

Educational Services

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English Learner Advisory Committee Handbook

Introduction

The English Learner Advisory Committee Handbook was developed for administrators, teachers, and parents of English Learner students. Without the support of the parents of English learner students within the Palm Springs Unified School District, we would not be as successful as we have been. The purpose of this manual is to give all sites and families a foundation of information regarding English Learner procedures and programs in Palm Springs Unified as defined by the State of California's education code. This handbook could not be possible without the support and resources from Moreno Valley Unified, San Francisco Unified, Corona-Norco Unified, East Side High School District, the California Institute for School Improvement, and the California Department of Education.

Table of Contents

Topic	Page
English Learner Advisory Committee State Requirements	2
Establishing an English Learner Advisory Committee	4
Timelines for ELAC for the 2023-2024 Year	6
Sample Notice Home	7
Example Agenda Meeting 1	8
Official ELAC Ballot	10
ELAC Roles and Responsibilities	11
English Learner Advisory Committee Elected Officials	13
ELAC Structure Form Agreement	14
District-level English Learner Advisory Committee Dates	16
Example Agenda Meeting 2	17
Example Agenda Meeting 3	18
Example Agenda Meeting 4	19
Example Agenda Meeting 5	20
Minutes Template	21
Sign-In Sheet Example	22
Frequently Asked Questions	23
Glossary	25
Abbreviations	29

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English Learner Advisory Committee

A committee composed of parents, staff, and community members specifically designated to advise school officials on English Learner program services including a site plan for English learners.

Requirement

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

Responsibilities

1. Assist in the development of the schoolwide needs assessment
2. Inform and develop ways to make parents aware of the importance of regular school attendance.
3. Advise the principal and staff in the development of a site plan for ELs and submit the plan to the school site council for consideration for inclusion in the School Plan for Student Achievement (SPSA).

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.
3. 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.

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 District English Learner Advisory Committee (DELAC).
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 in carrying out his or her legally required advisory responsibilities.](#)

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2. Training planned in full consultation with ELAC members.

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)

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Establishing an English Learner Advisory Committee

The law states that “parents or guardians of English learners shall elect the parent members of the school advisory committee (or subcommittee, if appropriate). Parents shall be provided the opportunity to vote in the election.” The law does allow for other school level advisory committees to serve in the capacity of an English Learner Advisory Committee. However, the required ELAC committee must **first** be constituted, explained their roles and responsibilities, and given the opportunity to decide (vote) on whether to remain as an independent committee, or delegate their tasks to another committee, such as a school site council. Any decision to delegate their tasks to the school site council is valid for **only** two years.

Steps in Developing Site ELACs	Party Responsible
Determine the minimum percentage of English learner parents that MUST be on the committee (#of ELs/Total #of Students).	Site principal or designee
Notify all parents in the school of the committee and set a time for nominations/elections of parents to serve on the committee at least 72 hours* in advance.	Site principal or designee
Create a ballot with all of the parents' names that want to be on the committee..	Site principal or designee
Provide an opportunity for English learner parents to vote for the committee. <i>Only English learner parents may vote.</i>	Site principal or designee
Tally the votes in the open. Record the vote counts on the official election tally sheet.	Site principal or designee
At the conclusion of the election, set the time for the next ELAC meeting.	Site principal or designee with input from the ELAC officers
At the first official ELAC meeting, train the officers and members on their roles and responsibilities with the materials provided by the English Learner Programs Department.	Site principal or designee
Advise the committee of their options:	Site principal or designee and ELAC votes for either option
Remain a stand-alone ELAC committee	Delegate its duties to the school site council
1. ELAC as a stand-alone committee elects a DELAC representative and DELAC alternate member.	1. School site council elects a DELAC representative and DELAC alternate member.

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2. ELAC meets at least 4 times a year. 3. ELAC assumes its roles and responsibilities as set by the state.	2. SSC meets over the course of the year and includes a section on each SSC agenda for DELAC updates. 3. SSC assumes the ELAC's roles and responsibilities as set by the state for two years.
ELAC reconvenes at the next meeting, adhering to the required and suggested topics to cover, with each meeting scheduled AFTER the District-level English Learner Advisory Committee.	Site principal or designee in conjunction with the ELAC members

**Per the Brown Act, all regular public meeting notices must be posted in a public area 72 hours in advance of the meeting.*

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Timelines for ELAC the Year

Beginning of Year (By October)

Prepare notifications for parents to become informed about ELAC.*	Set up facilities requests, child care personnel, and purchase orders for snacks/beverages for the initial meeting.	Gather nominations for the ELAC committee members. Have parents of ELs vote on the committee members.	Set calendar dates with ELAC members so that meeting dates fall <i>after</i> DELAC dates. ELAC meeting dates, officers, ballots, sign-in sheet and DELAC representative name due by October 11
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**Per the Brown Act, all regular public meeting notices must be posted in a public area 72 hours in advance of the meeting.*

For Each Meeting During the Year (4 Minimum)

Prepare notifications for ELAC meetings posted and sent home no later than 72 hours* before the meeting.	Prepare agenda on required topics, translate minutes, sign in sheet, and prepare handouts.	Schedule guest speakers; arrange facilities, snacks, and childcare.	Place a sign in sheet with a copy of the agenda, handouts, and minutes in ELAC binder and upload to the DTS Vault.
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**Per the Brown Act, all regular public meeting notices must be posted in a public area 72 hours in advance of the meeting.*

End of Year (By June)

Prepare end of year certificates for parents' participation in ELAC	Make sure all federally required documents have been uploaded to the DTS Vault for FPM review.
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Sample Notice Home

English Learner Advisory Committee (ELAC) Meeting Notice Palm Springs Unified School District

TO: Parents/Guardians

FROM:

DATE:

RE: ENGLISH LEARNER ADVISORY COMMITTEE MEETING

You are cordially invited to _____ school's English Learner Advisory Committee Meeting as indicated below. Your participation and input are extremely valuable.

DATE:

TIME:

PLACE:

Comité Consejero Escolar para Alumnos Que Están Aprendiendo Inglés
Aviso de la Reunión de ELAC
Palm Springs Unified School District

PARA: Padres/Tutores

DE:

FECHA:

RE: REUNIÓN DEL COMITÉ ASESOR DE PADRES DE ALUMNOS APRENDICES DEL INGLÉS

Usted está cordialmente invitado(a) a la reunión del Comité Asesor de Padres de Alumnos Aprendices de Inglés de la escuela _____. Su participación e ideas son muy valiosas.

FECHA:

HORA:

LUGAR:

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Example Agenda Meeting 1

English Learner Advisory Committee (ELAC) Agenda
Comité Consejero Escolar para Alumnos Que Están Aprendiendo Inglés
Palm Springs Unified School District

Site:

Date:

1. Opening
2. Approval of Agenda and Minutes
3. Old Business
4. New Business
 - a. Rationale for Establishing ELAC (English Language Advisory Committee)
 - i. Parent Groups: Roles & Responsibilities
 - b. [Uniform Complaint Procedures](#)
 - i. [PSUSD UCP resources](#)
 - c. Training: [Overview of The Responsibilities of ELAC](#)
 - i. Advising the principal and staff in the development of a site plan for ELs and submit a plan to school site council for consideration in the School Plan for Student Achievement
 - ii. Conduct the School Needs Assessment study
 - iii. Participate in finding ways to assist parents in becoming aware of the importance of regular school attendance
 - d. ELAC Elections
 - i. Elect ELAC Members
 - ii. DELAC representative (one official representative and alternates)
 1. Remember all voting is done by the parents of English Learners. The vote is to vote for members, not officers.
 - e. Discuss future ELAC Meeting dates and set times
 - i. Suggested dates:
 - 1.
 - 2.
 - 3.
 - 4.
 - f. Review projected budget and ELL programs provided
 - i. Get advice from the members on priorities for English Learners
 - g. Report to/from SSC
 - h. DELAC report
5. Public Comments

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6. Closing
 - a. Our next meeting will be: _____

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Official ELAC Ballot/Boleta Oficial de ELAC Palm Springs Unified School District

School / Escuela: _____

ELAC Members / Miembros de ELAC

Please vote for as many members as you want. <i>Por favor vote por todos los miembros que desee.</i>
ELAC Members / Miembros de ELAC

Official DELAC Representative Ballot / Boleta Oficial del Representante de DELAC Palm Springs Unified School District

School / Escuela: _____

DELAC Representative/Representante de DELAC

Please vote for only one nominee per office. <i>Por favor vote por un solo candidato para cada puesto.</i>
DELAC Representative / Representante de DELAC:

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ELAC Member Roles and Responsibilities

DELAC Representative

The DELAC Representative (or alternate) will attend the District-level English Advisory Committee meetings to represent their school site at the district level meetings. The DELAC coordinates community resources in a concerted effort to address the academic needs of all English learner students. The committee evaluates the consolidated application programs and reviews information relative to the objectives of the programs to English learner parents and the school community. DELAC provides a communication forum to share interests, experiences, knowledge and concerns with each other as well as a forum to receive current information regarding programs, new initiatives, and other current issues of importance to the education of English learner students. It is intended that the DELAC representative take the information discussed and reports provided back to each site and share at the respective ELAC meetings.

ELAC Responsibilities

- Assist in the development of the schoolwide needs assessment
- Inform and develop ways to make parents aware of the importance of regular school attendance.
- Advise the principal and staff in the development of a site plan for ELs and submit the plan to the school site council for consideration for inclusion in the School Plan for Student Achievement (SPSA).

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2024-25 Official Elected ELAC Member Log

School Site: _____

List the names of your elected ELAC members and information regarding their students in the table below. Each ELAC member listed below must be elected by parents of ELs. The percentage of EL parents on this committee must at least constitute the same percentage of ELs at the site. (*California Education Code [EC] sections 52176[b], 62002.5; Title 5, California Code of Regulations [5 CCR] Section 11308*)

Elected Member Name	Email address	Phone Number	Student Name (if applicable)	Student EL Level (if applicable)
				NA ▾
				NA ▾
				NA ▾
				NA ▾
				NA ▾
				NA ▾

Each school site has the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC). Please identify which members of your ELAC have been elected to serve as DELAC representative and DELAC representative alternates. (*5 CCR Section 11308[b]*)

Name	Email address	Phone Number	Role
			DELAC Representative
			Alternate Representative
			Alternate Representative

Meeting Dates

Meeting Date	Meeting Time	Location
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2024-25 ELAC Structure Form Agreement

School Site: _____

ELAC election date: _____

ELAC elected Structure:

- ☐ Stand Alone ELAC
☐ ELAC Merged with SSC

If operating a Stand Alone ELAC, skip all prompts below and sign on page 2.

If operating ELAC Merged with SSC, please respond to all of the following prompts:

*Note: In order for ELAC to merge with SSC, SSC must meet the proportional percentage criteria: "Parents of EL students constitute at least the same percentage of the committee membership as their children represent of the student body."

(EC Section 52176[b]; 5 CCR Section 11308[d])

SSC election date: _____

List names of elected SSC parent/community members:

Elected Member Name	Student Name (if applicable)	Student EL Level (if applicable)
		NA ▾
		NA ▾
		NA ▾
		NA ▾
		NA ▾

Please affirm the following statements by initialing:

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- I affirm that the parents of EL students serving on SSC constitute the same percentage of the committee membership as their children represent the student body _____
- I affirm SSC will be responsible for including English Learner concerns while assisting in the development of the schoolwide needs assessment _____
- I affirm SSC will discuss ways to make parents aware of the importance of regular school attendance with a special emphasis on English Learners _____
- I affirm SSC will advise the principal in the development of the site plan for EL students and submit suggestions for consideration for inclusion in the SPSA _____
- I affirm EL parents will have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC) and include DELAC reports in their SSC agenda _____

Signature

Administrator Print Name

Administrator Signature

Date

District Office Review:

- ☐ Approved
☐ Needs Revision

Reviewer Print Name

Reviewer Signature

date of review

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District English Learner Advisory Committee (DELAC)/ Comité Asesor de Padres a Nivel de Distrito (DELAC) 2024-2025 Meeting Dates / Fechas de reuniones 2024-2025

Goal: Provide parents an opportunity to get information about being involved in ELAC, DELAC, SSC.

Objetivo: Brindar a los padres la oportunidad de informarse sobre cómo participar en ELAC, DELAC, SSC.

October 24 2024 24 de octubre, 2024 6:00 pm - 8:00 pm Zoom/Service Center - Centro de servicios A&B	November 14, 2024 14 de noviembre, 2024 6:00 pm - 8:00 pm Zoom/Service Center - Centro de servicios A&B	December 19, 2024 19 de diciembre, 2024 6:00 pm - 8:00 pm Zoom/Service Center - Centro de servicios A&B	January 30 2025 30 de enero, 2025 6:00 pm - 8:00 pm Zoom/Service Center - Centro de servicios A&B
Introductions/ Introducciones DELAC training / Entrenamiento de DELAC (5 CCR § 11308[d]) Nominations for 2024-2025 DELAC officers / Nominaciones para oficiales de DELAC 2024-2025 Establishment of district program, goals, and objectives for programs and services for ELs / Establecimiento de programas, metas y objetivos del distrito para programas y servicios para estudiantes Aprendices de Inglés (5 CCR § 11308[c][3]) Attendance Discussion / Hablar sobre asistencia	State of the District Presentation / Presentación acerca del Estado del Distrito Elections for 2024-2025 DELAC officers / Elecciones para oficiales de DELAC 2024-2025	Review and comment on the written notifications required to be sent to parents and guardians / Revisar y comentar sobre la notificación escrita que se debe enviar a los padres y guardianes (5 CCR § 11308[c][7]) State Testing Results/ Resultados de las pruebas estatales Summative ELPAC Discussion / Hablar sobre el ELPAC sumativo Review and comment on the local educational agency's reclassification procedures/ Revisar y comentar sobre los procedimientos de reclasificación de las agencias educativas locales (5 CCR § 11308[c][6]) SPSA Plans/Budgets/ Planes/ Presupuestos	LCAP information overview Conduct a district-wide needs assessment on a school-by-school basis / Llevar a cabo una evaluación de necesidades en todo el distrito escuela por escuela (5 CCR § 11308[c][2])
February 27, 2025 27 de febrero, 2025 6:00 pm - 8:00 pm Zoom/Service Center Centro de servicios A&B	March 27, 2025 27 de marzo, 2025 6:00 pm - 8:00 pm Zoom/Service Center - Centro de servicios A&B		
			May 15, 2025 15 de mayo, 2025 6:00 pm - 8:00 pm Zoom/Service Center - Centro de servicios A&B

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Reclassification Data / Datos de reclasificación Progress Monitoring of English Learners/Monitoreo de progreso para aprendices de inglés	LCAP Presentation Presentación del LCAP	Review EL Master Plan Revisar el Plan Maestro EL Celebration Celebración
---	--	---

Example Agenda Meeting 2

English Learner Advisory Committee (ELAC) Agenda
Comité Consejero Escolar de Estudiantes Aprendices de Inglés
Palm Springs Unified School District

Site:

Date:

1. Opening
2. Approval of Agenda and Minutes
3. Old Business
4. New Business
 - a. Focus on Legal Points/Elements of ELAC
 - b. Review School Plan for Student Achievement for English Language Learners for the school site
 - i. SPSA review
 - c. Review the school instructional program for ELL students
 - i. Elementary
 - ii. Secondary
 - d. Parent Advice on English Language Learners
 - e. Review/discuss projected budget and provide advice on priorities
 - f. Report to/from SSC
 - g. DELAC Report
5. Public Comments
6. Closing
 - a. Our next meeting will be: _____

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Example Agenda Meeting 3

English Learner Advisory Committee (ELAC) Agenda
Comité Consejero Escolar para Estudiantes Aprendices de Inglés
Palm Springs Unified School District

Site:

Date:

1. Opening
2. Approval of Agenda and Minutes
3. Old Business
4. New Business
 - a. Participate in finding ways to assist parents in becoming aware of the importance of regular school attendance and discuss the effects of absences on ADA.
 - b. Training: Importance of good attendance
 - i. How to report absences
 - ii. Effect on student learning
 - iii. Videos:
 1. [English Video](#)
 2. [Spanish Video](#)
 - c. Discussion: What are problems parents have with school absence procedures?
 - i. Loss of school funding (excused and unexcused absences)
 - d. Parent advice on how to improve attendance
 - i. <http://www.cde.ca.gov/ls/ai/cw/attendstrategy.asp>
 - e. Review/discuss projected budget and provide advice on priorities
 - f. Report to/from SSC
 - g. DELAC Report
5. Public Comments
6. Closing
 - a. Our next meeting will be: _____

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Example Agenda Meeting 4

English Learner Advisory Committee (ELAC) Agenda
Comité Consejero Escolar para Estudiantes Aprendices de Inglés
Palm Springs Unified School District

Site:

Date:

1. Opening
2. Approval of Agenda and Minutes
3. Old Business
4. New Business
 - a. Discuss the development and implementation of the school needs assessment study to discover the overall understanding that parents have of the instructional program for English Language Learners.
 - b. Training: The School Needs Assessment of Instructional Programs for ELLs
 - i. Purpose
 - ii. Procedures
 - iii. Results
 - iv. Parent Advice
 - c. Review/discuss projected budget and provide advice on priorities
 - d. Report to/from SSC
 - e. DELAC Report
5. Public Comments
6. Closing
 - a. Our next meeting will be: _____

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Example Agenda Meeting 5

English Learner Advisory Committee (ELAC) Agenda
Comité Consejero Escolar para Estudiantes Aprendices de Inglés
Palm Springs Unified School District

Site:

Date:

1. Opening
2. Approval of Agenda and Minutes
3. Old Business
4. New Business
 - a. Review the Dashboard Data for the school
 - i. CA Census: <http://www.cde.ca.gov/ds/sd/cb/cefelfacts.asp>
 - ii. School Census:
<http://dq.cde.ca.gov/dataquest/page2.asp?level=School&subject=LC&submit1=Submit>
 - iii. Parent Advice
 - b. Perform ELAC annual evaluation
 - c. Review the roles and responsibilities of ELAC:
 - i. Review the school's needs assessment.
 - ii. Discuss the school's annual language census
 - iii. Inform ELAC on ways to make parents aware of the importance of regular school attendance.
 - d. Focus on developing goals for next year
 - e. Report to/from SSC
 - f. DELAC Report
5. Public Comments
6. Closing
 - a. Our next meeting will be: _____

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Minutes Template

English Learner Advisory Committee (ELAC) Minutes
Comité Consejero Escolar para Estudiantes Aprendices de Inglés
Palm Springs Unified School District

Site:

Date:

1. Opening
 - a. _____, President, called the meeting to order at _____ (time).
 - b. Officers, faculty present and members of the audience introduced themselves after the Pledge of Allegiance.
2. Approval of Agenda and Minutes
 - a. Members reviewed minutes from the previous meeting. Motion was made by _____ to approve the minutes as presented or as amended. The motion was seconded by _____.
 - b. The members voted to [approve | not approve] the minutes. The minutes were approved by the majority as written (or as amended).
3. Old Business
Old business that was not previously discussed (Brief narrative on agenda items).
4. New Business
New business that was discussed (Brief narrative on agenda items).
7. Public Comments
List names of those who made public comments
8. Closing
 - a. The motion was made to adjourn the meeting by _____. It was moved to adjourn the meeting at ____:____.

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Sign-In Sheet Example

English Learner Advisory Committee (ELAC) Sign In
Comité Consejero Escolar para Estudiantes Aprendices de Inglés
Palm Springs Unified School District

Site:

Date:

Parent Name	Parent Signature	Student Name	EL level
			NA ▾
			NA ▾
			NA ▾
			NA ▾
			NA ▾
			NA ▾
			NA ▾
			NA ▾
			NA ▾
			NA ▾

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			NA ▾

Frequently Asked Questions

Which schools are required to have an elected English Learner Advisory Committee?

Each school with 21 or more students of Limited English Proficiency (LEP) in attendance, regardless of language, must form a functioning English Learner Advisory Committee (ELAC).

What is the role of the ELAC?

The role of the ELAC is to advise the principal and School Site Council on programs and services for English learners. The ELAC acts in an advisory capacity. It is not a decision making body, but it is the voice of the English learner community. Specifically the ELAC:

- Advises on the development of services for English learners in the Single Plan for Student Achievement (SPSA).
- Assists in the development of the school's needs assessment and efforts to make parents aware of the importance of regular school attendance.
- Has representation on the District English Learner Advisory Committee (DELAC).

What is the composition of the ELAC?

The ELAC membership must include parents of English learners (ELs), but may also include other duly elected family & community members. The percentage of parents who are elected must be at least equal to the percentage of English learners at the school site. For example, if 50% of the students at a given site are English learners, at least 50% of the membership of the ELAC must be parents of ELs. The remaining 50% of the committee members can be the principal, community members, teachers of participating students, instructional aides, parent liaisons, other parents and staff.

How are members elected to the ELAC?

Only parents of English learners may vote for members of the ELAC. All parents of ELs must receive ballots.

When should ELAC elections take place? What is the term of office?

ELAC elections take place every year unless your site ELAC Bylaws state otherwise. ELAC elections must be completed in the fall at the same time as School Site Council elections. If there are vacancies, schools may conduct elections at any time, or refer to the ELAC by-laws as to how to fill the vacancies.

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Can elections be organized so that ELAC members' terms of office are staggered?

Yes, this would provide for continuity and schools are encouraged to do this. As new members are elected to the committee, "experienced" members would serve as models. The committee could continue its important work without the interruption of beginning anew every two years.

Must we elect an ELAC if there are parents of English Learners on the School Site Council?

Yes, you must have an ELAC. State law requires this committee unless they relinquish their responsibilities according to State law. (See next question.)

Can the ELAC delegate their responsibilities to the SSC?

After the ELAC has been trained on their responsibilities as a committee, it may relinquish their responsibilities of all tasks required, to the SSC for **up to two years** (EC 52870). In order to relinquish their responsibilities to the SSC, the members of the ELAC would have to vote to do so. Once this action is taken, then accepted and recorded in the minutes by the SSC. The SSC functions as the ELAC for all purposes required by law or regulations.

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GLOSSARY/GLOSARIO

CURRICULUM	
High School Graduation Requirements	Requisitos para la Graduación de la Secundaria
Framework	Esquema Conceptual
Physical Education	Educación Física
Science Curriculum	Currículo Ciencias
Social Studies	Ciencias Sociales
Visual and Performing Arts Program	Programa de Artes Visuales e Interpretativas
DISTRICT PROGRAMS	
Advanced Placement/International Baccalaureate	Asignación Avanzada/Bachillerato Internacional
Dual Immersion	Doble immersion
English Learners	Alumnos Aprendices de Inglés
Program Options	Opciones de Programas
Extended Learning Opportunities	Oportunidades de Aprendizaje de Día Prolongado
Professional Development	Desarrollo Profesional
POLICIES AND PROCEDURES	
Emergency Response	Respuesta a las Emergencias
Offenses Leading to Suspension or Expulsion	Ofensas que Conducen a la Suspensión o Expulsión
High School Graduation Requirements	Requisitos para la Graduación de la Escuela Secundaria
Immunization Requirements	Requisitos de Vacunas

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Zero Tolerance Policy	Póliza de Intolerancia
RESOURCES	
Admission Requirements for Public Universities in CA	Requisitos de Admisión Universitaria en CA
Options After High School Graduation	Opciones después de la Graduación de la Escuela Secundaria
Community Liaisons	Agentes de Enlace de la Comunidad
OTHER COMMON TERMS	
Reclassification	Reclasificación
Referral	Solicitud de Intervención (a una autoridad superior o especializada)
Summer School	Escuela de Verano
Voice Mail	Correo de Voz Electrónica
Waiver	Solicitud de Excepción
SPECIAL EDUCATION	
APE - Adaptive Physical Education	Educación Física Modificada
ED - Emotional Disturbance	Trastornos Emocionales
IDEA - Individuals with Disabilities Education Act	Decreto Individuos Discapacitados en la Educación
ILS - Integrated Life Skills	Destrezas Integradas para la Vida Diaria
LASI-Language and Speech Impaired	Deficiente en el Lenguaje y Habla
MH/HP - Medically Homebound/Hospital Program	Programa de Confinamiento en el Hogar u Hospital por Orden Médica

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OT/FT - Occupational Therapy/Physical Therapy	Terapia Ocupacional/Terapia Física
PH - Physical and Health Disabilities Program	Programa de Trastornos Físicos y de Salud
SLP - Speech and Language Pathologist	Patólogo Especialista en Habla y Lenguaje
VI – Visual Impairment Program	Programa para Discapacitados Visuales
TESTING AND STUDENT PERFORMANCE	
ACT - American College Test	Prueba de Universidades Americanas
APT - Advanced Placement Test	Prueba de Asignación Avanzada
Benchmark	Punto de Referencia
CAPA - California Alternate Performance Assessment	Evaluación Alterna de Desempeño de California
CAASPP- California Assessment of Student Performance and Progress (SBAC)	CAASPP - Evaluación de California del Desempeño y Progreso de los estudiantes (SBAC)
DIBELS- Dynamic Indicators of Basic Early Literacy Skills	DIBELS - Indicadores dinámicos de habilidades básicas de alfabetización temprana
District Accountability Framework	Esquema Conceptual de Rendición de Cuentas del Distrito
ELPAC- English Language Proficiency Assessments for California	ELPAC - Evaluaciones de dominio del idioma inglés para California
IAB- Interim Assessment Blocks	IAB - Bloques de evaluación provisional
IBT - International Baccalaureate Test	Prueba de Bachillerato Internacional
PSAT - Preliminary Scholastic Assessment Test	Prueba de Determinación Académica Preliminar
SAT I - Scholastic Assessment Test I	Prueba de Determinación Académica I

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Abbreviations

ADA	Average Daily Attendance	Promedio de Asistencia Diaria
AP	Assistant Principal	Subdirector/a
ARLTEL	At-risk of Becoming a Long-Term English Learner	En riesgo de convertirse en un aprendiz de inglés a largo plazo
ASL	American Sign Language	Lengua de signos estadounidense
ALT	Alternate Course of Study	Curso de Estudio Alternativo
AVID	Advancement Via Individual Determination	Superación por Iniciativa Personal
BCLAD	Bilingual Crosscultural Language Academic Development	Desarrollo Lingüístico Académico Bilingüe Transcultural
BICS	Basic Interpersonal Communication Skills	Capacidad Básica de Comunicación Interpersonal
CABE	California Association of Bilingual Educators	Asociación de Educadores Bilingües de California
CAASPP	California Assessment of Student Performance and Progress (SBAC)	Evaluación de California del Desempeño y progreso de los estudiantes (SBAC)
CALP	Cognitive Academic Language Proficiency	Desarrollo de Lenguaje Académico
CBEST	California Basic Education Skills Test	Prueba de California para evaluar los conocimientos básicos
CBET	Community Based English Tutoring	Enseñanza Individualizada del Inglés con Instructores Comunitarios
CCTC	California Commission on Teacher Credentialing	Comisión de Acreditación de Maestros de California

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CDE	California Department of Education	Departamento de Educación del Estado de California
CLAD	Cross-Cultural Language Academic Development	Desarrollo lingüístico académico y transcultural
ConApp	Consolidated Application	Solicitud consolidada
DELAC	District English Language Advisory Committee	Comité Asesor de Padres de Alumnos Aprendices de Inglés del Distrito
DH	Developmentally Handicapped	Personas con deficiencias en el desarrollo
DI	Dual Immersion	Personas con deficiencias en el desarrollo
ECE	Early Childhood Education	Educativos para la Primera Infancia
EIA	Economic Impact Aide	Ayuda de Impacto Económico
EL	English Learner	Alumno Aprendiz de Inglés
ELA	English-Language arts	Lengua y Literatura en Inglés
ELAC	English Learner Advisory Committee	Comité Asesor de Padres de Alumnos Aprendices del Inglés
ELD	English Language Development	Desarrollo del Idioma Inglés
ELL	English Language Learner	Alumnos Aprendices del Idioma Inglés
ELPAC	English Language Proficiency Assessments for California	Evaluación de dominio del idioma inglés para California
EOP	Educational Opportunity Program	Programa de Oportunidades Educativas
ESL	English as a Second Language	Inglés como Segunda Lengua
FPM	Federal Program Monitoring	Monitoreo del Programa Federal
GATE	Gifted and Talented Education	Educación de Estudiantes Dotados y Talentosos

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GED	Graduate Equivalence Diploma	Diploma de Equivalencia de Graduación de la Escuela Secundaria
GPA	Grade-point average	Promedio de calificaciones
HLS	Home Language Survey	Encuesta del Idioma en el Hogar
IEP	Individualized Education Program	Programa Educativo Individualizado
I-FEP	Initially Fluent-English Proficient	Inicialmente designado como estudiante que domina inglés
IPT	IDEA Proficiency Test	Prueba de Habilidad IDEA
IQ	Intelligence quotient	Coeficiente intelectual
LAS	Language Assessment Scale for Spanish Test	Prueba de Evaluación de Escala para el Lenguaje Español
LEA	Local Education Agency	Agencia Local de Educación/Distrito
LTEL	Long Term English Learner	Aprendices de Inglés de Largo Plazo
MOU	Memorandum of Understanding	Memorándum de Entendimiento, acuerdo
NABE	National Association of Bilingual Educators	Asociación Nacional de Educadores Bilingües
OCR	Office of Civil Rights	Oficina para los Derechos Civiles
PEP	Parents Empowering Parents	Padres Inspirando a Otros Padres
PIQE	Parent Institute for Quality Education	Instituto de Padres para una Educación de Calidad
PRICE	Positively Responsible Influences Consequences Encouragement	Influencias, Consecuencias y Estímulos Positivos y Responsables
PTA	Parent Teacher Association	Asociación de Padres y Maestros
PTSA	Parent Teacher/Student Association	Asociación de Padres, Maestros y Estudiantes

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R-FEP	Reclassified-Fluent-English Proficient	Reclasificado como un estudiante que domina el inglés
SBAC	Smarter Balanced Assessment Consortium (test)	Examen de Smarter Balanced
SARC	School Accountability Report Card	Informe de Rendición Escolar
SBE	State Board of Education	Mesa Directiva Estatal de Educación

Resources

This publication was adapted to meet the needs of Palm Springs Unified School District from:

- California Department of Education
- California Institute for School Improvement
- Corona-Norco Unified School District
- Moreno Valley Unified School District
- San Francisco Unified School District