

Master Plan for Services to English Learners

Oxnard School District

Bilingual Coordinators' Network
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Today we'll provide:

- 1) An overview of a collaborative process for development of a district master plan for English learners.
- 2) Example of the new Oxnard School District Master Plan for Services to English Learners in print and in electronic versions.



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Purposes of Master Plan

- Provide an operational guide for teachers, administrators, counselors, para-educators, clerks and others.
- Guide the implementation of outstanding programs for English learners, and ensure that these programs achieve the district's goals for ELs.
- Ensure operation of programs that are optimally-effective.



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A Master Plan Should

- Include goals for ELs to reach linguistic, academic and cultural proficiency.
- Be consistent with local board policies, strategic plan and the district's Local Educational Agency Plan (LEAP).
- Cover all necessary elements of state and federal law.



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For most benefit

- All personnel engaged in EL programs should use this plan frequently.
- We want administrators, teachers and others to refer to its pages **in print** and **on the internet** for specific guidance on how to deliver the EL programs.

To “be on the same page,” we need a page to be on!



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Aims of EL Master Plan Development Project

1. Use the master plan project to build district-wide capacity and a sustainable system of EL services.
2. Ensure coherent, cohesive and effective programs for all English learners.



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Development Phases

(Eight to 20 months)

- 1.0 Planning
- 2.0 Drafts and Revision
- 3.0 Final Draft and Adoption
- 4.0 Roll-Out and PD
- 5.0 Evaluate, Revise, Improve



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Our Collaborative Process

- **STEP 1: Form Task Force of Stakeholders**
 - teachers, administrators, board members
 - parents, community members
 - college and university and local city representatives
 - students in unified and high school districts
- **Monthly facilitated task force meetings**
 - Eight to ten
 - Meetings are conducted in Spanish and English
 - Materials provided in Spanish and English



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- **STEP 2: Build a common foundational knowledge**
 - Identify characteristics of ideal master plan
 - Set goals for English Learners
 - Review past practice in the district
 - Review EL research on systems, structure, instruction
 - Confirm understanding of state and federal requirements

 - Conduct small and large working group discussions of specific content and chapters.



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- **STEP 3: The work of the task force**
 - The stakeholders consider several partial and complete drafts.
 - A complete draft is disseminated throughout district. Feedback from staff, parents and others informs task force final deliberations.
 - Task force develops consensus on final draft to be submitted to the Superintendent.
- **STEP 4: District staff and superintendent review and forward a final version to local board for adoption.**
- **STEP 5: Final plan is prepared for print and electronic versions.**



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Products

- Board-approved master plan
- Design and formatting for print and electronic publication.
- Design and formatting of forms, form letters and other materials for an electronic forms repository
 - all available from a web-site designed to be consistent with the printed master plan.



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Professional Development

- The plan is only of value if supported by thorough roll-out and extensive Professional Development.
- Design activities and materials for multi-faceted PD, aimed to ensure thorough implementation.
- Include all staff and other stakeholders.



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The New Oxnard SD Master Plan for Services to English Learners

- Oxnard School District, 2008

– www.OxnardEL.org



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Print and Web Design

- Professional design of printed version and website greatly enhance usefulness and impact.
 - “Active” table of contents
 - Hotlinks to forms, letters, policies, templates and state documents.
- Online forms repository decreases need to print and maintain binders of forms and letters, and makes distribution to thousands of users possible.
 - Instant updates are a snap.
- Web-site design is up-to-date and responsive to those with disabilities.



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Other Recent Plans

- Hayward Unified School District, 2006
 - www.HaywardELL.org
- Fontana USD, 2008
 - www.FontanaEL.org
- Also: Newport-Mesa USD, Pajaro Valley USD, Ventura USD.



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A screenshot of the "Master Plan for English Language Learners" website for Hayward Unified School District. The page has a header with a navigation menu: IDENTIFICATION | PROGRAMS | MONITORING | STAFFING | COMMUNITY | EVALUATION | FUNDING | HOME. The main content area is titled "2 Instructional Programs" and includes an "Instructional Programs Overview" section. The overview text states: "Hayward Unified School District offers four program options to English Language Learners: Structured English Immersion, Mainstream English, Bilingual Alternative, and Dual Language Immersion. Each of these options is designed to ensure that students acquire English-language proficiency and recoup any academic deficits that may have developed in other curriculum. All options..." There is a "Download this chapter as PDF" button. A sidebar on the left lists "In this chapter" with links to "Instructional Programs Overview", "Instructional Programs at the Elementary Level", "Instructional Programs for Middle and High School", and "Considerations for all ELL Programs". A photo of a smiling young girl is visible on the right side of the page. At the bottom of the screenshot, it says "Master Plan for English Language Learners Online Resource © Hayward Unified School District 2006".



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Many thanks to:

Teachers, parents and administrators in:

Desert Sands USD, Fontana USD, Hayward USD
Newport-Mesa USD, Oxnard School District
Oxnard Un HSD, Pájaro Valley USD
Parlier USD, Santa Ana USD, Ventura USD

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