BHUSD DELAC Minutes
03/14/18, 5:00 – 6:00p.m.
Board Room, District Office, 255 S. Lasky Dr.

• Introductions/Greetings
  ○ Members Present:
    ■ Hilong Wang - Beverly Vista
    ■ Yekta Khani - BHHS
    ■ Yasin Hashemi - Beverly Vista
    ■ Lu Gan - El Rodeo
    ■ Silvana Menezer - BHHS
    ■ Fumi Yamishita - Horace Mann
    ■ Chunmei Hong - BHHS
    ■ Cong Liu - Beverly Vista
    ■ Qian Dong - Horace Mann
    ■ Cecil Peji - BHHS
    ■ Cynthia Chin - Beverly Vista
    ■ Karen Moses - BHHS
    ■ Phillip Babcock - BV/HM
    ■ Daryn Herman- ER/Haw
    ■ Cherryn Luesang - DO

District Plan (LCAP) (5 minutes)

• LCAP Thank You (Cherryn) https://drive.google.com/drive/u/0/my-drive
  ○ Thank you letter distributed to parents
Reclassification

5.1 The DELAC shall advise the school district governing board on all of the following tasks:

(e) Review and comment on the LEA’s reclassification procedures (5 CCR § 11308[c][6].)

- The DELAC reviewed ELPAC cut off scores that were recommended by the State Superintendent of Public Instruction (SSPI). These cut off scores were discussed in relationship to the impact data provided by the SSPI to help parents understand the comparison between EO students’ performance and EL students’ performance. The DELAC recommends that these scores be used for reclassification going forward.

(f) (a) Review and comment on the written notifications required to be sent to parents and guardians (5 CCR § 11308[c][7].)

- The DELAC reviewed the EL Annual Notification letter that will be sent to all EL parents in the Fall of 2018. This letter contains criteria for reclassification and information to help parents understand how close their student is to reclassification. This letter also shares the district’s graduation rate for English learners, describes the district’s language acquisition program (SEI), describes requesting a different language acquisition program and parents’ rights to opt out of EL services. The DELAC approves the content of the letter.

- The DELAC reviewed the “Parent Initial ELPAC Notification Letter”
  
  ○ ELPAC regulations Article 1 subsection 11518.5 Initial Assessment “...the LEA shall promptly notify the parent or guardian in writing, prior to the administration of the assessment that the LEA will administer the ELPAC initial assessment to the pupil”
The DELAC reviewed the letter, ask questions, and offered clarification.

- **Communicating with EL Parents**
  - EL parents received training on accessing Aeries Communication and joining the English Learner Parent Advisory Group. This group will help EL parents receive messages from the EL team.

- Next DELAC Meeting: Fall 2017

DELAC Minutes Approved on: ____________________________

DELAC Minutes Approved by: ____________________________, ____________________________
**Adult School Information**

Register at Roxbury Community Center

471 South Roxbury Drive

Hours: 8:00am to 4:00pm Monday through Friday

Phone: (310) 285 – 6850

Email: estherfcaporale@gmail.com
Parents

Zhilong Wang (Fiona)
Yekta Khan (Eliza)
Yasin Hashemi (Sadra, Rana)

Li Gan (Jinyi Zhang)
Silvano Menezes (Beatriz Farina)
Fumi Yamashita

Chunmei Wang (Student Zhuoer Xu)
Jilj. Moses

Qian Dong (Yundan Dong)
Cong Liu (Xiaoyi Wang)
Cecil Peji

Cynthia Shin

Staff

Lauren Moses

Moses, BHHS

Locatalli

Moses, BHHS

Beney Vista

Philip Babcock BV. HM
March 15, 2018

Dear DELAC Parent Representatives,

I want to personally thank you for your participation on the District English Learner Advisory Committee during the 2017–2018 school year. The recommendations that came from the Needs Assessment have been used to advise the goals of the Local Control Advisory Plan (This is our plan to help your children be successful in school). Specifically you asked us to do the following and we have established programs and given you ideas to help your children.

- Assist my child with reading skills. (All EL students have access to Lexia Reading. Teachers receive continued professional development to ensure that EL students are able to grow and develop reading skills. Teachers also received support and professional development with the recently adopted English Language Arts curriculum. Part of this PD guided teachers through analyzing assessment data to improve the outcomes of all students.)
- Assist high school EL students with preparing for college. (The high school staff is focused on identifying helping EL students get the information they need to understand the college application process and provide support to apply to college. High School EL Dept is focused on ensuring that students develop the grammar and vocabulary that is needed)
- Increased safety at the high school. BHHS EL parents wanted a fence around the high school to provide more security. The Superintendent has taken this under advisement and along with the voices of other parents and community members, a fence is being constructed around the perimeter of BHHS.
- EL parents wanted more information on how the school works. (EL parents are encouraged to become active in their school communities and contact their PTA or to contact their site ELC for more information.)

For Parents:

- How can I monitor my high school student’s grades and communicate with the teacher? (We have Jupiter Grade accounts for parents. Use Jupiter Grades to track your child’s homework, attendance, achievement, and to communicate with the various teachers. If you forgot how to use Jupiter Grades, contact Ms. Moses. We have added an EL parent group in Aeries Communication specifically for EL parents.)
- Will the high school students have summer school? (We have planned to provide EL and Immigrant high school students with the opportunity to recover and advance in credits towards graduation.)
- EL parents wanted more information on the EL program, communicating with teachers and goals for students. We have worked with the Site ELCs to help provide information and support to parents at the school sites.

Your input and participation in this committee has improved the services we provide for our EL students. Thank you!

My best to you,

Dustin Seemann
Assistant Superintendent of Educational Services
Parent Initial ELPAC Notification Letter

August 2017

Dear parents/guardians,

Welcome to the Beverly Hills Unified School District! This is a notification that your child may be eligible for the Initial English Language Proficiency Assessment (ELPAC). When you complete the Home Language Survey, if you respond with a language other than English to any of the first 3 questions, your school will administer the Initial English Language Proficiency Assessment (ELPAC). If your child has attended a California public school, we will access those records and continue their recommended English language program.

State and federal laws require all public school districts in California to assess students’ English fluency. If you feel that you have completed the Home Language Survey in error, please contact your school immediately. Once we certify your student’s scores as official, we cannot change the placement.

The results of the Initial ELPAC help to determine whether or not your student will need additional English language support. Your child will take the Initial ELPAC assessment within the first 30 days of school.

Many of our students speak multiple languages fluently. If your student scores at the proficient level he/she will not be placed in the EL program. He/She will be classified as “Initially Fluent Proficient (IFEP)” and treated as a native English speaker.

Students who do not score at the proficient level will be enrolled in the English Learner (EL) program. Students in the EL program receive specialized instruction to learn English and academic content simultaneously. Elementary students receive 30 minutes of individualized English language development daily. Middle school and high school students receive a minimum of 1 period of direct English instruction in their EL class. Each student is assessed annually with the Summative ELPAC to determine their English proficiency.

You will receive a letter with your child’s results and the district’s program placement within 30 days of the test date.

You are encouraged to be involved in your child’s school activities regardless of the outcome of this assessment. You are welcome to volunteer at the school and to participate on the school’s English Learner Advisory Committee (ELAC). If you have any questions regarding the ELPAC or your child’s instructional placement please contact the school English Language Coordinator.

Sincerely,

Cherryne Luesang
Coordinator of Special Projects
Beverly Hills Unified School District
cluesang@bhusd.org
(310) 551-5100 ext. 2335
ANNUAL PARENT NOTIFICATION LETTER
EL Program Annual Notification

September 14, 2017

Student
200 S. Elm Drive
Beverly Hills, CA 90212

Re: FN LN
BD
SC, GR

Dear Parent(s) or Guardian(s),

Your child, Beverly Bulldog, was identified as an English learner on 08/16/2016. Each year, we are required to assess your child and notify you of your child's English proficiency level. We must also describe available language acquisition program options for which you may choose the one that best suits your child. This letter also contains the criteria for a student to exit the English learner program. (20 United States Code [U.S.C] Section 6312[e][3][A])

We provide this information to all EL parents at the beginning of the school year so that parents can work with the teacher to ensure the student moves towards exiting the EL program.

Language Assessment Results
Beverly’s English Language proficiency was most recently assessed with the English Language Proficiency Assessment for California (ELPAC) during the 2017 – 2018 academic year. The results are listed on the attached student profile page.

Academic Achievement Results
You can monitor and support your student's progress towards English proficiency and academic success. Please contact your child’s school if you did not receive a report card at the end of the 2017 – 2018 school year.

Check if applicable: ☑ Individualized Education Program (IEP) on file
A description of how your child’s program placement will contribute to meeting the objectives of the IEP is attached.
Reclassification (Exit) Criteria

The goal of language acquisition programs is for students to become proficient in English as rapidly as possible and to meet learn grade level curriculum at the same time. When EL students have acquired enough English to perform as a native English speaker, they are eligible to exit the EL program or to be reclassified as fluent English proficient. The criteria to reclassify in Beverly Hills Unified is listed in the chart below.

<table>
<thead>
<tr>
<th>Required Criteria (EC Section 313[f])</th>
<th>BHUSD Reclassification Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Proficiency Assessment for California (ELPAC)</td>
<td>Students must score at the proficient level.</td>
</tr>
<tr>
<td>Teacher Evaluation</td>
<td>Report card grades of “C” for secondary or meeting grade level standards for elementary; student use of academic and conversational English with light linguistic support.</td>
</tr>
<tr>
<td>Parental Opinion &amp; Consultation</td>
<td>Parental agreement with the school’s recommendation.</td>
</tr>
<tr>
<td>Comparison of Performance in Basic Skills</td>
<td>CAASPP – Meets or Exceeds Standards in ELA and Math; If “Standard Met” then teacher evaluation and report card should demonstrate the student’s academic and English performance. Student performance in basic skills may also be evaluated through students’ performance at or above grade level on the STAR 360 assessments.</td>
</tr>
</tbody>
</table>

Graduation Rate for English Learners

The graduation rate for students who participated in the English Learner program was 100% during the 2015 – 2016 school year. Not including those met reclassification criteria. BHUSD graduation rate is displayed on the Adequate Yearly Progress report, available on the California Department of Education DataQuest Web page at http://dq.cde.ca.gov/dataquest/.

Language Acquisition Programs

Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible, and provides instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards. (EC Section 306[c])

Description of Program Options and Goals for English Learners

A description of the English language acquisition program provided in the Beverly Hills Unified School District is listed below.

- **Structured English Immersion (SEI) Program**: A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At minimum, students are offered ELD and access to grade level academic subject matter content. TK-5 EL students in Beverly Hills receive ELD instruction within their classroom from their classroom teacher. They are not pulled out of class for ELD services. Middle and high school EL students receive a minimum of 1 period of ELD services each day.
Requesting Language Acquisition Programs

Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (EC Section 310[a])

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. If interested in a different program from those listed above, please contact Dustin Seemann, Assistant Superintendent of Educational Services, to ask about the process.

Parents of English learners have a right to decline or opt their children out of the school district’s language acquisition program or opt out of particular English learner service(s) within a language acquisition program. (20 U.S.C Section 6318[c][A][vii]) However, California public schools remain obligated to provide the student meaningful instruction (5 CCR Section 11302) until the student is eligible for reclassification, annually assess EL student progress, inform the parent when progress is not made, and offer the parent programs and services to consider at that time.

If you have questions about your child’s English language program or progress, please contact your child’s teacher or contact your school’s English Language Coordinator, Phillip Babcock via email, pbabcock@bhusd.org. You may also contact Cherryn Luesang, Coordinator of Special Projects via email, cluesang@bhusd.org.

Sincerely,

Cherryn Luesang  
Coordinator of Special Projects  
(310) 551-5100 ext. 2335  
cluesang@bhusd.org

Phillip Babcock  
English Language Coordinator  
(310) 229-3669  
pbabcock@bhusd.org