**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**

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Toolkit

for English Learner Advisory Committee

(ELAC)

&

Multilingual District Advisory Committee (MDAC)

**2017-2018**



West Contra Costa Unified School District

Community Engagement Department

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# Matthew Duffy

## Superintendent

|  |  |  |
| --- | --- | --- |
| **Nia Rashidchi** |  | **Marín Trujillo** |
| *Assistant Superintendent* |  | *Community Engagement*  *Coordinator* |

Dear ELAC Members:

This Toolkit for English Language Advisory Committee (ELAC) is designed to assist school personnel and parents/guardians in establishing, implementing, and evaluating the legal advisory committee at the school level. It can also help the reader to understand the function of the committee. The guide was updated by the Community Engagement Department to clarify the operations of the ELAC. Its purpose is twofold: to identify the legal requirements; and to make recommendations for implementation of the requirements. The guide includes outlines of the composition, election process, and operations of the ELAC as well as the role and responsibilities of the ELAC. It is written for administrators and parents/guardians of children participating in the English learners program at West Contra Costa Unified School District (WCCUSD).

In partnership,

Marin Trujillo

Community Engagement Coordinator

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**English Learner Advisory Committee (ELAC) DESCRIPTION**

**WHAT is an ELAC?** An ELAC (English Learner Advisory Committee) can be a great asset to a school’s overall environment and to student’s academic achievement. Every effort should be made to offer English learners parents/guardians the opportunity to participate in their child’s education through this vehicle. It is a meeting place that parents/guardians can use as a platform to express their concerns and ideas to the School Site Council (SSC) regarding English learners. ELAC covers broad areas for ELs, such as legal issues involved in working with English learner students and training on how parents/guardians can teach and help their children at home.

**WHEN must an ELAC be formed?** Each school with 21 or more English learners (also known as LEP students) in attendance, regardless of language, must form a functioning ELAC **by October 14, 2016.** (Legal references: E.C. Section 62002.5; Former E.C. Sections 52176; 52168; and Title 5, CCR Section 4312).

**WHO can participate in ELAC?** On the committee, the percentage of parents/guardians of English learners is to be at least the same as that of English learners at the school. At WCCUSD, the ELAC is required to have: a) 5 parents/guardians on the ELAC, b) Principal or designee, c) teachers of ELs d) other school staff (optional), e) other parents/guardians (optional). After formation and training of the ELAC, the ELAC may delegate its legal responsibilities to the School Site Council.

**ELAC GUIDELINES**

**Requirement:**

Each California public school, grades kindergarten through 12, with 21 or more English learners must form an English Learner Advisory Committee (ELAC).

**Responsibilities:**

1. The ELAC shall be responsible for advising the principal and staff on programs and services for English learners and the School Site Council on the development of the Single Plan for Student Achievement (SPSA).
2. The ELAC shall assist the school in the development of:
   1. The school's needs assessment.
   2. Ways to make parents aware of the importance of regular school attendance.

**Composition Requirements:**

Requirements for ELAC elections include:

1. Parents of English learners comprise at least the same percentage of the ELAC membership as English learners constitute of the school’s total student population. For example, if 25 percent of the students in a school are English learners, then parents/guardians of English learners must comprise 25 percent of the ELAC membership.
2. Other members of the ELAC can be parents/guardians, school staff, and /or community members as long as the minimum percentage requirement for EL parents is maintained.

**Elections:**

1. Parents or guardians of English learners must have an opportunity to elect the parent members to serve on the ELAC or subcommittee.
2. Each ELAC shall have the opportunity to elect at least one member to the Multilingual District Advisory Committee (MDAC).
3. Districts with 31 or more ELACs may use a system of proportional or regional representation.

**Training:**

The district shall provide for all ELAC members:

1. Appropriate training and materials to assist each member carry out his or her legally required advisory responsibilities.
2. Training planned in full consultation with ELAC members.
3. Economic Impact Aid-Limited English Proficient and/or district funds may be used to cover costs of training and attendance of ELAC members. This may include costs for child care, translation services, meals, transportation, training cost, and other reasonable expenses.

**Legal References:**

* California*Education Code,* sections 35147 (c), 52176 (b), and (c), 62002.5, and 64001 (a)
* *California Code of Regulations*, Title 5, Section 11308 (b), (c), and (d)

**ELAC MEETING TOPICS**

The following are topics as required by law that must be covered throughout the year. Proof of discussion and review of the mandatory topics must be found in the meeting agendas and minutes.

**Mandatory Topics:**

1. ELAC legal roles and responsibilities
2. Academic progress of ELs
3. Review and development of recommendations for EL strategies and founding found in the school plan
4. Development of school-wide needs assessment
5. How to make parents aware of the importance of school attendance
6. Reclassification procedures and progress
7. Annual Language Census Report
8. ELAC Election Results
9. Election of ELAC representative to the MDAC

**Additional Topics (Optional):**

1. Parental Exception Waiver information
2. WCCUSD Parent-Study Handbook
3. Review, Identification, and Assessment of English Learners (EL)
4. Overview for Program Options for English Learners (EL)
5. Other current EL student data
6. CELDT Progress
7. School English Learners (EL) Program, as it exists at your site
8. WCCUSD Master Plan for English Learners
9. Parent Complaint Procedures
10. Review/adoption of ELAC Bylaws
11. ELAC Meeting schedule development

**Other Appropriate Agenda Items:**

1. Guest Speakers
2. Training for Parents on “Having Effective Meetings”
3. Training for Parents on “How to Help Their Child Succeed in School”
4. Student Presentations
5. Presentation of Specific Programs At Your Site

**ELAC ELECTIONS ASSURANCES**

To ensure establishment of an ELAC at a school site, please follow the outlined process and attach copies of:

[ ] Declaration to Run Form used to identify candidates for the election

[ ] Copy of ballot distributed

[ ] List of ELAC Membership

Submit to the Community Engagement Department by October 30, 2017

|  |  |
| --- | --- |
| **STEPS** | **SCHEDULE** |
| 1. **Declaration to Run:** The Declaration to Runform is to be distributed to *all* parents/guardians of English learners and other interested staff. A minimum of 5 elected English learners parents/guardians are needed to constitute an ELAC. It is recommended the Declaration to Run form also be part of the ELAC outreach efforts. The Declaration to Run form also includes notice of the Information Meeting for parents of English learners.   *Note: See ELAC Toolkit, ELAC Declaration to Run form, Page 11. Please ensure the forms are available in necessary languages for parents of English learners. If translation assistance is needed, please call the RAP Center at: 510-307-4590.*   1. **Informational Meeting:** Ameeting for theparents/guardians of English learners is to be held to provide them information on ELAC (roles and responsibilities) and invite them to run for membership. Notice of the Information Meeting is included on the Declaration to Run form.   *Note: See ELAC Toolkit, If assistance is needed, please call the Community Engagement Department at: 510-307-4526.* | Declaration to Run form will be distribute on:  \_\_\_/\_\_\_/\_\_\_  Deadline for submission of Declaration to Run form will be on :  \_\_\_/\_\_\_/\_\_\_  Informational Meeting will take place on:  \_\_\_/\_\_\_/\_\_\_ |
| 1. **ELAC Outreach:** At least 20% of your English learner parents/guardians were contacted by phone to inform them about the role and responsibilit of the ELAC and the opportunity to participate in the ELAC through the election process. It is recommended to use at least 2 outreach methods. Below are outreach recommendations   a) Phone banking  b) Face to face  c) Group Presentations  d) Blackboard Connect Ed  e) Written Announcement (newsletter, invitation letter, etc.)  f) Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Note: See ELAC Toolkit, ELAC Outreach Strategies, If assistance is needed, please call the Community Engagement Department at: 510-307-4526.* | Phone Banking will take place on:  1.\_\_\_/\_\_\_/\_\_\_  Outreach will take place on:  2.\_\_\_/\_\_\_/\_\_\_ |
| **4**   1. **ELAC Ballots:** No later than 10 days after the distribution of Declaration to Run forms, a published ballot of ELAC nominees is to be distributed to all parents/guardians of English learners for their vote. All parents/guardians must have the opportunity to vote for ELAC members. Voting cannot take place at a meeting attended by some parents, but rather ballots must be distributed (sent home or mailed) to all households of English learners. Ballots should indicate submission location and deadline.   *Note: Please ensure the forms are available in necessary languages for parents of English learners. If translation assistance is needed, please call the RAP Center at: 510-307-4590.*  **5. ELAC Ballots Count:** No later than 5 school days after the ballots are collected, all ballots must be counted. were distributed.  *Note: Please ensure to count ballots with at least 1 other witness.* | Ballots distribution will take place on:  \_\_\_/\_\_\_/\_\_\_  Ballots Count will take place on:  \_\_\_/\_\_\_/\_\_\_ |
| **6. ELAC Election Results:** ELAC election results must be made  available within 3 school days after the results have been determined  and announced at the 1st ELAC meeting.  **7. 1st ELAC Meeting:** At the 1st ELAC meeting **to be held by October, 2017** the following must occur:   1. Elected members must be introduced and noted in the meeting minutes 2. ELAC members are to receive ELAC training   *Note: See ELAC Toolkit If assistance is needed please call the Community Engagement Department at 510-307-4526.* | Scheduled announcement date of elected ELAC members:  \_\_\_/\_\_\_/\_\_\_  1st ELAC Meeting Date:  \_\_\_/\_\_\_/\_\_\_ |

**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**ELAC OUTREACH STRATEGIES**

|  |  |  |
| --- | --- | --- |
| **OUTREACH** | **DESCRIPTION** | **IDENTIFIED SUPPORT** |
| **Newsletters**  **Mailings Letters**  **Flyers**  **Brochures**  **Marquees** | All written material needs to be translated into Spanish and may be translated to other language as needed (California Education Code, Section 48985).  The RAP Center is available for support translation needs. At least 3 days are required to have documentation translated (dependent upon the length and complexity of the documentation). Site funding can be utilized to cover the cost. | Translation- RAP (Registration, Assessment & Placement) Center  Contact: Chris Pharn  (510) 307-4590 |
| **Blackboard Connect 5** | The Blackboard Connect Ed service gives you the ability to deliver a telephone message in minutes. List of parents/guardians of ELs contact information can be found on PowerSchool by home language.  It is not recommended to send messages in bilingual mode or text to speech.  The Community Engagement Department can assist you to translate the phone message, record the message and create groups to call with at least 3 day notice. | Blackboard Connect Service:  www.blackboardconnect.com  Contact Client Care:  (866) 435-7684 |
| **Face to Face** | Face to face is a give-and-take process of listening, persuading and asking. Face to face is not everyday conversations, they are intentional conversation designed to build relationships and motivate parents to take action. The point is to try to inspire people to build collective power to make things better in the schools, and using the face to face as a tool to identify people who are ready to take action. | Point Person at Community Engagement Department:  510-307-4526. |
| **Live Phone Banking** | Phone banking is a great way to personalize a call to parents/guardians of ELs. Phone banking callers are able to call in the home language identified, explain and answer questions in reference to ELAC and the ELAC Information Meeting. The list of Parents/guardians of ELs contact information can be found on PowerSchool by home language.  The RAP Center is available to make personalized live phone calls to parents/guardians of ELs. At least 3 days are required to set up Phone Banking. Site funding can be utilized to cover the cost. | RAP (Registration, Assessment & Placement) Center  Contact: Chris Pharn  (510) 307-4590 |
| **Presentations to Groups** | Listeners have one chance to hear your talk. Leave your audience with a clear picture of your request and make them want to read your paper. Your presentation should not replace your paper, but rather whet the audience’s appetite for it. Thus, it is commonly useful to allude to information in the paper that can't be covered adequately in the presentation. | Point Person at Community Engagement Department:  510-307-4526. |

**ELAC INFORMATIONAL MEETING INVITATION & DECLARATION to RUN FORM**

**[Insert School Letterhead]**

Dear Parents/guardians of English learners:

You are welcome to attend our English Learner Parent Informational Meeting.*(Childcare and translation will be provided)*

**What:**

Come learn all about the English learner program and services \_\_\_\_\_\_\_\_\_\_\_\_\_\_ School has for yourEnglish learner child this academic year.

Come learn all about the English Language Advisory Committee (ELAC) and how you can get involved to support and improve the English learners program and services at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School.

**When:**

**Time:**

**Where:**

Please call 510-XXX-XXX to register or any questions.

**ELAC Declaration to Run Form**

If you are interested in participating in ELAC for the 2016-2017 academic years, please complete the Declaration to Run form and return it to the school office by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I, \_\_\_\_\_ , wish to run for the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School English Learner Advisory Committee (ELAC).

Date: \_\_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_\_\_\_ E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ELAC LETTER INTRODUCING BALLOT**

**[Insert School Letterhead]**

Dear Parents/guardians of English learners,

We are starting our English Learner Advisory Committee (ELAC) for the 2016-2017 academic years. You are receiving this ELAC ballot because your child is an English learner at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School.

The ELAC is a committee that advises and makes suggestions to school administration and the School Site Council about programs and services for our English learners. Attached is a ballot with names of parents/guardians of English learners who would like to be parent representatives of the ELAC. Only Parent/guardians of English learners are allowed to vote for representatives of the ELAC. Please take a moment to complete the ballot by voting for \_\_\_\_\_ parents/guardians of English learners’ representatives at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School.

Return the completed ballot to your child’s school office by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The results of the election will be posted \_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You are welcomed to attend our first ELAC meeting held at \_\_\_\_\_\_ on \_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_.

Should you have any questions please call: (510) \_\_\_\_- \_\_\_\_\_.

Sincerely,

Principal

**(INSERT SCHOOL NAME) ENGLISH LEARNER ADVISORY COUNCIL BALLOT**

**Please vote for \_\_\_\_\_ ELAC representatives.**

**Return completed ballot to the school office by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**The results of the election will be posted \_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_.**

**The first meeting of the ELAC will be held at \_\_\_\_\_\_ on \_\_\_\_\_\_\_\_.**

**Should you have any questions, please call (510) \_\_\_\_- \_\_\_\_\_.**

|  |  |
| --- | --- |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ELAC MEETING TOPICS CHECKLIST**

**SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_**

**Below are topics that are legally required to be covered during the 2017-2018 ELAC meetings. Please indicate with an ‘x’ and the date when each topic has been covered (discussed & approved) by ELAC. This cover sheet is to be submitted with your ELAC minutes.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Election of ELAC MembersDate: \_\_\_/\_\_\_/\_\_\_ |  | Academic Progress of ELs |
|  | ELAC election of Officers (President, Vice President, Secretary & Parliamentarian) |  | Develop recommendations to the SSC on the EL section of the Single Plan for Student Achievement (SPSA). Date: \_\_\_/\_\_\_/\_\_\_ |
|  | ELAC Training: Review of role & responsibilities of ELAC.  Date: \_\_\_/\_\_\_/\_\_\_ |  | Review District/School Assessments    Date: \_\_\_/\_\_\_/\_\_\_ |
|  | ELAC review Bylaws.  Date: \_\_\_/\_\_\_/\_\_\_ |  | Develop recommendations to make parents aware of the Importance of Regular School Attendance.  Date: \_\_\_/\_\_\_/\_\_\_ |
|  | ELAC Meeting Schedule for 2016-17 academic school year. |  | Cycle 1 Monitoring of EL section of the Single Plan for Student Achievement (SPSA).  Date: \_\_\_/\_\_\_/\_\_\_ |
|  | Elect MDAC Representative & Schedule MDAC Meeting Attendance by October 2016. |  | Review of Uniform Complaint Process. Date: \_\_\_/\_\_\_/\_\_\_ |
|  | Review of the EL Section of Single Plan for Student Achievement (SPSA) and Budgets. |  | Cycle 2 Monitoring of EL section of the Single Plan for Student Achievement (SPSA).  Date: \_\_\_/\_\_\_/\_\_\_ |
|  | Review of the Annual Language Census and needs assessment |  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Principals Signature: Date

**ELAC MEETING PREPARATION**

DATE: \_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_\_\_ LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Meeting Notice:*** *All written material should be translated to appropriate language needs of parents of ELs (California Education Code, Section 48985).*

*Note: Most written translation requires 3 days to be translated by the RAP Center.*

🞎 Send letter invitation home with student (10 days before meeting date)

🞎 Mail letter invitation (10 days before meeting date)

🞎 Connect Ed (5 days before meeting date)

🞎 Advertise in School’s Newsletter

🞎 Advertise in Marquees

🞎 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outreach Efforts:**

🞎 Phone Banking (need 3 days to set up calls by RAP Center)

🞎 Group Presentation (need to identify and schedule)

🞎 Face to Face (need to create outreach plan)

**Agenda Topics:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minute Taker Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Childcare Provider**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Live Translation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ELAC OFFICERS RESPONSIBILITIES**

**President:**

1. Plans the agenda with the help of the officials
2. Facilitates all of the meetings
3. Maintains order during the meeting
4. Remains impartial
5. Performs any other duties as needed
6. Attends other meetings representing the committee

**Vice President:**

1. Helps the president
2. Fulfills the duties of the president in his or her absence
3. Participates in the development of the agenda every month
4. May accompany the president to other meetings

**Secretary:**

1. Takes and reads the minutes
2. Maintains a member list
3. Takes attendance at the meeting
4. Performs other duties as needed

**Parliamentarian:**

1. Helps the president to maintain order
2. Must be familiar with the committee procedures and the rules

[](http://www.google.com/imgres?safe=active&hl=en&biw=1600&bih=1052&tbm=isch&tbnid=F41DdUDqMWskeM:&imgrefurl=http://www.coachingsoccer.ca/2013/02/planning-your-parent-meeting.html&docid=MCWFRonzQmN_8M&imgurl=http://www.kentdpgs.org.uk/Libraries/Local/881/Images/Meeting%20Calendar/Meeting%20Large%20Square%20Table.gif&w=1623&h=902&ei=gBL4Ufz6GcG1iwLnr4CwDQ&zoom=1&ved=1t:3588,r:21,s:0,i:152&iact=rc&page=1&tbnh=167&tbnw=301&start=0&ndsp=32&tx=172&ty=69)

**Multilingual District Advisory Council (MDAC) DESCRIPTION**

**WHAT is MDAC?** Each district with 51 or more English learners, regardless of their language, must form a functioning Multilingual Advisory Committee (MDAC). The purpose of this committee is to advise the district governing board on the districts Master Plan for English Learners and issues related to the English learners (ELs).

**MDAC Legal Requirements (5 CCR § 11308(c)(1-8) (d))**

The MDAC must advise the school district governing board on all of the following tasks:

1. Development of a district master plan for educational programs and services for English learners that takes into consideration the Single Plan for Student Achievement.
2. Conducting a district-wide needs assessment on a school-by-school basis.
3. Establishment of district program, goals, and objectives for programs and services for English learners.
4. Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.
5. Review and comment on the school district’s reclassification procedures.
6. Review and comment on the written notifications required to be sent to parents and guardians.
7. The District must provide training materials and training, planned in full consultation with committee members, appropriate to assist members in carrying out their legal advisory responsibilities.

**WHO is required to participate in MDAC?** Meetings are open to any interested parties. In addition, each school in the district with more than 21 ELs is required to have a representative participate in the MDAC meetings. If the school has an English Learner Advisory Committee (ELAC), the ELAC chooses the representative. If the School Site Council (SSC) has assumed the ELAC responsibilities, then SSC is responsible for choosing the representative. The responsibility of the representative is to represent the school site, participate in MDAC meetings, and advise the district on the district’s Master Plan for English Learners and issues related to the ELs.

**WHERE are the meetings?** Three Thursday Evening MDAC meetings will be held at three different school sites this year. MDAC Representatives must attend all three MDAC meetings of the academic year. The topics from each Thursday meeting date noted below will be repeated on the following Friday mornings at the same location. MDAC Representatives can attend the Thursday morning meeting or the Friday morning’s meeting.

**WHEN:** **Thursday Evening Meeting Time: 6:30 – 8:00 p.m.**

**&**

**Friday Morning Meeting Time: 9:00 – 10:30 a.m.**

Refreshments and child-care will be provided during the MDAC meetings. If you need an interpreter in a language other than Spanish for an MDAC meeting, please call Community Engagement Department at: 510-307-4526.

**MDAC 2017-2018 REPRESENTATIVE**

School: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MDAC Representative:**

Name:

Address:

Phone:

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This representative will need interpretation services in . Language

**MDAC Alternate:**

Name:

Address:

Phone:

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This representative will need interpretation services in . Language

**Please return this form to the Community Engagement Department by October 30, 2017.**

**ANNUAL LANGUAGE CENSUS GUIDING QUESTIONS**

*This report is submitted to the State Department of Education based on March 1 data, and reports the following:*

* Number of English learners and fluent English proficient students by language and grade in each school and in the district
* Number of English learners who participate in the various English learner programs

English Learner Services personnel will contact **elementary schools** for the following information:

* Number of Parental Exception Waivers
* Name, language, and schedule of Primary Language Aides
* Name of teacher providing ELD to student(s) not assigned to a Structured English Immersion (SEI) (formerly known as SDAIE) or Transitional Bilingual Education Program (TBE) (formerly known as APL) classrooms

English Learner Services personnel will contact **secondary schools** for the following information:

* Number of Parental Exception Waivers
* Name, language, and schedule of Primary Language Aides

**The Annual Census also reports . . .**

* The number of R-FEP students who have been reclassified since the last reporting period
* The number of ELs who have a Parental Exception Waiver for the current year. (This number must be at least the same as the number of TBE reported students.)
* The number of properly certified teachers and aides providing services to EL students.

Please see the following pages for ideas about using the Annual information with your staff and with your ELAC.

**Discussion Points for Using the Language Census Report Data with ELAC**

* How many English learners did we have this year? How many last year? What trends do we see and how does this impact our programs?
* What languages are spoken by English learners at our school? What languages are spoken by I-FEP students and their families? How is this important to our programs?
* How many students did we reclassify this year? How does that compare to the number reclassified last year? How can we improve this number?

**ELAC MEETING MOTIONS**

All actions taken by a committee must be put before the group in the form of a motion. It is not enough for a member to raise and say, “I think we have to do…” He must say, “I move that…” if he wants to have action taken. Someone must second all motions in order to be brought to a vote. A member may rise and say, “I second that motion.”

Discussion should be held on a motion. Discussion should occur after the making and seconding of a motion. The chairperson may say, “It has been moved and seconded that. . . .Is there any discussion?" Sometimes discussion occurs before the motion has been seconded. Then the Chairperson may interrupt to ask if there is a second on the motion or may say, “You are out of order. Is there a second on the motion?” The motion will not be voted upon for if there is no second.

**Below are listed some rules to remember when dealing with motions:**

RULE 1: Every motion must be seconded.

RULE 2: If a motion is seconded, it must be voted on.

RULE 3: Discussion occurs after a motion is made and seconded.

RULE 4: If a member feels the discussion has covered all sides of the issue and should end, he may say, “I call for the Question.” The Chairperson responds by saying, “There is a Motion on the floor and a call for the question. We will vote on the motion to . . . which has been moved and seconded.”

RULE 5: The motion may be amended: The discussion of a motion may cause some of the members to believe that the original motion needs to be changed in one or more of its details. If all agree to the proposed change, it can be made by an amendment to the original motion. However, the amendment is voted upon before the original is put to a vote. If the amendment is passed, the Chairperson puts “the motion, as amended, to a vote,” instead of putting the “motion to a vote.”

RULE 6: A motion may be set aside indefinitely. *Table the Motion* is the term used to do this. If the discussion brings out that research needs to be done on the issues of the motion, or perhaps that action should never occur on that particular motion, yet it has been seconded already, a member may move to *Table the Motion*. Once a motion is tabled, it takes another motion to “un-table it” and have the committee reconsider it. A motion to *Table a Motion* is one example of when there may be two motions on the floor at the same time.

**ELAC MEETING DISCUSSION**

*It is not always easy to have orderly discussions, particularly on topics that are controversial. If the Chairperson and committee members enforce the rules listed here, it will help keep order and also help the committee accomplish its goals.*

RULE 1: When someone wishes to speak, he stands and says, "Mr. or Mrs. Chairperson." This way the chairperson can recognize one person at a time. As long as that person is talking it is said that he "Has the Floor" and should not be interrupted by anyone else.

RULE 2: Except after a Standing Committee's Report or the introduction of a new subject, discussion should occur only after there has been a motion made and seconded. That way discussion is kept to one topic at a time.

RULE 3: If a person talking gets off the subject (not discussing the motion or the report), the Chairperson may interrupt to remind the speaker he is off the subject. However, the speaker still "Has the Floor" until he is finished talking.

RULE 4: The Chairperson (or the Secretary, upon request) should summarize all discussion after it has ended, particularly if it is discussion about a motion that will soon be voted on. In summarizing the discussion, the PROBLEM, the MOST IMPORTANT POINTS MADE ON BOTH SIDES OF THE ISSUE, and a CONCLUSION should be stated.

RULE 5: If it is necessary, the Chairperson may limit the discussion. It can be limited by allowing only "X" more people to speak or by stating that the discussion will last “X" amount of time. This is done only if the Chairperson feels all sides of the issue have been stated and that any more discussion would not help the committee reach a decision.

**FOR COMMTTEE MEMBERS:**

RULE 6: Each Committee Member should speak briefly and to the point, without repeating his/her own or others' remarks. Ask questions and express your disagreement politely. Do not interrupt and do not monopolize the conversation. Contribute as much information as possible, and back up your opinions with facts.

**FOR COMMTTEE MEMBERS:**

RULE 7: Any member may “CALL FOR THE QUESTION" during discussion of a motion. (This is discussed again under "Motions".)

**IMPORTANCE OF SCHOOL ATTENDANCE**

# 

**What are the legal aspects related to school truancy?**

The State Education Code 48200 mandates compulsory attendance. Full time school attendance is compulsory for all California students between the ages of six (6) and sixteen (16). The legal age for leaving school is eighteen (18).

California Education Code 48260 classifies a student as a truant upon a third unexcused absence or late arrival in excess of 30 minutes. Parents are responsible for their child’s school attendance and can be prosecuted for infractions.

**What is actual attendance?**

School districts no longer receive funding from the state of California for pupils who are absent from school. This includes all absences, even those related to illness or other valid reasons.

**In other words, schools receive state funding only for students who actually attend school.** If you find it necessary to keep your child out of school for reasons other than illness, you are encouraged to send your child to school for at least part of the day.

Families should not take vacations when school is in session.

The best way to secure both adequate financing for our district and the best educational opportunity for your child is to increase all students’ actual attendance.

**Other ways to make parents aware of the importance of regular school attendance:**

* Discuss specific ideas parents can use to encourage and support their child’s attendance.
* Provide examples and possible solutions when students may be truant or have irregular attendance.
* Discuss how the district and school can encourage attendance (e.g., awards, activities after school, etc.)

**ELAC PHONE BANKING SCRIPTS**

# Script to invite and assess best date and time to host the ELAC Information Meeting

Hello. My name is \_\_\_\_\_\_. Are you the parent of \_\_\_\_\_? I am calling for the principal, Pat Martin, at Pinole Middle School. Mr. Martin is having a meeting for the parents of English learners to talk about an English learner parent committee (what it is, what it does, why it is important). At the meeting, you can also ask any other questions you have about our English learner program. What date is best for you? What time works best for you?

Thank you very much for your time. Based on the best date and time for all the parents/guardians of EL’s, an ELAC Informational Meeting will be held which you are welcome to attend.

1. **Script to solicit names for ELAC election**

“Hello. My name is \_\_\_\_\_\_\_\_. Are you the parent of \_\_\_\_\_\_\_? I am calling for the principal, \_\_\_\_\_\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_ School. Dr./Ms./Mr. \_\_\_\_\_\_\_\_\_\_ needs a few parents of English learners to work with him on a committee to decide which programs and services we should have for our English learner students at Pinole Middle. Would you be willing to help with this committee?

(If response is yes) Mr. Martin will need to put your name on a ballot for all parents of English learners. Is that all right? Ballots go to the all the parents of English Learners at our school to have them vote on who they want to represent them at the ELCA.

(If response is no) Mr. Martin wants you to know you are more than welcome to attend and be a participant without the need to be an elected member. The next ELAC meeting at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School is scheduled on \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_ am/pm in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you very much for your time.

1. **Script to request meeting topics for ELAC meetings:**

“Hello, I’m calling on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School. The school is planning a presentation in the morning/evening, at X:XX am/pm, just for parents of English Learners next week. What day works best for you?

The meeting will be about the EL program and forming a Parent English Learner Advisory Committee at our school. We will cover the topics of most interest to the parents.

Please tell me which of these four topics you would like to hear about?

1. How English learners become reclassified as fluent English proficient?
2. The new ELD program being used in the elementary schools?
3. Understanding the CELDT test?

What kind of support could the school provide that would help your student be more successful in school? Thank you very much for your time. The topic will be based on what parents request most.

**RECOMMENDATIONS FOR EFFECTIVE FACILITATION**

*The purpose of this document is to set some basic ground rules or guidelines for meetings that will facilitate everyone being heard respectfully and will help the work of the committee. The members and all will review this document or any part of it may be adopted. This is a code for behavior and not meant to change the bylaws of the committee.*

1. The ELAC President or Vice President shall facilitate the meeting. This means that he or she generally does not take part in the discussion other than to clarify or summarize the other members’ comments.
2. Members need to wait to be recognized by the facilitator. This will discourage several people from talking at once, which makes it difficult for all members to follow.
3. The facilitator will make sure that everyone who wants to speak on a topic does so before second comments from the same person are taken. This will discourage some people from dominating the meeting or a topic and give everyone a chance to contribute.

4. In addition, each person who wants to speak will be allowed 3 minutes to do so. After 3 minutes that individual stops speaking and gives others who want to contribute to the discussion a chance to speak. This will also help avoid any one individual dominating the discussion.

1. All discussions should be focused on the issue at hand without side conversations. Side conversations are rude and make the person speaking feel as though his or her contributions are of no interest to others.
2. Every member is encouraged to help keep the agenda moving and gently enforce meeting behavior by reminding the group or individuals of the guidelines for meeting productively, which include keeping to the agenda item at hand. This will support the facilitator and make everyone share the responsibility for a successful meeting.
3. Cell phones and pagers will be silenced during the meeting. Members and attendees must turn off ringers or use vibrate mode to avoid interrupting the meeting. If a call must be taken, the member agrees to leave the room.
4. Members need to let the speaker finish his or her statements. Interruptions are rude and can sidetrack the speaker from his or her train of thought.

9. Members are reminded to focus on the issue, not the person. Personal attacks usually don't change people's views on an issue and may spark an argument.

### 10. Reaching a consensus of members is the ELAC's preferred method of making decisions. If consensus is not possible, then the facilitator may call for a vote of the members and have the issue decided in that way.

**SAMPLE ELAC BYLAWS**

**Article I. Name**

The name of this organization shall be the (NAME OF THE SCHOOL) English Learner Advisory Committee.

Article II. Purpose

The purpose of this committee shall be to advise the principal and staff on programs and services to English learners, specifically:

* + 1. Advise the principal and staff on the development of a detailed plan for English learner education for the individual school level plan.
    2. Assist in the development of the school’s needs assessment.
    3. Provide input into the procedures for the school’s language census.
    4. Contribute ideas for helping the school make parents aware of the importance of regular school attendance.

Article III. Membership

Section 1 Composition of committee and mode of selection

Members are elected by a majority vote of parents of English learners who attend the school.

Section 2 Term of Membership:

All committee members shall serve for a one-year term.

Section 3 Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the advisory committee. Proxy voting and absentee ballots are not permitted unless the bylaws are amended to permit them.

Section 4 Termination of Membership

A member shall no longer hold membership should he/she cease to reside or work in the school area or otherwise terminate his/her relationship with the group or organization, which he/she was selected to represent. Membership shall automatically terminate for a member who is absent from three consecutive regular meetings.

Section 5 Transfer of Membership

Membership in the advisory committee is not transferable or assignable.

Section 6 Alternates

A committee member may send an alternate. An alternate shall have voting power for that meeting, when acting in place of the regular member, and the presence of an alternate shall not relieve a member from the effect of Section 4 of this Article.

Section 7 Resignation

Any member may resign by submitting a written resignation.

Section 8 Vacancy

Any vacancy on the committee shall be filled for the remainder of the unexpired term by majority vote of the group.

Section 9 Election to Membership

Election of parents and for the ensuing school year shall take place at an open general meeting prior to October 15th. Notice of the meeting shall be sent to all parents of ELs and shall be publicized in the community.

**Article IV. Officers**

The officers of the committee shall consist of a president, vice-president, secretary, MDAC representative and such other officers as the committee may deem desirable. The president shall be a parent representative. Officers shall be elected by the committee on an annual basis and shall be members of the committee.

##### **Article V. Duties of Officers**

The **President** shall preside at all committee meetings of the committee, shall be an ex-officio member of all subcommittees, and shall appoint special committees.

The **Vice-President** shall assist the president and shall perform the duties of the president in the absence of the president.

The S**ecretary** handles the correspondence and attendance of the committee.

The **MDAC Representative** shall attend all MDAC meetings to bring information to the MDAC and from the MDAC to the ELAC.

*\*If the ELAC responsibilities have been delegated to the SSC, then the SSC is responsible for electing one MDAC representative and two alternates.*

# Article VI. Subcommittees

Subcommittees shall be appointed as required to promote the objectives of the advisory committee.

**Article VII. Meetings**

Section 1 A minimum of 3 regular meetings shall be held during the school year. The committee shall decide the date, time, and place.

Section 2 Special meetings may be called by the committee chairperson or by a majority of the committee members.

Section 3 Notification of all regular and special meetings shall be duly publicized not less than five days prior to the meeting.

Section 4 All meetings shall be open to the public.

Section 5 A quorum shall consist of 51 percent of the elected committee members.

##### **Article VIII. Parliamentary Authority**

Robert's Rules of Order (Revised) shall govern the committee in all matters of parliamentary procedure.

**Article IX. Amendments**

These bylaws may be amended at any regular meeting of the committee by a two-thirds vote, provided such amendments are submitted by mail to the membership one week prior to the meeting.

##### **Article X. Ratification**

The bylaws shall be in effect when adopted by a two-thirds vote of the advisory committee.

**SAMPLE PHRASES for ELAC MINUTES**

*Below are sample phrases to capture the presentations, votes, discussion and/or review during ELAC in the minutes.*

* The purpose(s) of this meeting is (are) to \_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* For our visitors and new members, we have copies of our committee bylaws in English and in \_\_\_\_\_\_\_\_, which explain our legal responsibilities, membership, committee procedures and other information.
* The committee reviewed the \_\_\_\_\_(indicate name of assessment(s)/test(s) results and identified the following(priorities, goals, follow-up questions)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* The committee reviewed the Single Plan for Student Achievement (SPSA) and identified the following recommendations for the School Site Council.
* Nominations and election of members (and/or officers) were completed for the \_\_\_\_\_ school year, with the following results: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Members and attendees were informed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Committee members were provided training on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_about \_\_\_\_\_\_\_\_\_\_\_\_\_ (topic).
* Mr./Mrs./Ms. \_\_\_\_\_\_\_\_\_\_\_ asked the school (district) to resolve/address the problem of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Staff from the school/district indicated they would \_\_\_\_\_\_\_\_\_\_\_\_\_ as to the request.
* On the topic of (subject) no further questions were raised or committee member(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ raised discussion on the topic of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Committee members were pleased with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Mr./Mrs./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ asked the school (district) to resolve/address the problem of \_\_\_\_\_\_\_\_\_\_ and share a report of action(s) taken by the school (district) by the next committee meeting.
* A follow-up on \_\_\_\_\_\_\_\_\_\_\_\_\_ will be made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_, to the committee.
* The guest speaker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shared with parents \_\_\_\_\_\_\_\_\_\_\_\_\_.
* Translation of \_\_\_\_\_\_\_\_\_\_\_\_\_ was requested/made for parent by \_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_.
* The topic of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ was explained by \_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Parents were informed that this topic is one that, by law, the ELAC must advise the school/district on.
* Advice/comments to the principal/staff (local governing board) was provided on the subject of:\_\_
* The committee voted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the following results \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* The formed ELAC members were informed and trained as to their legal roles and responsibilities. As part of their agenda, members discussed and voted to continue functioning as a separate ELAC.
* The elected ELAC members were informed of and trained on their legal roles and responsibilities. A vote was taken to delegate the responsibilities of the ELAC to the School Site Council (SSC) for the next two years. Delegated Status will expire on \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, pending Certification from the Community Engagement Department.
* The ELAC reviewed and commented on the SSC’s proposed budget and had the following comments/suggestions: (a)\_\_\_\_\_\_\_\_\_\_; (b) \_\_\_\_\_\_\_\_\_\_\_; and (c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* The ELAC was provided information as to the proposed school budget using (LCFF/Tile-I/Title-III);

Members had the following comments/suggestions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Or, members didn’t have specific comments or suggestions.

* ELAC members were informed of all their legal options to choose a program for their child

(E.g. Transitional Bilingual Education, Dual Language Immersion, Structured English Immersion and English Language Mainstream.)

* School and district parent notifications are reviewed and discussed. Parent and committee suggestions Included: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* ELAC parents were consulted in the development of the school’s needs assessment and provided the following questions related to services for English learners to be included.

ELAC Minutes Process

To ensure that minutes are easy to understand and that all legal requirements are met, WCCUSD ELACs are required to use the WCCUSD ELAC Sign in Sheet, WCCUSD ELAC Agenda Template, and the WCCUSD ELAC Minutes Template.

|  |  |
| --- | --- |
| WCCUSD ELAC Sign in Sheet Template:   1. This template ensures that all elected members have their own line to sign in, ensuring quorum. 2. This template includes a section for guests to sign in. |  |
| WCCUSD ELAC Agenda Template:   * + - 1. This template ensures that attendance of elected members is taken.       2. All agenda items include section for voting member’s discussion, public comment and call for vote if required.       3. Section for general announcements       4. Section for development of next agenda |  |
| WCCUSD ELAC Minutes Template:   * + - 1. This template includes a section to record attendance of elected members and confirm quorum.       2. This template includes a section to record voting member’s discussions.       3. This template includes a section to record public comment by guests during the meeting.       4. This template includes a section to record the specific motion that was proposed for voting.       5. This template includes a section to record how many voting members voted YES, voted NO, or abstained. If the agenda item was not a voting item, please mark the Non Applicable Box with an “X.” |  |

**West Contra Costa Unified School District**

Multilingual District Advisory Committee

# 

# *Bylaws*

# BS00979_

**Adopted in 2007 - 2008**

**Multilingual District Advisory Committee Bylaws**

**Article I. Name**

The name of the organization shall be the **WCCUSD Multilingual District Advisory Committee.**

**Article II. Purpose**

The purpose of this committee shall be to advise the governing board on issues pertinent to programs and services for English learners, specifically:

1. Development of a district master plan for educational programs and services for English learners that takes into consideration the Single Plan for Student Achievement (5 CCR 11308 [c] [2]).
2. Conducting of a districtwide needs assessment on a school-by-school basis (5 CCR 11308 [c] [2]).
3. Establishment of district program, goals and objectives for programs and services for English learners (5 CCR 11308 [c] [3]).
4. Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements (5 CCR 11308 [c] [4]).
5. Administration of the annual language census (5 CCR 11308 [c] [5]).
6. Review of and comment on the school district’s reclassification procedures (5 CCR 11308 [c] [6]).
7. Review of and comment on the written notifications required to be sent to parents and guardians (5 CCR 11308 [c] [6]).

**Article III. Membership**

Section 1. Composition of committee and mode of selection.

Members constitute the MDAC representative(s) elected by an English Learner Advisory Committee (ELAC) or a delegated School Site Council (SSC) in WCCUSD schools.

Section 2. Term of Membership:

All committee members shall serve for a one-year term. Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the advisory committee. Proxy voting and absentee ballots are not permitted unless the bylaws are amended to permit them.

Section 3. Termination of Membership

A member shall no longer hold membership should he/she cease to reside or work in the school area or otherwise terminate his/her relationship with the group or organization which he/she was selected to represent.

Section 4. Transfer of Membership

Membership in the Multilingual District Advisory Committee is not transferable or assignable.

Section 5. Alternates

A committee member may send an alternate. An alternate shall have voting power for that meeting, when acting in place of the regular member. The presence of an alternate shall not relieve a member from the effect of Section 4 of this Article.

Section 6. Resignation

Any member may resign by submitting a written resignation.

Section 7. Vacancy

Any vacancy on the committee shall be filled for the remainder of the unexpired term by majority vote of the group.

Section 8. Election of Membership

Election of MDAC Officers for the ensuing school year shall take place at the first scheduled meeting. Notice of the meeting shall be sent to all MDAC Representatives elected by an ELAC or delegated SSC and shall be publicized in the community. If there is not sufficient attendance of MDAC members to constitute a quorum at the first meeting, then the election of officers will be postponed for the second meeting. If a full quorum is not present at the second meeting, then elections may take place if there is a quorum of the average number of schools that attended over the course of the previous school year.

**Article IV. Officers**

The officers of the committee shall consist of a Chairperson, Co-chairperson, a secretary and such other officers as the committee may deem desirable. The Co-chair(s) shall be a parent representative. Officers shall be elected by the committee on a biennial basis and shall be members of the committee.

**Article V. Duties of Officers**

The **Co-chairpersons** shall preside at all committee meetings of the committee, shall be an ex-officio member of all subcommittees, and shall appoint special committees.

The **secretary** handles the correspondence and attendance of the committee.

The **MDAC representative** shall attend all MDAC meetings to bring information to the MDAC and from the MDAC to the ELAC.

*\*If the ELAC responsibilities have been delegated to the SSC, then the SSC is responsible for electing one MDAC representative and two alternates.*

**Article VI. Subcommittees**

Subcommittees shall be appointed as required to promote the objectives of the advisory committee.

**Article VII. Meetings**

Section 1. A minimum of 4 regular meetings shall be held during the school year.

The committee shall decide the date, time, and place.

Section 2. Special meetings may be called by the committee chairperson or by a majority of the committee members.

Section 3. Notifications of all regular and special meetings shall be duly publicized not less than five days prior to the meeting.

Section 4. All meetings shall be open to the public.

Section 5. A quorum shall consist of 51 percent of the elected committee members.

**Article VIII. Parliamentary Authority**

Robert’s Rules of Order (Revised) shall govern the committee in all matters of parliamentary procedure.

**Article IX. Amendments**

These bylaws may be amended at any regular meeting of the committee by a two-thirds vote, provided such amendments are submitted by mail to membership one week prior to the meeting.

**Article X. Ratification**

The bylaws shall be in effect when adopted by a two-thirds vote of the advisory committee.

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**

**Annual Notification Regarding**

**UNIFORM COMPLAINT PROCEDURES**

**Revised**

**This document constitutes the district’s uniform complaint procedures policy.**

# Uniform Complaint Procedures

The Board of Education recognizes that the district has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. These general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person, in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance based on the person’s actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

9. Any complaint alleging district noncompliance with the physical education instructional minutes’ requirement for students in elementary school (Education Code 51210, 51223)

10 Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

11. Any other complaint as specified in a district policy

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.

4. Any complaint alleging fraud shall be referred to the California Department of Education.

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

## COMPLIANCE OFFICER

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in BP 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Assistant Superintendent

Human Resources

1108 Bissell Avenue

Richmond, CA 94801

Telephone: (510) 231-1167

Facsimile: (510) 620-2074

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees designated to investigate complaints receive training and are knowledgeable about the laws and programs at issue in complaints to which they are assigned. Training provided to such employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

## NOTIFICATIONS

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures(UCP), including information regarding unlawful student fees local control and accountability plan (LCAP) requirements,and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints

2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable

3. Advise the complainant of the appeal process, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).

4. Include statements that:

a. The district has the primarily responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.

b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline

c. A complaint alleging retaliation, unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtains knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

e. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

f. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

g. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:

1. Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
2. Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
3. If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

h. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision

i. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

j. Copies of the district's uniform complaint procedures are available free of charge.

District Responsibilities:

The following procedures shall be used to address all UCP-related shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officers shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Step 1: Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013, 52075)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 calendar days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To investigate a complaint alleging retaliation, unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Step 3: Response/Report of Findings

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in section “Final Written Decision” below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Step 4: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a Limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In other all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:

a. Statements made by any witnesses

b. The relative credibility of the individuals involved

c. How the complaining individual reacted to the incident

d. Any documentary or other evidence relating to the alleged conduct

e. Past instances of similar conduct by any alleged offenders

f. Past false allegations made by the complainant

2. Conclusion(s) of law

3. Disposition of the complaint

4. The rationale for such a disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

1. How the misconduct affected one or more students' education

b. The type, frequency, and duration of the misconduct

c. The relationship between the alleged victim(s) and offender(s)

d. The number of persons engaged in the conduct and at whom the conduct was directed

e. The size of the school, location of the incidents, and context in which they occurred

f. Other incidents at the school involving different individuals

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600.

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

1. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
2. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint
3. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's right to appeal the district's decision to the CDE within 15 calendar days and procedures to be followed for initiating such an appeal.

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying) the decision shall include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days’ moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling

2. Academic support

3. Health services

4. Assignment of an escort to allow the victim to move safely about campus

5. Information regarding available resources and how to report similar incidents or retaliation

6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

7. Restorative justice

8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation, unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law

2. Parent/guardian conference

3. Education regarding the impact of the conduct on others

4. Positive behavior support

5. Referral to a student success team

6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law

7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or

bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint

2. A copy of the decision

3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision

4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator

5. A report of any action taken to resolve the complaint

6. A copy of the district's uniform complaint procedures

7. Other relevant information requested by the CDE

Appeals to the State Superintendent of Public Instruction (SSPI)

A complainant not satisfied with the decision of a school district in regards to LCFF procedures may appeal the decision to the Superintendent of Public Instruction (Superintendent).