 section 56028 or unless defined otherwise below. Caregiver is defined as an adult who has provided care to
62 a foster youth at any time in the past ten (10) years. This definition shall include both licensed foster
63 parents, kinship relative caregivers, and advocates working with foster youth. In order to be seated as a

64 member in this category, appropriate documentation must be submitted to, and accepted by, the office of
65 Parent and Community Services (“PCS”).

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

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

76

	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

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78 *Section C*

79 Terms of Membership:

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

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

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

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

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

94 *Section D*

95 Rights and Guidelines:

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

99 Members' actions must adhere to these: PAC Bylaws, the Board of Education *Resolution to Enforce the*
100 *Respectful Treatment of All Persons* (see Attachment B), and the *Operating Norms and Code of Conduct* (see
101 Attachment C). Failure to adhere to these guidelines may result in termination or suspension from the PAC.
102 Individual PAC members may not claim to advocate on behalf of the PAC without authorization. No
103 individual member may commit the PAC to any action or recommendation without approval from the PAC.

104 *Section E*

105 Reimbursement:

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

108 *Section F*

109 Alternates:

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

117 *Section G*

118 Attendance:

- 119 1. Members must be present for a minimum of two (2) hours to be counted as present.

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

132 *Section H*

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

134 A representative vacancy occurring during the year will be filled by an eligible PAC alternate in (the same
135 category and Local District) for the remaining portion of the term. The alternate will be seated as a
136 representative permanently at the next regularly scheduled meeting. If there are no alternates available
137 within that category for the Local District, PCS will conduct elections in the Local District for vacant seats.
138 Such election shall be held as soon as practicable, through consultation between PCS administration and the
139 respective Local District PACE Administrator.

140 *Section I*

141 Vacancy for Board-appointed Members:

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

144 *Section J*

145 Vacancy for Officers:

146 An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term
147 at the next regularly scheduled meeting except for the Chairperson and Secretary positions. The Chairperson
148 position may be filled through succession only by the Vice Chairperson, and the Secretary position may be
149 filled through succession only by the Assistant Secretary. Public notice must be provided and the item listed
150 on the agenda. An officer position may not be assigned and is not transferable.

151 *Section K*

152 Vacancy for Alternates:

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

157 *Section L*

158 Resignation

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

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ARTICLE V: TERMINATION

163 *Section A*

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

169 *Section B*

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

- 171 1. His/her child no longer attends a school within the Local District which the parent was elected to
172 represent.
- 173 2. His/her child is no longer in the category which the parent was elected to represent, except as
174 provided in subsection E of this section.

175 *Section C*

176 Representatives who are absent from four (4) regular meetings will be immediately notified of termination
177 in writing. The representative will not be eligible for re-election to the PAC for a period of one (1) school
178 year, not including the year in which the membership was terminated.

179 *Section D*

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

184 *Section E*

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

188 *Section F*

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

- 191 1. These Bylaws, the Board of Education *Resolution to Enforce The Respectful Treatment of All Persons*,
192 the LAUSD *Operating Norms and Code of Conduct (see Attachments B and C)*;
- 193 2. District Code of Ethics, including reporting accurate information of residence, of childcare
194 reimbursement or of other qualification for membership (*see Attachment D*); and
- 195 3. The PAC's commitment to prohibit speaking or acting on behalf of the PAC without authorization of
196 the PAC or the District.

197

198 **ARTICLE VI: PAC OFFICERS**

199 *Section A*

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

202 *Section B*

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

204 *Section C*

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

208

209

210 *Section D*

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

213 *Section E*

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

215 *Section F*

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

218 *Section G*

219 PAC Officers:

- 220 1. Chairperson
- 221 2. Vice-Chairperson
- 222 3. Secretary
- 223 4. Assistant Secretary
- 224 5. Parliamentarian
- 225 6. Public Relations Officer

226 *Section H*

227 Officers' Responsibilities:

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

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

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

240

241 *Section I*

242 Officers' Duties:

- 243 1. The Chairperson shall:
 - 244 a. Be fair and impartial at all times.
 - 245 b. Preside over PAC meetings
 - 246 c. Sign letters, reports and other communications of the Committee
 - 247 d. Perform additional duties appropriate to the office of Chairperson

- 248 e. Serve as the representative of the PAC on Board of Education committees as applicable
- 249 f. Provide written or oral Chairperson's Reports to the PAC
- 250 g. Announce to all members the date, time and place for the next agenda-planning meeting and all
- 251 other PAC meetings
- 252 h. Provide a draft of the LCAP Comment presentation to the Committee for discussion and feedback,
- 253 prior to giving this presentation to the Board of Education

254 2. The Vice-Chairperson shall:

- 255 a. Be fair and impartial at all times.
- 256 b. Represent the Chairperson in his/her absence and perform additional assigned duties as
- 257 prescribed by the Chairperson
- 258 e. Be given the opportunity to serve as Chairperson through succession

259 3. The Secretary shall:

- 260 a. Be fair and impartial at all times
- 261 b. Keep minutes of all PAC meetings
- 262 c. Provide original meeting minutes to PCS.
- 263 d. Conduct roll call and determine whether a quorum has been established
- 264 e. Maintain a current attendance roster

265 4. The Assistant Secretary shall:

- 266 a. Be fair and impartial at all times
- 267 b. Assist the Secretary in keeping minutes of all PAC meetings.
- 268 c. Assist the Secretary in providing original meeting minutes to PCS
- 269 d. Assist the Secretary in conducting roll call and determining whether a quorum has been
- 270 established
- 271 e. Assist the Secretary in maintaining a current attendance roster
- 272 f. Assist with written motion forms.
- 273 g. Be given the opportunity to serve as the Secretary through succession.

274 5. The Parliamentarian shall:

- 275 a. Be fair and impartial at all times
- 276 b. Announce the list of public speakers
- 277 c. Assist the Chairperson in ensuring that parliamentary procedure and these Bylaws are followed
- 278 d. Be knowledgeable about these Bylaws of the Committee, parliamentary procedures, and the
- 279 Greene Act.

- 280 e. Be allowed to vote, but not to make motions or participate in debate.
- 281 6. The Public Relations Officer shall:
- 282 a. Be fair and impartial at all times
- 283 b. Promote the actions and purpose of the PAC to the public when authorized by the PAC and PCS
- 284

285 **ARTICLE VII: MEETINGS**

286 *Section A*

287 Schedule:

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

290 *Section B*

291 Quorum:

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

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

295 *Section C*

296 Location of Meetings:

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

299 *Section D*

300 Meeting Open to the Public:

- 301 1. All meetings of the PAC shall be open to the public and operate under the Greene Act.
- 302 2. Notice of such meetings shall be provided in accordance with the Greene Act.
- 303 3. Members of the public may sign up for general public comment on a first-come, first-served basis,
304 beginning 30 minutes prior to the scheduled start time of the meeting. Once the meeting has been
305 called to order, no further sign-ups will be permitted. A maximum of five (5) public speakers will be
306 heard. Two (2) minutes will be allotted per person.
- 307 4. Members of the public will have an opportunity to address the PAC on matters within the subject-
308 matter jurisdiction of the PAC. A maximum of three (3) public speakers will be heard for a maximum of
309 one (1) minute each prior to any discussion on an agenda item, where identified. Persons wishing to
310 speak may sign up 30 minutes prior to, and up to 30 minutes after, the scheduled start of the meeting,
311 on a first-come, first-served basis.

312 Section E

313 Meeting Agenda Notice:

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

316 *Section F*

317 Meeting Presentation:

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

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

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

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

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

336 *Section G*

337 Recording:

338 Meetings shall be video recorded, and video files shall be available on the PCS website in a timely manner.
339

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ARTICLE VIII: STANDING SUBCOMMITTEES

341 The following shall be standing subcommittees of the PAC:

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

- 344 1. African-American Student: The PAC Standing African American Student Subcommittee works to close
345 the achievement gap, develop resources that allow parents to become more actively involved in their
346 children’s schools, and support academic achievement by providing recommendations to the PAC.
- 347 2. Bylaws: The Bylaws Standing Subcommittee is selected, on a voluntary basis, from the PAC
348 membership and is established to receive, review and recommend proposed amendments to the
349 PAC. This Subcommittee also provides the necessary communication to the membership pertaining
350 to the Bylaws, limited to proposed amendments. The Subcommittee will meet as needed after the
351 first regularly scheduled meeting of the PAC, and concludes its work after proposed
352 recommendations have been approved by the membership in that same school year.
- 353 3. English Learner: The English Learner Standing Subcommittee works to close the achievement gap by
354 increasing reclassification rates and reviewing data to support students’ academic achievement.
- 355 4. Foster Youth: The Foster Youth Standing Subcommittee’s focus is on increasing proficiency and
356 attendance of foster youth students, assisting parents and caregivers in navigating the educational
357 system and being informed of their educational rights, and promoting meaningful engagement and
358 support services that will enhance the skills and knowledge of the caregivers to better serve this
359 student population.
- 360 5. Legislation: The purpose of the Legislation Standing Subcommittee shall be to increase knowledge of
361 the LCFF and the LCAP, along with related impacts on student achievement, among all PAC members.
362

363 **ARTICLE IX: PARLIAMENTARY PROCEDURE**

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

368 **ARTICLE X: AMENDMENTS**

369 These Bylaws may only be amended and revised by the PAC at either a regular or special-call meeting. All
370 proposed amendments or revisions must be submitted in writing and provided to the membership at least
371 14 days prior to the proposed action, and then approved by a two-thirds majority of members present,
372 provided that a quorum has been established.

373 **ARTICLE XI: BYLAWS**

374 Severability:

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

378 Approval:

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

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PAC Chairperson

Date

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PAC Vice-Chairperson

Date

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386

PAC Secretary

Date

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388

PAC Assistant Secretary

Date

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390

PAC Public Relations Officer

Date

391

392

PAC Parliamentarian

Date

393

394

PCS Administrator

Date

ATTACHMENT A

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

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:

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

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

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

433 (A) He or she has attained 18 years of age while under an order of foster care placement by the juvenile
434 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
435 after January 1, 2013, and not more than 21 years of age, on or after January 1, 2014, and as described in
436 Section 10103.5 of the Welfare and Institutions Code.

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

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

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

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

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

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

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

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

459 (5) A surrogate parent who has been appointed pursuant to Section 7579.5 or 7579.6 of the Government
460 Code, and in accordance with Section 300.519 of Title 34 of the Code of Federal Regulations and Section
461 1439(a)(5) of Title 20 of the United States Code.

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

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

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

473 (d) “Parent” does not include a nonpublic, nonsectarian school or agency under contract with a local
474 educational agency for the provision of special education or designated instruction and services for a child.
475 (Amended by Stats. 2008, Ch. 223, Sec. 12. Effective January 1, 2009.)

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485 **ATTACHMENT B**

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

488 Motion Presented by Board President, Jackie Goldberg

489 MOTION:

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

491 Whereas, The number of hostile acts against various groups of people have dramatically increased
492 in recent years;
493 Whereas, Students learn from what they hear from peers and adults on the playground and in
494 school; and
495 Whereas, Reducing tensions among students and school personnel is highly desirable, therefore, be
496 it
497 Resolved, That the Los Angeles Unified School District reaffirm its policy that students and adults in
498 both schools and offices should treat all persons equally and respectfully and refrain from the willful
499 or negligent use of slurs against any person on the basis or race, language spoken, color, sex, religion,
500 handicap, national origin, immigration status, age, sexual orientation, or political belief; and be it
501 further
502 Resolved, That the District further ask that a school-wide code of discipline regarding name-calling
503 be developed at each school, and enforced by teachers, administrators, and other staff members;
504 and be it further
505 Resolved, That District administrators bring this policy to the attention of all employees and students,
506 and to constructively administer its enforcement. (October 1988)
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524 **ATTACHMENT C**

525 LAUSD Operating Norms and Code of Conduct

526 I acknowledge that these LAUSD Operating Norms and Code of Conduct promote productive behavior among
527 all members, guarantee the right of every person to express differing views and perspectives, and support the
528 purpose and mission of the PAC. All members of the PAC are subject to these requirements. As such I will:
529

- 530 a. Keep students a priority in making decisions.
- 531 b. Listen attentively, speak respectfully and not interrupt each other.

- 532 c. Believe that we can agree to disagree and that there is more than one solution to a problem.
- 533 d. Abide by all District policies and procedures pertinent to the council's/committee's purpose and to my
- 534 role and responsibility as a member of the council/committee.
- 535 e. Come to every meeting on time, ready to perform the duties of the council/committee.
- 536 f. Refrain from slander.
- 537 g. Not use my role for personal benefit or financial gain.
- 538 h. Disclose a conflict of interest, whether personal or financial, and recuse myself from debate or voting
- 539 when necessary.
- 540 i. Abide by California Open Meeting Law of the Greene Act, District policy, bylaws, and selected Robert's
- 541 Rules of Order.
- 542 j. Remove District property from any District facility only when authorized to do so.
- 543 k. Confine my remarks to the issues discussed.
- 544

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

- 546
- 547 1. Making personal or derogatory comments related to any person's ethnicity, race, sexual orientation,
- 548 gender, age, disability, native language, immigration status or religion.
- 549 2. Engaging in name-calling, the use of profanity, or cursing.
- 550 3. Threatening or engaging in verbal or physical attacks on any individual or group.
- 551 4. Stall the deliberations or actions of the council or committee by encouraging unnecessary delays.
- 552

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

557 School Name: _____

558 Member's Name, Printed: _____

559 Signature: _____ Date: _____

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562 **ATTACHMENT D**

563 **District Code of Ethics**

564 The most important responsibility of the Los Angeles Unified School District (District) is the safety of our
565 students. All employees, as well as all individuals who work with or have contact with students, are reminded
566 that they must be mindful of the fine line drawn between being sensitive to and supportive of students and a
567 possible or perceived breach of responsible, ethical behavior.

568 While the District encourages the cultivation of positive relationships with students, employees and all
569 individuals who work with or have contact with students are expected to use good judgment and are
570 cautioned to avoid situations including, but not limited to, the following:
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- 574 1. Meeting individually with a student behind closed doors, regardless of gender.
575 2. Remaining on campus with student(s) after the last administrator leaves the school site. (There are
576 exceptions, such as teachers rehearsing with students for a drama/music activity or coaching
577 academic decathlon students, with approval of the site-administrator in advance.)
578 3. Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of a
579 student(s), that are unprofessional, unethical, illegal, immoral, or exploitative.
580 4. Giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or
581 implicitly suggested that a student(s) is (are) to say or do something in return.
582 5. Making statements or comments, either directly or in the presence of a student(s), which are not age-
583 appropriate, professional, or which may be considered sexual in nature, harassing, or demeaning.
584 6. Touching or having physical contact with a student(s) that is not age-appropriate or within the scope
585 of the employee's/individual's responsibilities and/or duties.
586 7. Transporting student(s) in a personal vehicle without proper written administrator and parent
587 authorization forms on file in advance.
588 8. Taking or accompanying student(s) off campus for activities other than a District-approved school
589 journey or field trip.
590 9. Meeting with or being in the company of student(s) off campus, except in school-authorized and/or
591 approved activities.
592 10. Communicating with student(s), in writing, by phone/Email/electronically, via Internet, or in person,
593 at any time, for purposes that are not specifically school-related.
594 11. Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or
595 situations.
596 12. Providing student(s) with a personal home/cell telephone number, personal Email address, home
597 address, or other personal contact information, except for specific school-related purposes and/or
598 situations.

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

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

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