

## **English Learner Advisory Committee: ELAC Suggested Training Topics on Required Tasks**

**Task #1:**      *Development of a detailed master plan for English learner education for the individual school and submits the plan to the district governing board for its possible consideration and inclusion in the district's English learner education master plan.*

Review and comment on school plan descriptions regarding supplementary services provided to English learners in the following:

- Services to provide additional assistance in English language development (ELD)
- Services to provide additional assistance in specific academic subjects (e.g. social studies, mathematics, science)
- Opportunities to increase reading skills (e.g., after school tutorial programs, computer laboratory time, etc.)
- Use of technology for development of skills (e.g., writing, reading)
- Supplementary assistance by staff (e.g., teachers, bilingual instructional aides)
- Line-item expenditures using EIA/LEP or School Based Coordinated Programs funds related to supplemental services for English learners
- Funds used as centralized services allocated to the school to directly assist English learners
- Parent letters, including translations, explanations of test results, and services for English learners (e.g., notice on proficiency test results and redesignation; procedures for parent waivers for an alternate program, etc.) for possible revision, clarification, understanding by the community
- Services the school provides for English learners when students participate in Special Education and GATE

**Task #2:**      *Development of the school's needs assessment*

- Review and comment on the school's needs assessment related to instructional services and resources available to English learners
- Identify questions related to English learners/EL parents to be included in the school's needs assessment.
- Verify the school survey and letters to parents are available in the major language groups representative at the school.
- Verify the school survey results. Reflect changes recommended to the school plan

**Task #3:**      *Administration of the school's annual language census*

- Review and discuss the district's process to assess all students and the identification of English learners.
- Discuss the selection, use, and rationale for the district's selection of a particular English and primary language assessment instrument.
- Provide copies for review of the most current school R30-Language Census Report.
- Review the procedures related to the Census Report, placement of EL students, programs provided at the school, and related documents for comment and suggestions (such as revision.)
- Review parent notices on test results and notification of redesignation for comment/suggestions.
- Discuss and ask committee members for suggestions and possible improvements on services, programs, and staffing for English learners.

**Task # 4:**      *Ways to make parents aware of the importance of regular school attendance*

- Discuss and provide parents information as to the importance of students regular school attendance
- Solicit ideas parents and the school can use to encourage and support regular school attendance
- Discuss how the district and school can encourage attendance (e.g., awards, activities after-school, etc.)
- Provide examples of and solicit possible solutions for truant students or for irregular attendance
- Provide copies of policies and letters to parents for edits, comment, and revision