




SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

# English Learners Advisory Committee (ELAC) Training

## Comité Asesor de estudiantes de inglés (ELAC)

Role and Responsibilities

2023-2024



The state of California defines an English Learner as a child who is not proficient in English or whose native language is not English. Students may also be referred to as a “Limited English Proficiency” or LEP.

You should receive a letter from SMMUSD if your child is designated as English Learner UNLESS you are brand new to the District.

*El estado de California define a un aprendiz de inglés como un niño que no domina el inglés o cuya lengua materna no es el inglés. Los estudiantes también pueden ser referidos como "Dominio Limitado del Inglés" o LEP.*

*Va a recibir una carta de SMMUSD si su hijo es designado como aprendiz de inglés A MENOS QUE usted sea nuevo en el distrito.*



# English Learners

- **Every school with 21 or more EL students must have a functioning ELAC.**

*Los establecimientos escolares con más de 21 estudiantes de inglés deben tener un ELAC activo.*

- **At Grant our students speak over 17 different languages!**

*En Grant se hablan más de 17 idiomas.*

- **An English Learner is a student who has a primary language that is not English (based on the Home Language Survey at enrollment) and is not fluent in English (based on the ELPAC exam is classified as EL 1, 2, 3, or 4).**

*Un aprendiz de inglés es un estudiante que tiene un idioma principal que no es el inglés (según la Encuesta sobre el idioma del hogar en el momento de la inscripción) y no domina el inglés (según el examen ELPAC se clasifica como EL 1, 2, 3 o 4)*



## Process of Identification of a EL:

- Home Language Survey (next page)
- Test to determine proficiency: English Language Proficiency Assessments for California (ELPAC):  
Listening/Speaking/Reading/Writing/ Comprehension  
Assessment given annually

## Proceso de identificación de un EL:

- Encuesta sobre el idioma del hogar (página siguiente)
- Examen para determinar el dominio: Evaluaciones de dominio del idioma inglés para California (ELPAC):  
Escuchar/hablar/leer/escribir/comprensión  
Evaluación administrada anualmente

# Home Language Survey



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## HOME LANGUAGE SURVEY

Name of Student: \_\_\_\_\_  
(Surname / Family Name) (First Given Name) (Second Given Name)

Age of Student: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Has your child been previously enrolled in a California public school? \_\_\_\_ Yes \_\_\_\_ No

If you answered "Yes" above, you may submit this form without providing responses to the questions below. The responses provided to your prior school are available to us.

### Directions to Parents and Guardians:

The California *Education Code* contains legal requirements which direct schools to assess the English language proficiency of students. The process begins with determining the language(s) spoken in the home of each student. The responses to the home language survey will assist in determining if a student's proficiency in English should be tested. This information is essential in order for the school to provide adequate instructional programs and services.

As parents or guardians, your cooperation is requested in complying with these requirements. Please respond to each of the four questions listed below as accurately as possible. For each question, write the name(s) of the language(s) that apply in the space provided. Please do not leave any question unanswered. If an error is made completing this home language survey, you may request correction before your student's English proficiency is assessed.

1. Which language did your child learn when he/she first began to talk? <sup>(a)</sup> \_\_\_\_\_
2. Which language do you (the parents or guardians) most frequently use <sup>(a)</sup> when speaking with your child? \_\_\_\_\_
3. Which language does your child most frequently speak at home? <sup>(b)</sup> \_\_\_\_\_
4. Which language is most often spoken by adults in the home? <sup>(a)</sup> \_\_\_\_\_  
(parents, guardians, grandparents, or any other adults)

Please sign and date this form in the spaces provided below, then return this form to your child's teacher. Thank you for your cooperation.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

# ELAC Bylaws- *Reglamentos*

Article I: Name-*Nombre*

Article II: Purpose -*Propósito*

Article III: Members -*Miembros*

Article IV: Officers -*Oficiales*

Article V: Meetings-*Juntas*





# Purpose- Propósito

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.

-ELAC Bylaws Article II

El propósito del ELAC es brindar orientación y asesoramiento al Director y al personal administrativo sobre las necesidades de los estudiantes que están aprendiendo inglés como segundo idioma





# DEMOGRAPHIC DISTRIBUTION

## GRANT ELEMENTARY SCHOOL 2023-2024:

- **Total Students: 569** -White: 47%

- American Indian-Canadian: >1%

- Hispanic: 26 %

- Black or African American: 10 %

- Asian: 10%

- Multiethnic-non Hispanic: 6%

Females: 270

Males: 280

Other Gender: 1

**ENGLISH LEARNERS 23/24 : 6% (6% of 569 students= 34 English learners)**

- 2022 – 2023: 7.6%





# Support and Programs

- Leslie Toapanta: Literacy Language & Interventionist

ELD instruction:

- Designated
- Integrated

# ELAC Members - *Miembros de ELAC*



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

*Los padres o guardianes de los estudiantes de inglés tienen la oportunidad de elegir a los padres que serán miembros para servir en el comité*

**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 their school's ELAC.

*DURACIÓN DEL MANDATO* Todos los miembros del ELAC tendrán un mandato de dos años. Al final del mandato de cada miembro representativo, la membresía termina. Para continuar siendo miembro de ELAC, el miembro debe ser reelegido por ELAC de su escuela.



# Role and Responsibilities – Roles y Responsabilidades

1. **Assist in the development of the school-wide needs assessment.** *-Ayudar a evaluar las necesidades de la escuela.*
2. **Assist in ways to make parents aware of the importance of regular school attendance.** *Ayudar a que los padres comprendan la importancia de asistir a la escuela regularmente.*
3. **Advise the principal in the development of a site plan for English Learners. Submit the plan to the school site council for consideration of inclusion in the Single Plan for Student Achievement (SPSA).** *-Asesorar al director en el desarrollo de un plan escolar para los aprendices de inglés. Presentar el plan al consejo escolar para considerar su inclusión en el Plan Único para el Rendimiento Estudiantil (SPSA).*
4. **Receive training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities.** *-- Recibir materiales de capacitación, planificados en consulta con los miembros del comité, para ayudar a los mismos a cumplir con sus responsabilidades legales*
5. **Elect at least one ELAC member to the District English Learner Advisory Committee (DELAC).** *-Elegir al menos un miembro de ELAC para el Comité Asesor de Estudiantes de Inglés del Distrito (DELAC).*



# Motions

## ■ Presenting

- Obtaining the floor
- Make your motion “I move that we....”

## ■ Seconding

- “I second that we (repeat above)...”

*or*

## ■ Motion is lost

- Membership debates the motion and *may/may not* move to a vote

## ■ Voting

- By voice: members say “aye” or “no”
- By division: members raise their hands or stand.
- By ballot: members write their vote on a slip of paper



# ELAC Officers

President: **vacant**

Vicepresident: **Rebeca Centeno, elected 10-12-22**


Secretary: **Perla Garcia, elected 10-12-22**

Delac Representative: **Yheisi Alfaro, elected 10-12-22**

Delac Alternate Representative: **vacant-vacante**


# Officers & Duties

## Section 1 and 5




### President

- Presides at all
- Establishes subcommittees as needed
- Signs reports and communications
- Other duties as assigned



### Vice President

- Represent the president of 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 records
- Maintain a list of the contact information and term of office for each



### DELAC Rep.

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

# Oficiales & Responsabilidades

## Presidente



- Preside todas las reuniones de ELAC
- Involucra al comité en todas las cuestiones relacionadas con programas de la escuela para los EL
- Informe las recomendaciones del ELAC al Concilio de la Escuela

## Vice President



- Representar al Presidente o ELAC en tareas asignadas
- Asumir el papel de Presidente en su ausencia

## Secretary



- Mantener las actas de todas las reuniones de ELAC
- Distribuir actas y agendas
- Mantener los registros de asistencia de ELAC y la membresía del comité
- Mantener una lista de la información de contacto y el mandato de cada miembro

## DELAC Rep.



- Asistir a las reuniones mensuales de DELAC
- Informar al ELAC de su escuela sobre los temas tratados en el DELAC



## Next ELAC meetings: Wednesday's-8:45am- Skyroom-in person

11/01/23- 8:45am-Skyroom

12/6/23- Joint PTA/ELAC meeting

02/7/24- 8:45am-Skyroom

05/01/24- 8:45am-Skyroom

Thank you  
for serving  
on our  
ELAC!



