



English Learner Advisory Committee (ELAC) Agenda 1

School: La Puente High School Date: September 12, 2024 Time: 10:00 am Location: Room 19

- 1.0 Call Meeting to Order/ Welcome/Introductions
- 2.0 Approval of Agenda and Minutes
- 3.0 Training: Roles and Responsibilities of ELAC members (**PowerPoint**)
 - 3.1 ELAC Recommendation Form
- 4.0 ELAC Members and/or Officer Elections
 - 4.1 Nominate and elect ELAC members (*Only parents of current English learner students may vote.*)
 - 4.2 Nominate and elect ELAC officers: Chairperson, Vice-Chairperson, etc. (*All ELAC members can vote.*)
 - 4.3 Up to two official DELAC representatives (*At least 1 being a parent/guardian of a current English learner student that is not an employee of the district*) and up to two DELAC alternates
- 5.0 2024-2025 ELAC Bylaws
 - 5.1 Review, discuss and update
 - 5.2 Vote to approve
- 7.0 Discuss and confirm 2024-2025 ELAC Meetings dates and times
- 8.0 Public Comments
- 9.0 Adjournment

Agenda shall be posted at the school site, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice/agenda shall specify the date, time, and location of the meeting and describe each item of business to be discussed or acted upon. Ed Code 35147



Week of September 9, 2024

Comité Asesor de Aprendices de Inglés (ELAC)
AGENDA 1

Escuela: La Puente High School Fecha: 12 de septiembre a las 10 am Lugar: Salon 19

- 1.0 Convocar la Junta/Bienvenida/Presentaciones
- 2.0 Aprobación de la Agenda y Minutas
- 3.0 Entrenamiento: Funciones y Responsabilidades de los miembros de ELAC (presentación PowerPoint)
 - 3.1 Completar la forma de Recomendación ELAC
- 4.0 Elecciones de los Oficiales y/o Miembros de ELAC –
 - Nominar y Elegir a los MIEMBROS (Solamente padres de estudiantes de Aprendices de Inglés vigentes pueden votar.)
 - Nominar y Elegir los oficiales ELAC: Presidente, Vice-presidente, etc. (TODOS los miembros de ELAC pueden votar.)
 - Hasta dos representantes oficiales de DELAC (**al menos 1 que sea padre de un estudiante de Aprendices de Inglés vigente y que no es empleado por el distrito**) y hasta dos suplentes de DELAC
- 5.0 2024-2025 Estatutos de ELAC
 - 5.1 Repaso, discusión, actualización
 - 5.2 Votar para aprobar
- 7.0 Considerar y confirmar fechas y horarios para las reuniones de ELAC de 2024-25
- 8.0 Comentarios Públicos
- 9.0 Aplazamiento de la reunión

La Agenda se publicará en el plantel escolar, u otro lugar apropiado accesible al público, al menos de 72 horas de anticipación al horario establecido de la reunión. La agenda especificara la fecha, hora y lugar de la reunión y describirá cada asunto del orden del día o que sea necesario tratar. Código de Ed. 35147

ELAC MINUTES #1

La Puente High School English Learner Advisory Committee
September 12, 2024

Time: 9:00 a.m.

Agenda	Topic	Conclusion/Solution
1.0	Call to Order & Welcome/Introductions	Dr. Prado welcome the parents. Parents and staff introduced themselves. Meeting began at 9:58 a.m. 1st Motion: Margarita Colunga 2nd Motion: Lizeth Rivera
2.0	Approval of Agenda and Previous Minutes	Ms. Rojas asked parents to read and review the ELAC Minutes from May 6, 2024 and Agenda. Agenda 1st: Lizeth Rivera 2nd: Margarita Colunga Mrs. Rivera would like to make a correction on item 4.0 - 2.1 D. The translation and wording is confusing. It should read: Parents would like Coffee with the Principal and Parent Education instead of Coffee Nights. Minutes 1st: Margarita Colunga - approved ELAC Minutes with corrections. 2nd: Violeta Villanueva
3.0	TRAINING: Roles and Responsibilities of ELAC Members (Power Point) 3.1 ELAC Recommendation Form	Dr. Prado explained the roles and responsibilities of the ELAC members to the parents. ELAC purpose is to give voice to English Learner students and ensure that their needs are addressed for them to be academically successful. Dr. Prado let the parents know that only parents/guardians of English learner students can vote to elect ELAC members.
4.0	ELAC Members and/or Officer Elections 4.1 Nominate and elect ELAC members 4.2 Nominate and elect ELAC officers: Chairperson, Vice-Chairperson, etc. 4.3 Up to two official DELAC representatives and up to two DELAC alternates	Dr. Prado reviewed ELAC nominations and because we do not have enough members to hold elections, we are unable to proceed with elections at this time. DELAC Representatives 1st - Margarita Ortiz de Colunga 2nd - Liliana Valencia Alternative - Lizeth Rivera Mrs. Rivera and Mrs. Colunga agreed that is not fair to exclude parents/guardians from participating in the ELAC meetings when they had students attending the high school in prior years and are part of the community. Mrs. Colunga would like to know if she can run for DELAC representative if she is a school employee/district employee. Mrs. Rivera wants to know if she qualifies to be a DELAC alternate if this is her 2nd year as a co-chair. Dr. Prado will find out

		and get clarification of participation as a school employee or district employee and let the parents know on the next meeting.
5.0	2024-2025 ELAC Bylaws 5.1 Review, discuss and update 5.2 Vote to approve	Dr. Prado asked the parents if they would like to do an evaluation and review of the 2024-2025 ELAC Bylaws. Recommendation to keep review of bylaws on the 2nd ELAC meeting in October or before the end of the meeting #3. 1st motion – Mrs. Colunga to revised and approve ELAC Bylaws. 2nd motions – Mrs. Rivera to make changes and approve ELAC Bylaws.
6.0	Discuss and confirm 2024-2025 ELAC Meetings dates and times	Dr. Prado handed the 2024-2025 School Partners Meetings to the parents which included the ELAC Meetings as follow: Meeting # 2 - Thursday, October 10, 2024 at 9:00 a.m. Meeting #3 - Thursday, January 23, 2025 at 9:00 a.m. Meeting #4 – Thursday, March, 13, 2025 at 9:00 a.m. Meeting #5 – Thursday, April 17, 2025 at 9:00 a.m.
7.0	Public Comments	Dr. Prado asked for any recommendations from the parents. Mrs. Rivera pointed out that there are 105 days between ELAC Meeting #2 and meeting #3. She asked if we could add another meeting. Dr. Prado will check her calendar to see if we can have another meeting at the end of November or the beginning of December. Dr. Prado will inform the parents on the next ELAC meeting. Parents mentioned that they would like to create a survey for all the EL parents. Parents would like a generic ELAC sign to announce the upcoming ELAC meetings. Parents mentioned that parents/students can't read the announcement in the marque because it is too fast. Dr. Prado let the parents know about the College and Career Fair on Saturday, September 14, 2024 in La Puente High School. The fair is open to everyone and transportation is available in each high school.
8.0	Adjournment	Dr. Prado thanked the parents for coming to the meeting. Meeting adjourn at 10:38 am.

English Learner Advisory Committee (ELAC)

Meeting #5 Minutes

Date: May 6, 2024

Time: 10:00 a.m.

Agenda	Topic	Conclusion/Solution
1.0	Call to order & Welcome	Mr. Hopp welcomed and thanked the parents for coming to La Puente Community Center.
2.0	Approval of Agenda and Previous Minutes	<i>Agenda:</i> <i>1st Motion to approve: Mrs. Rivera</i> <i>2nd Motion: Mrs. Colunga</i> <i>All in favor, agenda approved.</i> Mr. Hopp asked parents to review the ELAC Minutes from meeting #4. Mrs. Rivera made a correction on item 4.0. to delete and add: <i>Mrs. Rivera would like to see an example of the ELAC test. Questions may be dumb or not make sense to the students. Students absorb everything they learn. If test is not done right, the self-esteem of the student may affect the test results. Test needs to be revised or modified and the way the test is set up.</i> Minutes from ELAC meeting 4 – March 14, 2024 <i>1st Motion to approve: Mrs. Colunga</i> <i>2nd Motion: Mrs. Rivera with corrections</i> <i>All in favor- minutes approved.</i>
3.0	Advise the principal & staff in the development of a site plan for ELs and submit the plan to SSC for consideration for inclusion in the SPSA. (CDE: EL 01:1.0 (d))	Mr. Hopp provided a flyer to the parents with the program scheduling and material to support English Learners, for example, we have 3 aides and Mrs. Flores is the Spanish aide for classroom support. We have a Zero period, which starts at 7:20 am to support our English Learner students. The students will get elective credits if they pass the class. We have 1 course Designated ELD Expanding and Two Combined Courses. Mrs. Rivera would like the school to have any information given to the parents in Spanish. Mr. Hopp reviewed and discussed the projected supplemental budget proposal for Title 1, LCFF and CF for La Puente High School 2024-2025. Mrs. Rivera and Mrs. Colunga would like for the budget to be more specific and have more details. Mrs. Colunga would like to know what happens to the money that is left and not used. Parents made their recommendations, see attached form.
4.0	Parent and Family Engagement Policy & School Parent Compact for the 2024-	Mr. Hopp and parents made recommendations and revisions to the Parent and Family Engagement Policy and School-Parent/Family Compact for the 2024-2025 school year.

English Learner Advisory Committee (ELAC)

Meeting #5 Minutes

Date: May 6, 2024

Time: 10:00 a.m.

	2025 school year	On the School-Parent/Family Compact the parents are recommending on #3 for the teachers to keep AERIES and Canvas updated every week but no more than 2 weeks. So that parents/families can have access to current grades and progress. On the Parent/Family Responsibilities, parents would like to add mail handouts on #5. Mr. Hopp and the parents review the Title 1 School-Level Parent and Family Engagement Policy and they are recommending: 2.1 B) Parent Education Coffee Nights to be in the morning or afternoons and for the Adult Education to come to the meetings Parent Education Trainings – Parents would like training for the parents on Aeries, Canvas and Parent Square. They would like to have Coffee with the Principal and individual meetings with the counselors by appointment. 2.1 C) Parents would like to have a monthly calendar and a school newsletter and for the information to be posted on Parent Square and Canvas. 2.1 D) Parents would like Coffee with the Principal instead of Parent Education Coffee Nights.
5.0	Reporting to/from SSC	
6.0	DELAC Report	Mrs. Colunga and Mrs. Rivera gave their report. District Message Policy of Parents Participation Evaluation of all the school TUPE EL goals
7.0	Public Comments/Questions	Mr. Hopp thanked the parent for participating and helping with the WASC visit.
8.0	Adjourn Meeting	Mr. Hopp thank the parents for coming to the ELAC meeting and wish all of them a great summer. Motion to adjourn meeting at 12:24 p.m. First motion – Mrs. Colunga 2nd motion – Mrs. Rivera All were in favor, motion carried

Comité Asesor de Estudiantes de Inglés (ELAC)

Reunión #5 Minutas

Fecha: 6 de Mayo, 2024

Hora: 10:00 a.m.

Agenda	Tema	Conclusión/Solución
1.0	Llamada al Orden/Bienvenida	Mr. Hopp welcomed and thanked the parents for coming to La Puente Community Center.
2.0	Aprobación de la Agenda y Minutos anteriores	<i>Agenda:</i> 1ra Moción para aprobar: Sra. Rivera 2da Moción: Sra. Colunga Todos a favor, agenda aprobada. El Sr. Hopp pidió a los padres que revisaran las actas de ELAC de la reunión número 4. La señora Rivera hizo una corrección al punto 4.0. para eliminar y agregar: <i>A la Sra. Rivera le gustaría ver un ejemplo de la prueba ELAC. Las preguntas pueden ser tontas o no tener sentido para los estudiantes. Los estudiantes absorben todo lo que aprenden. Si el examen no se realiza correctamente, la autoestima del estudiante puede afectar los resultados del examen. Es necesario revisar o modificar la prueba y la forma en que se configura.</i> Acta de la reunión 4 de ELAC – 14 de marzo de 2024 1ra Moción para aprobar: Sra. Colunga 2da Moción: Sra. Rivera con correcciones Todos a favor, actas aprobadas.
3.0	Asesorar al director y al personal en el desarrollo de un plan de sitio para EL y presentar el plan al SSC para su consideración para su inclusión en el SPSA. (CDE: EL 01:1.0 (d))	El Sr. Hopp entregó un folleto a los padres con la programación del programa y el material para apoyar a los estudiantes de inglés, por ejemplo, tenemos 3 asistentes y la Sra. Flores es la asistente de español para apoyo en el salón de clases. Tenemos un período Cero, que comienza a las 7:20 am para apoyar a nuestros estudiantes aprendices de inglés. Los estudiantes obtendrán créditos optativos si aprueban la clase. Tenemos 1 curso designado ELD en expansión y dos cursos combinados. A la Sra. Rivera le gustaría que la escuela tuviera toda la información proporcionada a los padres en español.. El Sr. Hopp revisó y discutió la propuesta de presupuesto suplementario proyectado para Título 1, LCFF y CF para La Puente High School 2024-2025. A la Sra. Rivera y a la Sra. Colunga les gustaría que el presupuesto fuera más específico y tuviera más detalles. La señora Colunga quisiera saber qué pasa con el dinero que sobra y no se utiliza.. Los padres hicieron sus recomendaciones, ver formulario adjunto.

Comité Asesor de Estudiantes de Inglés (ELAC)**Reunión #5 Minutas****Fecha: 6 de Mayo, 2024****Hora: 10:00 a.m.**

4.0	Política de Participación de Padres y Familias y Pacto Escolar con Padres para el año escolar 2024-2025	El Sr. Hopp y los padres hicieron recomendaciones y revisiones a la Política de Participación de Padres y Familias y al Convenio Escuela-Padres/Familia para el año escolar 2024-2025.. En el Pacto Escuela-Padres/Familia, los padres recomiendan el punto #3 para que los maestros mantengan AERIES y Canvas actualizados cada semana, pero no más de 2 semanas. Para que los padres/familias puedan tener acceso a las calificaciones y progreso actuales. Sobre las Responsabilidades de los Padres/Familia, a los padres les gustaría agregar folletos por correo en el punto #5. El Sr. Hopp y los padres revisaron la Política de participación de padres y familias a nivel escolar del Título 1 y recomiendan: 2.1 B) Noches de Café de Educación para Padres a ser en la mañana o en la tarde y para que la Educación de Adultos asista a las reuniones. Capacitaciones educativas para padres: a los padres les gustaría recibir capacitación sobre Aeries, Canvas y Parent Square.. Les gustaría tener Café con el Director y reuniones individuales con los consejeros con cita previa. 2.1 C) A los padres les gustaría tener un calendario mensual y un boletín escolar y que la información se publique en Parent Square y Canvas. 2.1 D) A los padres les gustaría tener Café con el Director en lugar de Noches de Café con Educación para Padres.
5.0	Reportando a/desde el SSC	
6.0	Informe DELAC	La Sra. Colunga y la Sra. Rivera dieron su informe. Mensaje del distrito Política de participación de los padres Evaluación de toda la escuela. TUPE Metas EL
7.0	Comentarios/Preguntas Públicas	El Sr. Hopp agradeció a los padres por participar y ayudar con la visita de WASC.
8.0	Aplazamiento de Junta	El Sr. Hopp agradece a los padres por asistir a la reunión de ELAC y les desea a todos un excelente verano. Moción para levantar la reunión a las 12:24 p.m. Primera moción – Sra. Colunga 2da moción – Sra. Rivera



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

MULTILINGUAL EDUCATION/SCHOOL BASED PROGRAMS



Parliamentary Procedure

ROBERT'S RULES OF ORDER

The following is a simplified overview of the rules to be followed in conducting a meeting:

- ✚ The Chairperson calls the meeting to order. The Chairperson states:
"(ELAC or SSC) Meeting # _____ will now come to order".
- ✚ Members respond to roll call and make sure they have signed in.
- ✚ Approval of the agenda for today's meeting. Members are given time to review agenda.
 - The Chairperson asks: **"Is there a motion to approve the agenda?"**
 - A member will reply, **"I, _____, move to approve the agenda".**
 - Another member seconds the motion: **"I second the motion."**
 - The Chairperson asks **"Is there any discussion?"**
 - The Chairperson asks for a voice vote: **"All of those in favor say *aye*. All those opposed say, *nay*".**
 - The Chairperson will verbalize results. *Examples* **"All in favor, motioned carried"** or **"All in favor, the ____ has been approved"**
- ✚ In the minutes, the Secretary must document the name of the member who made the motion as well as the member who seconded the motion. The secretary will also document the results of the vote. (Ex. All in favor, motion carried)
- ✚ The Chairperson will proceed to follow the approved agenda item by item following the above procedures.



La Puente High School

ELAC 2024-25

BYLAWS FOR THE ENGLISH LEARNER ADVISORY COMMITTEE

The bylaws should be the ground rules for the committee to conduct business.

Article I: Purpose of ELAC

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

The purpose of the ELAC is to provide guidance and advice to the principal and staff with regards to the needs of students who are English Learners.

Article II: Responsibility of ELAC

The ELAC shall be responsible for the following tasks:

- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Ways to make parents aware of the importance of regular school attendance.
- Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC). Districts with 31 or more ELACs may use a system of proportional or regional representation.

ELAC members shall receive training materials and training which will assist them in carrying out their required advisory responsibilities.

Article III: Composition of ELAC

Parents or guardians of English learners shall constitute at least the same percentage of the ELAC membership as their children represent of the student body.

Selection process

All parents/guardians of EL students at the school site will have an opportunity to participate in the membership election process. A meeting to accept nominations shall be made public. Ballots will be sent to parents of EL students and a deadline established for the return of the same. At least one member of the ELAC will be elected as representative of the group to the District English Learner Advisory Committee (DELAC). This representative can be identified by the ELAC.

Term of Office

The term of office is two years. Vacancies will be filled by a special election within 30 working days after the ELAC has received written-notice that a member will no longer be serving.

Article IV. Duties of the Officers

Chairperson

1. Presides over all English Learner Advisory Committee meetings.
2. Involve the committee in all issues related to school programs for English Learners
3. Sign reports and communications
4. Sets up agendas with administrator-
5. Performs other auxiliary functions as required.
6. Has direct contact with site administration responsible for EL programs.
7. Report recommendations of the ELAC to the Site Council, as needed

Vice-Chairperson

1. Presides at meetings/performs all duties of the chairperson in his or her absence.
2. Coordinates subcommittee's activities.

Secretary

1. Records minutes of each meeting and submits them for translating.
2. Keeps all records including membership list and calendar of meetings.

Parliamentarian

1. Advises the chairperson and all others when requested on parliamentary procedures.
2. Keeps on hand current copies of ELAC bylaws for all representatives and ascertains that they have a copy.

Term of Office

ELAC members elect officers annually.

DELAC Representatives (up to 2, plus alternates)

1. Attend all district level DELAC meetings.
2. Give a report to DELAC on the school's needs.
3. Give a report to ELAC on the meetings attended.
4. More representatives may be appointed, but only 2 votes will be allowed. Discuss among representatives to decide on the school vote.
5. DELAC membership is a two year term

Article V. Decision-Making Process

Decisions are made by consensus. Consensus is defined as "a decision everyone present can live with." If no consensus is possible, the team will use the secret ballot.

If a ballot is used, the required total for passage will be two-thirds vote for those voting. If there is no two-thirds majority, the proposal will be tabled for discussion until the next meeting.

Article VI. Communication Process

Seventy-two hours prior to the meeting, the agenda will be posted in the front office, school website, Parent Square Email, and home mail. The agenda minutes from the previous meeting will also be posted.

Article VII. Meeting and Operating Rule

Regularly scheduled meetings will be held at least five times during the school year.

Absences: Each member is expected to attend all meetings. More than two absences per year may result in removal from the ELAC.

Operating Rules: Meetings will be operated in accordance with Modified Roberts' Rules of Order.

Minutes of Meetings:

Minutes are taken by the ELAC secretary who is elected by the parents of EL students.

Pending minutes of the meeting will be distributed at the next ELAC meeting for approval.

Voting:

Only elected representatives may vote on issues. Alternates & other interested parents may attend and participate in discussion, but may not vote.

Article VIII: Evaluation of ELAC

Annually, an ELAC survey will be conducted.

Article IX: Amendment of Bylaws

Amendments to the bylaws will be reviewed and approved before the 3rd meeting of the school year.

Amendments can be proposed at other times during the school year. Amendments to the document need consensus or a two-thirds majority vote of the ELAC to be enacted.

Legal References

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



ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

ELAC MEETING AGENDA # 1

SEPTEMBER 12, 2024



Advisory Groups

- **English Learner's Advisory Committee - ELAC**

Decision Making - Voting Groups

- **School Site Council - SSC**

Advisory Groups at the District Level

- **District English Learner's Advisory Committee (DELAC):** site representatives elected by ELAC
- **District Advisory Committee (DAC):** site representatives elected by SSC
- **District Dual Immersion Parent Advisory Committee (DDIPAC):**
Members from dual immersion sites

RATIONALE FOR ESTABLISHING THE ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)



- **Each California public school K-12, with 21 or more English learner students must form an English Learner Advisory Committee (ELAC)**
- **The purpose of an ELAC is to be a voice for English learner students and ensure that their needs are addressed for them to be academically successful**
- **The percentage of parents of English learner students on the committee must be at least the same as that of English learner students at the school**
- **Parents/guardians of English learner students shall elect the parent members on the ELAC**

ELAC RESPONSIBILITIES/REQUIREMENTS

ELAC shall meet at least five times during the school year to discuss and advise the principal and school staff on the following:

- Advise the principal & school staff in the development of a site plan for ELs and submit the plan to the School Site Council (SSC) for consideration for inclusion in the School Plan for Student Achievement (SPSA) (Including the EL Goal in SPSA)
- Assist with the development of the schoolwide needs assessment
- Assist with the school's efforts to make parents aware of the importance of regular school attendance
- ELECT a representative to the District English Learner Advisory Committee (DELAC)



GREENE ACT REQUIREMENTS

All ELAC meetings must be open to the public and allow for public input.

1. Meeting notices and agenda must be posted at least 72 hours in advance through **Parent Square, School Website and Front Office**
2. Notice and agenda must include date, time, and location of the meeting and the items to be discussed or acted upon.
3. Action cannot be taken on items not posted on an agenda, unless a unanimous vote finds a need for immediate action.
4. The public must be provided access to all materials discussed.



Meeting Procedures- Rules of Order & Parliamentary Procedure

- **Robert's Rules of Order or other agreements of how to conduct business**
- **Code of Ethics – agreements about how members behave**
- **Interaction Agreements**
 - Comments or Questions Related to Agenda
 - Comments or Questions Not Related to Agenda

ELAC RECOMMENDATION FORM

- At each ELAC meeting the *ELAC Recommendation Form* will be completed by the committee and shared with SSC and/or Administrator, to discuss.

The following are some of the topics that will be discussed during ELAC meetings for the 2024-2025 school year:

- ELPAC- purpose and data from spring 2024
- Reclassification
- Importance of Attendance
- Needs Assessment (based on data that will be shared)
- Plan for English learner students based on Needs Assessment

From the above items, what are some things you would like training on in order to fulfill your ELAC responsibilities?

SCHOOL/ ESCUELA _____	
	
ELAC RECOMMENDATION FORM FORMULARIO PARA RECOMENDACION DE ELAC	
To/ Para: SSC /Principal	
Meeting/ Reunión #: _____	
ELAC Meeting Date /Fecha de la reunión de ELAC: _____	
Agenda Item/ Punto en la Agenda: _____	
ELAC Recommendation(s)/ Question(s)/ Recomendación(es)/Pregunta(s) de ELAC: _____ _____ _____	
ELAC Justification/ Justificación de ELAC: _____ _____	
ELAC Chairperson or Principal/Admin. Designee: _____ (Signature/Firma) Presidente/a de ELAC o Director/a/ administrador designado	
*Minutes from SSC must show the ELAC's recommendation and/or question and the response from SSC. *Las minutas de SSC deben mostrar la recomendación discutida por ELAC y la respuesta de SSC a la recomendación de ELAC.	
ELAC Recommendation Form	Rev. 8/23



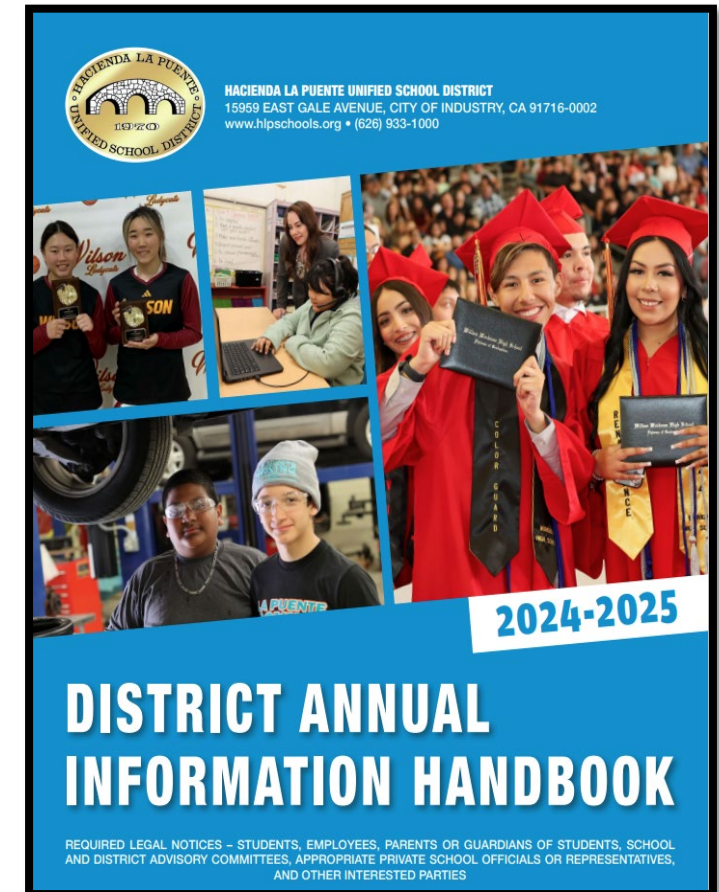
Uniform Complaint Procedures

- The Uniform Complaint Procedures (UCP) apply to the filing, investigation and resolution of complaints regarding alleged failure to comply with federal or state law or regulations governing certain educational programs.
- Examples of educational programs and services covered by the UCP:
 - Career Technical Education
 - Consolidated Programs (Title I-Title IV)
 - Every Student Succeeds Act
 - Local Control & Accountability Plan (LCAP)
 - Migrant Education
 - Discrimination, harassment, intimidation, or bullying against any protected group

FILING A UCP

Process to file a complaint :

- Read the *District Annual Information Handbook* notice of UCP on pages 9-10.
- Follow the steps of the District UCP complaint procedures.
- File the complaint in writing with the District's complaint officer.



WILLIAMS COMPLAINTS NOTICE

- A Williams Complaint is another type of UCP complaint regarding the following:
 - Sufficient textbooks and instructional materials
 - School facilities (must be clean, safe, and maintained in good repair)
 - Teacher vacancy or misassignment
- A Williams Complaint form may be obtained at the school office, district office, or downloaded from the district's website
- Notice to Parents, Guardians, Pupils, and Teachers is posted on pg. 10 of the *District Annual Information Handbook* and also posted in each classroom



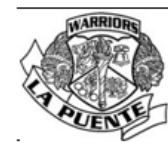
ELAC ELECTION PROCESS

- **Parents of English learner students shall elect the parent members on the ELAC**
- **ELAC must hold elections**
 - => All parents of English learner students are notified and given an opportunity to vote**
- **DELAC – Two DELAC Representatives**



2024 -2025 ELAC BYLAWS

- Review, Discuss and Update
- Vote to Approve



La Puente High School ELAC 2022-23

BYLAWS FOR THE ENGLISH LEARNER ADVISORY COMMITTEE

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- Ways to make parents aware of the importance of regular school attendance.
- Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC). Districts with 31 or more ELACs may use a system of proportional or regional representation.



THANK YOU FOR ATTENDING!

**Our Next Meeting will be on
Thursday, October 10 at 9 am**

