



3

Involving Families

Outreach to Families

English Learner Advisory Committees

District English Learner Advisory Committee





Outreach to Families

In VUSD, parent, staff, student and community involvement build the foundation for successful education programs. This involvement is not limited to classroom volunteers, but extends to all six of J.L. Epstein's "Keys to Successful School, Family and Community Partnerships":

1. Parenting
2. Communicating
3. Volunteering
4. Learning at Home
5. Decision Making
6. Collaborating with the Community

1 - Parenting - VUSD informs the parents as to how they can be involved in the education of their children and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging state academic standards expected of all students. This is accomplished through:

- District-wide distribution of informational brochures
 - Upon enrollment, families of potential English Learners receive the Educational Opportunities for English Learners brochure (Form 11)
- Ventura Adult and Continuing Education (VACE) classes - These include English as a Second Language, General Educational Development test preparation in English and Spanish, and parenting classes, all posted on the VACE website <http://www.vace.com> and available district-wide with on-going enrollment at no cost to VUSD adults
- District and site-sponsored Parent Expectations Support Achievement (PESA) training in both English and Spanish for parent leaders to conduct PESA groups at school sites
- Family Literacy Programs such as Learn Everyone Together (LET) and Latino Family Literacy Project
- Parenting suggestions included in school newsletters
- College nights at high schools
- Zangle Parent Connect
- Parent centers at some schools, such as Montalvo, Sheridan Way and De Anza
- Summer "Transition to Kindergarten" program for new kindergarten students who have never attended school
- PIQE - Parent Institute for Quality Education

2 - Communicating– VUSD uses many approaches to communicate effectively with all parents/guardians. Specifically, when 15% or more of the student population at a school site speak a single primary language other than English (as reported on the Language Census Report of English Learner and Fluent English Proficient students), all notices, statements and records sent to the parent or guardian of any such pupil by the school or school district are, in addition to being written in English, written in the primary language(s). Staff are informed of this policy through professional development regarding implementation of the EL Master Plan, annual presentations at principals' meetings, and VUSD English Learner Coordinating Council and through an annual survey of "School Procedures For Communication With Parents/Guardians" compiled by Bilingual Education Programs Office.

- **District translation support** - The Bilingual Education Programs Department offers translation and interpretation services for district-wide and school-wide communication. District staff proficient in Spanish are available on request to support schools with site translation and interpretation. The Classified Human Resources Department maintains a list of staff available to assist with various languages, as needed. The District translator provides TALK Translation headphone sets to schools for check-out and use, on request. Schools may provide their own interpreters to use the equipment or make arrangements for district interpreter support at a specific event.
- **Site translation support**- Each school with 15% or more students who speak a single language other than English describes procedures for communicating with parents/guardians in an annual survey conducted by the VUSD Bilingual Education Programs Department. This survey lists qualified staff, availability of translation support, procedures for providing progress reports and all notices, and procedures for notifying families of these services. Schools commonly use newsletters, Parent Connect, parent conferences, fliers, and community bulletin boards to maintain home/school communication.



- **Connect Ed** - This telephone system gives the District and school sites the capacity to communicate with each family in its preferred language for notification regarding school/district events or student safety issues. Use of this system is authorized by the superintendent and principals.
- **Parent Connect** - Teachers use this on-line system to post course assignments, student grades, classroom activities, attendance reports, and other current information for parents and students to access from any computer by using their own password.
- **Annual NCLB Notice** - The District annually notifies parents of English Learners of student progress towards meeting NCLB Title III annual measurable achievement objectives. If the District does not make progress towards meeting those objectives, parents/guardians are informed of such failure not later than 30 days after such failure occurs. A letter is sent from the Bilingual Educational Programs Department to parents of all English Learners. A copy is kept in the Bilingual Education Programs Office and filed in students' cumulative records for documentation of parent notice.

3 - Volunteering – Parents and community members are welcomed as classroom and school volunteers throughout VUSD. There are many opportunities to volunteer on District and school committees such as the School Site Council, the English Learner Advisory Committee, and the Superintendent's Parent Advisory Council. The District offers annual training for school committee members to prepare them for successful participation. Many schools employ Home School Liaisons to facilitate parent communication and encourage volunteer activities.

4 - Learning at Home – VUSD schools offer family resource centers, and literacy and math nights to demonstrate how learning can take place both at school and home. Elementary schools also promote family literacy through the Learn Everyone Together (LET) program of take-home bilingual books and the Latino Family Literacy Project. Early Childhood Education

programs and VACE provide many opportunities to help families support learning at home. Introductory technology classes are offered to parents at the VUSD Education Services Center.

5 - Decision Making

- Each year all English Learner Advisory Committees (ELACs) conduct site needs assessments to evaluate EL program effectiveness and obtain the recommendations of parents of English Learners regarding the site programs that are offered. This information is summarized by the site principals and presented to the School Site Council for consideration in the development of the single school plan. The summaries are also presented to the District English Learner Advisory Committee for review and discussion. A final summary of all EL parent recommendations is presented to the Board of Education each spring as the annual DELAC Advisory Report. The DELAC Advisory Report is also shared with all site principals to complete the cycle of program review and school plan recommendations.
- The VUSD Parent Involvement Survey is conducted each spring in English and Spanish to obtain feedback regarding district effectiveness in providing information to parents and considering their input into program decisions and services. The survey also identifies the parents' preferred means of home-school communication and topics for future parent education. This information is shared with the Board of Education, all principals, program directors and specialists. A copy of the survey and annual results are available from the Director of Student Performance and Program Evaluation.

6 - Collaborating with the Community

VUSD and school sites have many positive connections with community organizations and individuals to better serve our students. These include Ventura Education Partnership (VEP), the City of Ventura, our local colleges and universities, service organizations, Chamber of Commerce, Ventura County Office of Education, Parent Teacher Association and Organization, Ventura Police Department and others.

English Learner Advisory Committees (ELAC)

Requirements

Each school with 21 or more English Learners as reported on the previous spring R-30 Language Census establishes a functioning English Learner Advisory Committee. The purpose of the ELAC is to advise the principal school site council and staff on topics relating to English Learners. These topics include:

- a) The development of a detailed Single School Plan, submitted to the governing board, which addresses the needs of English Learners;
- b) The development of the school's needs assessment;
- c) Administration of the school's language census (R-30 Report);
- d) Efforts to make parents aware of the importance of regular school attendance.

Formation of the ELAC

The ELAC is formed at the beginning of each school year through an election in which all parents/guardians of English Learners have an opportunity to vote and in which they elect the parent members of the committee. Membership may include parents of English Learners and other members (school staff, parents, secondary students, community members). The ELAC composition must include sufficient parents of English Learners to reflect the percentage of English Learners at the school. General information on the District's English Learner Advisory Committees is made available to parents in a bilingual VUSD brochure, English Learner Advisory Committees (Form 20).

Training

ELAC members receive training and materials planned in full consultation with committee members appropriate to assist them in carrying out their legal responsibilities. Each year principals elicit ELAC members' recommendations for training topics, materials and opportunities. Site English Learner program resources are used to support ELAC training.

Meetings

Meetings are held at least six times each year at times convenient to the members. The District Bilingual Programs Office provides principals with an ELAC/DELAC Planning Guide (included in this section, Tables 5 and 6) that specifies the agenda items for each ELAC meeting, consistent with the DELAC meetings and designed to address all legal requirements. The school principal or designee coordinates and conducts the ELAC meetings. Translation is provided, if needed, so that meetings are conducted in the language(s) that members understand. Agendas and minutes are documented in English and Spanish using ELAC Agenda Template (Forms 21-26) and ELAC Minutes Template (Form 27). Copies of agendas and minutes are provided to the VUSD Bilingual Education Programs Department after each meeting for compliance monitoring.

DELAC Representative

Each ELAC elects at least one representative to the VUSD District English Learner Advisory Committee for a two-year commitment.





District English Learner Advisory Committee (DELAC)

Requirements

With an enrollment of more than 51 English Learners, VUSD has the need for a District English Learner Advisory Committee (DELAC). This committee is coordinated and supported by the District Bilingual Education Programs Director with assistance from the Administrative Secretary and District Translator. The VUSD DELAC works together with the District staff and the Board of Education to improve programs for English Learners and to promote the following VUSD Goals for English Learners:

1. Proficiency in English
2. Success in Academic Areas
3. Preparation for a Career, in both English and the Home Language
4. Participation in the Community

Formation of DELAC

At the beginning of each school year, each school with an ELAC provides the Bilingual Program Director with names and contact information for their site representatives to the DELAC.

Designated DELAC Representatives

Each year DELAC volunteers are designated by the committee to work with the Bilingual Program Director to plan and conduct the DELAC meetings. These volunteers are called the "Designated DELAC Leaders" and meet with the VUSD Bilingual Education Programs Director to plan each DELAC meeting.

Purpose and Requirements

The DELAC meets a minimum of six times throughout the year for the main purpose of advising the VUSD Board of Education on the instructional programs for English Learners. The requirements of the DELAC are to advise the governing board annually on:

- a) Development/revision of the District English Learner Master Plan that takes into consideration the Local Education Achievement Plan (LEAP), and the site Single Plans for Student Achievement.
- b) Conducting a district-wide needs assessment

on a school-by-school basis.

- c) Establishment of district program, goals, objectives for EL programs/services.
- d) Development of plan to ensure compliance with applicable teacher and instructional aide requirements.
- e) Administration of annual language census.
- f) Review/comment on district reclassification procedures.
- g) Review/comment on written parent notification of initial school enrollment.
- h) Any waiver request submitted to state or federal agencies affecting EL programs/services

Meeting documentation is maintained in the VUSD Bilingual Education Programs Department. Minutes are provided to site principals and superintendent after each meeting. Agenda and minutes templates provide consistency in planning and documentation (Forms 28 & 29).

Training for DELAC members to complete their responsibilities takes place throughout the year at the DELAC meetings. Each year the District Bilingual Education Programs Director elicits DELAC members' recommendations for training topics, materials and opportunities. District staff assist with training topics as appropriate. District EL program funds are used to support DELAC training.

Annual Report to the VUSD Board of Education – The DELAC makes an annual report to the VUSD Board of Education summarizing the District-wide needs assessment process and progress towards the VUSD goals for English Learners. The report is televised and videotaped for use throughout the year as a training tool.

Table 5

ELAC/DELAC Planning Guide

This is a recommended sequence of agenda items for ELAC and DELAC meetings. All meetings must be planned with full consultation of committee members appropriate to assist them in carrying out their legal advisory responsibilities.

ELAC Meeting Topics Meeting dates are coordinated with the DELAC schedule. An ELAC meeting is held prior to each DELAC meeting.	DELAC Meeting Date and Topics
#1 by October 31 Formation of School's ELAC Elect DELAC representative(s) Training Topics: The Role of ELAC School Programs for English Learner Students VUSD Adult Education Opportunities	November Training Topics: Role of DELAC/ELAC District Goals for English Learner Programs Needs Assessment: English Language Development and Academic Achievement Introduction to English Learner Master Plan
#2 by December 31 Training Topics: Single School Plan Review English Learner achievement data Advice to Principal and staff on efforts to make parents aware of the importance of regular school attendance.	January Training Topics: CELDT – Understanding Annual Language Census Student Results and Parent Notices English Learner Master Plan – Instructional Program and Objectives for English Learners
#3 by January 30 Advice to Principal, school site council and staff on: School Programs for English Learner Students Language Census Procedures	February Begin District-wide Needs Assessment English Learner Master Plan – Input/Advice
#4 by February 28 Training Topic: School Resources for English Learner Program Begin Site Needs Assessment	March Training Topics: Review and Comment on District Reclassification Procedures Develop Plan to Ensure Compliance with Teacher and Instructional Aide Requirements Discuss Site Needs Assessments
#5 by March 31 Summarize Site Needs Assessment for Advice to School Site Council, Principal, Staff and DELAC	April Review and Comment on Written Parent Notification of Initial School Enrollment Summarize Site Needs Assessments English Learner Master Plan Update
#6 by June 15 Year end appreciation of ELAC members and celebration of EL student success (Reclassified students)	May Preparation for Advisory Report to Board of Education Year-end Appreciation Pot-luck Dinner with DELAC members DELAC Advisory Report to VUSD Board of Education



Table 6
Guía de planificación para DELAC y ELAC

La presente es una secuencia de temas para las agendas de reuniones del ELAC y DELAC. Todas las reuniones deberán planificarse con la consulta completa de los integrantes del comité, para ayudarlos tal como sea apropiado, para realizar sus responsabilidades legales de asesoría.

Temas para las reuniones del ELAC Las fechas son coordinadas con las juntas del DELAC. Una junta del ELAC se lleva acabo antes de cada junta del DELAC.	Fecha y temas de las reuniones del DELAC
#1 Antes del 31 de octubre Formación del ELAC de la escuela Elección del representante o representantes del DELAC Temas de capacitación: El papel del ELAC Programas escolares de los estudiantes Aprendices del Inglés VUSD Educación para Adultos - Oportunidades	Noviembre Temas de capacitación: Papel del DELAC/ELAC Metas del distrito para los programa de los Aprendices del Inglés Evaluación de las necesidades: Desarrollo del lenguaje inglés y rendimiento académico Introducción al Plan Maestro para los Aprendices del Inglés
#2 Antes del 31 de diciembre Temas de capacitación: Plan Escolar Único Revisión de los datos de rendimiento de los Aprendices del Inglés Asesoría al director y personal sobre el esfuerzo para hacer concientes a los padres de la importancia de la buena asistencia a clases	Enero Temas de capacitación: CELDT – Entendimiento de los resultados del estudiante y avisos de los padres Censo anual del lenguaje Plan Maestro para los Aprendices del inglés – Programa de instrucción y objetivos para los Aprendices del Inglés
#3 Antes del 30 de enero Asesoría al director, Tema de capacitación y personal en: Programas escolares para los estudiantes Aprendices del Inglés Procedimientos para el Censo del lenguaje	Febrero Empezar la Evaluación de las necesidades para todo el distrito Plan Maestro para los Aprendices del inglés – Opiniones/asesoría
#4 Antes del 28 de febrero Recursos escolares para el programa de Aprendices del Inglés Empezar la Evaluación de las necesidades del plantel escolar	Marzo Temas de capacitación: Revisión y comentario del procedimiento distrital para la reclasificación Desarrollar un plan para garantizar cumplimiento de los requisitos de maestros y asistentes de instrucción Examinar las Evaluaciones de las necesidades del plantel escolar
#5 Antes del 31 de marzo Resumir la Evaluación de las necesidades del plantel para asesorar al Concejo del Plantel Escolar	Abril Revisar y comentar las notificaciones escritas para los padres cuando se inscriben inicialmente Resumir las Evaluaciones de las necesidades del plantel escolar Actualización del Plan Maestro para los Aprendices del Inglés
#6 Antes del 15 de junio Agradecimiento y celebración de fin de año por los éxitos de los estudiantes EL y para los integrantes del ELAC	Mayo Preparación para el Informe de Asesoría a la Mesa Directiva Cena compartida de agradecimiento para los integrantes del DELAC Informe de asesoría del DELAC a la Mesa directiva de VUSD