English Learner Advisory Committee Handbook

Santa Monica-Malibu Unified School District

EDITION 4

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SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

INTRODUCTION

The English Learner Advisory Committee, ELAC, promotes a meaningful connection with parents of English learner students (EL) at the school site. Every school with 21 or more EL students must have a functioning ELAC.

The purpose of the ELAC is to provide guidance and advice to the principal and staff about the needs of students who are learning English as a second language. In achieving this purpose, the ELAC shall:

1. Assist in the development of the school-wide needs assessment.
2. Assist in ways to make parents aware of the importance of regular school attendance.
3. Advise the principal in the development of a site plan for English Learners. Submit recommendations to the school site council for consideration of inclusion in the Single Plan for Student Achievement (SPSA).
4. Receive training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities.
5. Elect at least one ELAC member to the District English Learner Advisory Committee (DELAC).

The ELAC handbook is a guide to support the implementation of English Learner Advisory Committees (ELACs) in the Santa Monica-Malibu School District.

OUTREACH STRATEGIES

The ELAC committee and the school site will encourage participation in ELAC by publicizing meetings through:

- Site Webpage
- Blackboard Connect
- Flyers
- Weekly Folders/bulletins
- Newsletters
- Mailings/brochures
- Marquees

*ELAC agendas must be posted 72 hours in advanced

** All written material must be translated into a language other than English when the language meets the "15 Percent and Above" Translation Needs. Visit *Dataquest* or contact Educational Services for more information: https://dq.cde.ca.gov/dataquest/lc/DistSchLC.aspx?cYear=2024-25&cSelect=1964980--SANTA+MONICA-MALIBU+UNIFIED

English Learner Parent Engagement Session Topics
(Designed for all Parents of English Learners)

In addition to ELAC, school sites are encouraged to engage the entire English Learner community. Below are potential session topics:

- Review Identification and Assessment of English Learners (EL)
- Overview for Program Options for English Learners (EL)
- English Learners (EL) Program, as it exists at your site
- Reclassification Procedures
- CA Standardized Assessments
- ELPAC (English Language Proficiency Assessment of California)
- LCAP (Local Control Accountability Plan)
- Parent Complaint Procedures
- Other site-specific priorities/programs
- Topics requested by the parents of English Learners (e.g. gathered through a needs assessment)

Use the following suggested timeline in planning ELAC meetings.

August/September	• Receive training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities. • Elect at least one ELAC member to the District English Learner Advisory Committee (DELAC).
October / November	• Assist in the development of the school-wide needs assessment. • Advise the principal in the development of a site plan for English Learners. • Submit recommendations to the school site council for consideration of inclusion in the Single Plan for Student Achievement (SPSA) for the 19-20 school year.
December / January	• Assist in ways to make parents aware of the importance of regular school attendance.
February / March	• Submit recommendations to the school site council for consideration of inclusion in the Single Plan for Student Achievement (SPSA) for the 20-21 school year.

Annual Checklist & Certification

Evidence to be maintained at the school site:	**Evidence to be maintained on website:**
○ ELAC input to the Site Council (SSC minutes demonstrating ELAC input on the development and approval of the SPSA). ○ Meeting sign-in sheets for each site (student names redacted). ○ Rosters that identifies members (EL, RFEP, EO, staff memberetc.) ○ Meeting materials (ballots, presentations, handouts)	○ Annual Meeting calendar ○ Meeting notifications ○ Meeting agendas ○ Meeting minutes

I certify that all the ELAC mandated topics were discussed. Evidence available upon request.

_____	_____	_____
Site Name	Principal Signature	Date

ELAC Election Process

These are suggestions to support the process of electing your ELAC Members and Officers. **Keep in mind that ONLY parents of English Learners can vote.**

Step One:

Call meeting with all Parents of English learners

Send an invitation/meeting announcement to parents of English learners as well as parents with recently reclassified students (within the last four years) with these agenda topics:

- ✓ English Learner (EL) definitions
- ✓ Site English Language Development (ELD) program
- ✓ Purpose of ELAC and membership requirements
- ✓ ELAC Member Nominations

Step Two:

Election of ELAC Members:

- ✓ **Schedule election of ELAC members:**
  a. Place the election on the next meeting agenda. Send notification to all parents of English Learners, and recently reclassified students.
  b. Prepare ballot**.** In SMMUSD, we encourage all parents of ELs to be a part of ELAC and have parents of non-ELs interested in participating. However, **parents of ELs must comprise at least the same percentage of the ELAC membership, as ELs constitute of the school's total population.** Ensure that you have the appropriate number of English Learner parents on the ballot.
  c. Prepare list of site's English learners and reclassified students (within last 4 years) for the election. *Only parents of English Learners can vote*. Provide a ballot to the families on this list.
  d. Collect ballots and tally**.** It is recommended that a staff member and parent count the ballots duringthe meeting.

Step Three:

Election of ELAC Officers:

- ✓ As ELAC member ballots are tallied, discuss the duties and obligations of ELAC officers.
- ✓ Once ELAC members are announced, record the election results in the meeting minutes. Keep the ballots on file.
- ✓ Accept nominations for officers (President, Vice-President, Secretary and DELAC representative(s). ELAC members can self-nominate or nominated by another ELAC member.
- ✓ Place ELAC Officers elections on the next agenda.

Step Four:

- ✓ Hold ELAC Officer Election
- ✓ Conduct ELAC training

Important Reminders:

- ✓ Elections should take place only when on the publicized agenda.
- ✓ Only parents of English Learners may vote for ELAC members.
- ✓ Only ELAC members may vote for ELAC officers.
- ✓ Required Elected Officers are President, Vice-President, Secretary and at least one DELAC representative(s).
- ✓ Record results in the meeting minutes. File ballots in committee's binder.
- ✓ Set training meeting time with newly elected officers.

Planning ELAC Meetings

The successful implementation of ELAC requires teamwork and coordination.
Here suggestions for site teams:

1. Calendar at least four ELAC meetings per year. Take into consideration the best time forfamilies and time when both the site administrator and community liaison can attend.
2. Schedule monthly team planning meetings (site administrator, community liaisonand ELAC President).
3. Schedule ELAC mandated topics (refer to suggested timeline and topics).
4. Survey parents of English Learners to determine other topics of interest/sitespecific topics.
5. Encourage parents of English Learners to attend the meetings.

Site Administrator	Community Liaison	ELAC President
Schedule and facilitate planning meeting.	Support site administrator and ELAC President during the planning session.	Bring potential topics to planning meeting.
Prepare presentations, as scheduled.	Prepare agenda for distribution and posting on web page. Support site administrator in translating presentation materials.	Promote the ELAC meeting with fellow parents of English Learners.
Attend all ELAC meetings.	Provide translation during the meeting as needed.	Preside over the ELAC meetings.
Monitor and prepare annual checklist (e.g. spot-check that agendas/minutes have been posted)	Once the ELAC secretary provides the minutes, translate and send to webmaster to post.	

ELAC Resources

(School Name)
(Date)

Dear Parent,

I am writing to invite you to a special meeting for parents of English Learners. The meeting will be held on _____at_____. During the meeting, we will share information about our site's English Language Development program. Additionally, we will discuss our school's **English Learners Advisory Committee (ELAC).** The purpose of the **ELAC** is to advise the principal, School Site Council and school staff on programs and services for English learners. The ELAC will meet (at least four) times a year.

If you would like to be a member of ELAC, please plan to attend the meeting. If you are unable to attend, please send your name and contact information to the office or to your child's teacher by (__date___) so that your name can be included on the ballot. The election will take place at the meeting. **Parents of English learners will elect the committee.**

Please let us know if you are interested in learning more about this important committee.
For more information please contact (Name of staff person and phone number).

Together we can form a well-functioning English Learners Advisory Committee and support the education of our children.

Thank you!

 

I want to nominate myself to serve on the English Learners Advisory Committee (ELAC)
Yes_____ No _____

Parent name_____Phone_____

Student name_____Student grade _____

OPTIONAL: I am interested in serving on the ELAC committee because_____

_____

ENGLISH LEARNER ADVISORY COMMITTEE-ELAC

COMITÉ ASESOR DE LOS ESTUDIANTES DEL INGLÉS

Ballot/Boleta de Votación
ELAC Members

20___-20__

School_____

Please vote for____#_____of ELAC members.
Por favor vote___#_____de miembros de ELAC.

Member/ Miembro

□_____

□_____

□_____

□_____

□_____

□_____

□_____

□_____

ENGLISH LEARNER ADVISORY COMMITTEE-ELAC

COMITÉ ASESOR DE LOS ESTUDIANTES DEL INGLÉS

Ballot/Boleta de Votación
ELAC OFFICERS/OFICIALES

20___-20__

School_____

Please vote for only one nominee per office.
Por favor vote por un solo candidato para cada puesto.

President/Presidente(a) (Co-President/Co-Presidente)

□_____

□_____

Vice-President/Vicepresidente(a) (Co-President/Co-Presidente)

□_____

□_____

Secretary/Secretaria(o)

□_____

□_____

DELAC Representative/Representante de DELAC:

□_____

□_____

Alternate DELAC Representative/Representante Alterno de DELAC:

□_____

□_____

□_____

Elected ELAC Officer and Member Information

_____
School Year / Año escolar

School/Escuela_____

Principal /Director _____

ELAC Officers /Oficiales de ELAC

Position	Name / Nombre	Phone Number / Número de teléfono	Email	Student's Name & Grade/ Nombre del estudiante y grado	Student is EL or RFEF/ Estudiante es EL o RFEF Yes/No	Date Elected/ Fecha de elección
President/ Presidente						
Vice President (Co-President)						
Secretary /Secretario(a)						
DELAC Representative						
Alternative DELAC Representative						
Member						
Member						
Member						
Member						
Member						
Member						
Member						

English Learner Advisory Committee (ELAC)

School_____
Date:_____
Time: _____

Agenda Sample Template

I. Welcome/Norms

II. Review and approve previous meeting minutes

III. ELAC Mandated Topics

IV. ELAC Discussion/Recommendation(s)

V. DELAC Report

VI. Other Presentation (s)

VII. Public Comments

VIII. Announcements

IX. Closure

***Reminder:** Agenda must be posted on the site ELAC webpage at least 72 hours in advance of the meeting.

ENGLISH LEARNERS ADVISORY COMMITTEE

SAMPLE BYLAWS

ARTICLE I NAME OF COMMITTEE

The name of this committee shall be the (name of school) English Learners Advisory Committee. It may be also referredto as the “ELAC”.

ARTICLE II PURPOSE

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 learning English as a second language. In achieving this purpose, the ELAC shall:

1. Assist in the development of the school-wide needs assessment.
2. Assist in ways to make parents aware of the importance of regular school attendance.
3. Advise the principal in the development of a site plan for English Learners. Submit recommendations to theschool site council for consideration of inclusion in the Single Plan for Student Achievement (SPSA).
4. Receive training materials and training, planned in full consultation with committee members, to assist membersin carrying out their legal responsibilities.
5. Elect one DELAC Representative and up to two DELAC Alternate Representatives to the District English LearnerAdvisory Committee (DELAC).

ARTICLE III MEMBERS

SECTION 1. COMPOSITION OF THE ELAC

A school site with 21 or more English Learners must have a functioning English Learner Advisory Committee (ELAC) comprised of parents from the school site. 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.

SECTION 2. SELECTION OF MEMBERS

Parents or guardians of English Learners must have an opportunity to elect parent members to serve on the ELACcommittee.

SECTION 3. TERM OF OFFICE

All members of the ELAC shall serve a term of two years. At the end of each representative member’s term, membership terminates. In order to continue to serve as an ELAC member, the member must be re-elected by theirschool’s ELAC.

SECTION 4. VOTING RIGHTS

Each elected member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of theELAC. Absentee ballots shall not be permitted.

SECTION 5. TERMINATION OF MEMBERSHIP

Membership should automatically terminate for any member who is absent without justification from three meetings insuccession.

SECTION 6. TRANSFER OF MEMBERSHIP

Membership in the Advisory Committee is not transferable.

SECTION 7. VACANCY

Any parent vacancy on the ELAC that occurs during the school year shall be filled by the school's ELAC President.

SECTION 8. RESIGNATION

Any ELAC member may terminate his/her membership by submitting a written letter of resignation to the ELAC President.

ARTICLE IV OFFICERS

SECTION 1. OFFICERS

The officers of the ELAC shall include a President, Vice President, Secretary and a representative to the DELAC andalternates. It is recommended that parents of English Learners serve as President and Vice-President.

SECTION 2. ELECTION AND TERM OF OFFICE

The officers of the ELAC shall be elected at the second ELAC meeting. Officers shall serve for two years in a singleoffice.

SECTION 3. REMOVAL OF OFFICERS

Any officer may be removed from their office by a two-thirds vote of all ELAC members. Elected officers shall be terminated automatically when a member has three consecutive unexcused absences.

SECTION 4. VACANCY

If a vacancy occurs during the school year, the President shall appoint an ELAC member to fill the position for the remainder of the school year.

SECTION 5. OFFICER DUTIES

PRESIDENT:

- Preside at all meetings of the ELAC
- Establish subcommittees as needed
- Involve the committee in all issues related to school programs for English Learners
- Report recommendations of the ELAC to the Site Council, as needed
- Sign reports and communications
- Other duties as assigned

VICE-PRESIDENT

- Represent the President or ELAC in assigned duties
- Assume role of President in their absence
- Other duties as assigned

SECRETARY

- Keep minutes of all ELAC meetings
- Distribute minutes and agendas
- Keep ELAC attendance records and committee membership
- Maintain a list of the contact information and term of office for each member
- Other duties as assigned

DELAC (District English Learners Advisory Committee) Representative

- Attend DELAC meetings
- Inform their school site ELAC on items discussed at the DELAC

ARTICLE V

MEETINGS

SECTION 1. REGULAR MEETING

The ELAC shall hold no more than eight and no fewer than four meetings each year. A proposed calendar will be created and distributed to members and school prior to the first meeting. The ELAC will vote to approve or modify calendar at the first ELAC meeting.

SECTION 2. PLACE OF MEETINGS

The ELAC shall hold its meetings in a room provided by the school site.

SECTION 3. NOTICE OF MEETINGS

Written notice of the meetings shall be posted at least 72 hours in advance of the meeting. This written notice shall specify the date, time and location of the meeting, and contain an agenda containing each item of business to be discussed or acted upon. Any changes in the established date time or location of the meeting need to be noted on theagenda.

The ELAC shall not take any action on any item of business unless that item appeared on the posted agenda or unless the ELAC members present by unanimous vote, find that there is a need to take immediate action and that theneed for action came to the attention of the ELAC after posting the agenda.

Questions or brief statements made at a meeting by members of the ELAC or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.

SECTION 4: AGENDA SETTING

Agendas for meetings shall be set by the Principal and ELAC Officers.

SECTION 5: LIMITATIONS

The following time limitations shall be observed at each ELAC meeting except when exceptions are granted by the chairperson or by an approved motion:

2. No person shall speak for more than 3 minutes at a time on the same item of discussion.
3. Reports shall be limited to 15 minutes unless a longer period of time is indicated in writing on the meeting noticeagenda.

SECTION 6. QUORUM

A simple majority shall be required in order to constitute a quorum (a minimum of 50% + 1).

SECTION 7. CONDUCT OF MEETING

ELAC meetings shall be conducted in accordance with the rules of order established by Education Code 35147 andRoberts Rules of Order or an adaptation thereof approved by the ELAC.

SECTION 8. REPORTS TO THE SCHOOL SITE COUNCIL

The ELAC will provide a written report to the Principal and School Site Council regarding the needs of English Learners.

ARTICLE VI AMENDMENTS

1. Recommendations for amendments to the ELAC bylaws are to be sent to the DELAC Staff Liaison and DELAC Presidentfor consideration. Recommendations require an affirmative vote of the school site ELAC and rationale for the suggested amendment.

ARTICLE VII DECORUM

2. All persons present at the ELAC meeting will conduct themselves in a proper manner at all times. Any person(s) usingprofanity, making libelous or slanderous statements, or attempts to berate another person in public will be promptly called out of order and asked to leave if such conduct does not cease immediately.

3. Site ELAC Review Date _____

English Learner Advisory Committee (ELAC)

Meeting Minutes Sample Template

School: _____

Date of ELAC meeting:_____/_____/

Mandated Topics: (Check the topic(s) covered)

	1. Assist in the development of school-wide need assessment.
	2. Assist with efforts to make parents aware of the importance of regular school attendance.
	3. Advise on the school's program for English Learners
	4. Advise the principal and staff in the development of a site plan for ELs and submit plan to the school council for consideration of inclusion in the Single Plan for Student Achievement(SPSA)
	5. Receive training to assist members in carrying out their legal responsibilities.
	6. Elect representative(s) for the District English Learner Advisory Committee
	7. Other

I. **The meeting started at** _____

II. **MEETING MINUTES:** Secretary_____read the minutes of the previous meeting. _____made a motion and_____seconded the motion to approve the minutesas presented (or with changes).

III. **ELAC Mandated Topic(s):**

IV. **ELAC Discussion /Recommendation**

V. **DELAC Report*: (The following is a brief summary of the DELAC report)***

VI. **Other presentation(s)*(Summary)***

VII. **Announcements: (Summary)**

The meeting was adjourned at: _____

Minutes submitted

_____

by ELAC Secretary

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

English Learners Advisory Committee, (ELAC)

Comité Consejero Escolar para Estudiantes de Inglés

Sample Sign-In Template

School/Escuela _____ Date/ Fecha _____

Name (*Nombre)*	**Student's Name** *(Nombre de su estudiante)*	**English Learner (EL) Parent** *(Padre de un estudiante de inglés)*	**Other Parent** *(Padre de otro estudiante)*	**Staff Member** *(Miembro del personal)*	**Guest** *(Invitado)*

School Name/Nombre de la escuela

ELAC RECOMMENDATION FORM/Formulario de recomendación del ELAC

TO/PARA:
- □ SSC/Concilio Escolar
- □ Principal/Director
- □ Other/Otro:

ELAC Meeting Date/ Fecha de la reunión:

☐ Single Plan (SPSA) /Plan Escolar
☐ Needs Assessment/ Encuesta necesidades
☐ Student Attendance/Asistencia del estudiante
☐ Other/Otro : _____

ELAC Recommendation(s)/recomendación(es):

ELACPresident/Presidente _____ Date/fecha:_____

Principal/Director _____ Date/fecha:_____

Response to ELAC / Respuesta al ELAC:_____(date/fecha)

Signature-Position/Firma-cargo_____ Date:_____

Principal/Director _____ Date:_____

***Attach a copy of SSC Minutes Reflecting ELAC recommendations discussed and SSC response to ELAC recommendations**

Meeting Norms /Normas de Reunión



- Puntualidad - *Punctuality*
- Respect for the person who is presenting or speaking - *Respeto a la persona que está presentado o hablando*
- Raise your hand and be aware of the order to speak – *Levantar la mano y estar consciente de la orden para hablar*
- Be brief with questions/comments – *Ser breve con las preguntas/comentarios*
- Provide opportunity for others to participate – *Dar oportunidad a otros para participar*
- Write or ask specific questions for after the meeting – *Escribir o hacer preguntas específicas para después de la junta*



Greene Act Requirements

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

2. Meeting notices and agenda must be posted at least 72 hours in advance.

3. Notice and agenda must be posted at the school site or other appropriate place accessible to the public.

4. Notice and agenda must include date, time, and location of the meeting and the items to be discussed or acted upon.

5. Action cannot be taken on items not posted on an agenda, unless a unanimous vote finds a need for immediate action.

6. The public must be provided access to all materials discussed and/or distributed at the meeting.

Requisitos del Decreto Greene

1. Todas las reuniones deben estar abiertas al público y permitir la opinión del público.

2. Aviso de las reuniones y la agenda deben ser anunciados por lo menos 72 horas por anticipado.

3. El aviso y la agenda deben ser anunciados en el sitio escolar u otro lugar apropiado accesibles al público.

4. El aviso y la agenda deben incluir la fecha, hora, y lugar de la reunión y los temas de discusión o en los cuales se actuará.

5. No se puede tomar acción sobre temas que no han sido anunciados en la agenda, a menos que, por voto unánime se encuentre la necesidad para tomar acción inmediata.

PARLIAMENTARY PROCEDURES
Robert's Rules of Order



What Is a Motion?

When there is a recommendation for the group to take specific action, the suggestion is called a motion. This requires that the group takes action on a topic.

How is a Motion Made?

Action	Purpose	How to say it
1.Recommendation:	The person obtains permission from the president to speak	"**Sir or Madam President**"
2.Make the motion:	Express your recommendation to the rest of the members.	"**I move that we**…… (*approve the minutes from the past meeting).*"
3.The motion needs to be seconded	Another member needs to approve the motion a second time.	"**I second the motion that we**…….. (*approve the minutes from the past meeting).*"
4.Declaration of the motion:	The president declares the motion with the first and the second.	**"It has been moved and seconded that we**……. *(approve the minutes from the past meeting).*
5.Deliberation	The president invites the members who are in favor or are opposed for discussion of the issue.	"Is there any discussion about the motion?"
6.Voting	The president asks that the members vote in favor or against the motion that is being discussed. The vote can be done orally, in writing or by show of hands.	1.**"All those in favor that we approve**……. *(the minutes from the past meeting)* please (raise your hand, say aye/yes, cast your vote)." 2. **"All those against approving**……. *(the minutes from the past meeting)* please (raise your hand, say aye/yes, cast your vote)."
7.Declaration of results		"**The motion has been**……. *(approved or denied")*

All motions need to be documented in the minutes including name of persons making the motions and whether the motion was approved or not.

English Learner Advisory Committee (ELAC)

Needs Assessment

SAMPLE: Sites can tailor to represent site's needs

Please answer each of the following questions. This questionnaire will help us better serve the needs of our ELL students and our ELL parents.

1. **I feel that my child is in a safe environment.**

Strongly Agree Agree No Opinion Disagree Strongly Disagree

2. **My Child is receiving enough support in core clases.**

Strongly Agree Agree No Opinion Disagree Strongly Disagree

3. **I feel accepted and welcomed when I visit the school.**

Strongly Agree Agree No Opinion Disagree Strongly Disagree

4. **I am informed of my child's progress.**

Strongly Agree Agree No Opinion Disagree Strongly Disagree

5. **I feel that the English Language Development Program is working well for my child.**

Strongly Agree Agree No Opinion Disagree Strongly Disagree

6. **Please indicate other needs or concerns**

Santa Monica-Malibu Unified School District

Parent Survey Needs Assessment

SAMPLE

School_____ **Date**_____

Please indicate if you are a parent of an English Learner: Yes _____ No _____
Circle your child's English level:

Beginning Early Intermediate Intermediate Early Advanced Advanced

	Circle Appropriate Response			
	Not at all	**Some of the time**	**Most of the time**	**All of the time**
School Culture				
1. I feel greeted warmly and courteously when I visit the school.	**1**	**2**	**3**	**4**
2. Parents are welcomed at the school at any time.	**1**	**2**	**3**	**4**
3. Parents are valued as partners in their child's education.	**1**	**2**	**3**	**4**
4. Students are safe at this school.	**1**	**2**	**3**	**4**
5. There is good discipline in this school.	**1**	**2**	**3**	**4**
6. I am proud of this school.	**1**	**2**	**3**	**4**
Home /School Communication				
7. I know where to go when I have concerns or questions.	**1**	**2**	**3**	**4**
8. The school has a handbook that is given to all parents.	**1**	**2**	**3**	**4**
9. Materials are provided to parents in a language they understand.	**1**	**2**	**3**	**4**
10. Someone is always available in the school office who speaks the language of the parents.	**1**	**2**	**3**	**4**
11. Teachers communicate frequently with parents.	**1**	**2**	**3**	**4**
Parent/Community Involvement				
12. Parents are invited and encouraged to:	**1**	**2**	**3**	**4**
• Visit the school.	**1**	**2**	**3**	**4**
• Observe lessons.	**1**	**2**	**3**	**4**
• Assist in the classroom as a volunteer or aid.	**1**	**2**	**3**	**4**
• Serve on important committees such as the School Site Council and English Learners Advisory Committee.	**1**	**2**	**3**	**4**
13. Activities for parents are scheduled at times and places that are convenient for parents.	**1**	**2**	**3**	**4**
14. Meetings are conducted in a language that the parents understand.	**1**	**2**	**3**	**4**
15. The school provides parents access to the resources and training needed to strengthen the learning environment of their children during the preschool years.	**1**	**2**	**3**	**4**

	Circle Appropriate Response			
	Not at all	**Some of the time**	**Most of the time**	**All of the time**
Standards and Assessment				
18. This is a school with high academic standards for all students.	**1**	**2**	**3**	**4**
19. I know the standards my child must meet.	**1**	**2**	**3**	**4**
20. I understand clearly how my child's work will be judged.	**1**	**2**	**3**	**4**
21. Parents are fully informed about their child's academic progress.	**1**	**2**	**3**	**4**
22.*** I know and understand my child's results on the California English Development Test (CELDT)	**1**	**2**	**3**	**4**
Curriculum				
23. All students have equal opportunity to learn at this school.	**1**	**2**	**3**	**4**
24. I have knowledge of all programs offered at this school.	**1**	**2**	**3**	**4**
25. My child is getting a good education.	**1**	**2**	**3**	**4**
26. I am satisfied with my child's progress in Reading.	**1**	**2**	**3**	**4**
27. I am satisfied with my child's progress in Writing.	**1**	**2**	**3**	**4**
28. I am satisfied with my child's progress in Math.	**1**	**2**	**3**	**4**
29. My child has regularly assigned homework.	**1**	**2**	**3**	**4**
30 Parents are offered training so they may assist with home learning activities	**1**	**2**	**3**	**4**
31. ***I am satisfied with my child's Progress in acquiring English.	**1**	**2**	**3**	**4**

*****These questions are for students who are English Learners**

Comments

1. The best thing about this school is

_____

_____

2. The thing I would like to see changed is _____

_____

_____

3. The thing that would help me most as a parent is

_____

_____

4. Other comments

_____

_____

DELAC Representative Reports

During the DELAC meeting/ELAC meeting held on_____. Information was shared regarding the following:

- ○ Development of a district master plan for education programs and services for English learners.

  _____

- ○ Needs assessment for programs for English Learners.

  _____

- ○ District program, goals, and objectives for programs and services for English learners.

  _____

- ○ Teacher and/or teacher aide requirements for teaching English Learners.

  _____

- ○ District Reclassification procedures.

  _____

- ○ Written notifications required to be sent to parents and guardians.

  _____

- ○ Development or annual update of the Local Control and Accountability Plan (LCAP).

  _____