



Los Angeles Unified School District
Multilingual and Multicultural Education Department



EL MASTER PLAN PROGRAM OPTIONS KINDER ORIENTATION

As stated in the EL Master Plan (pg. 10), “...prior to the beginning of the school year, elementary schools are to hold a minimum of three orientation meetings for parents of newly enrolled Kindergarten students. The purpose of these orientation meetings is to provide parents with information that will assist them in making meaningful decisions about instructional program placement for their children.”

The following are guidelines to assist schools with the orientation meetings:

- EL Master Plan program options orientation can be part of a regular Kinder orientation meeting for parents.
- There is to be a minimum of three orientation meetings that are held at different times of the day to accommodate parent’s various work schedules.
- School sites may select the date and time for the three orientation meetings, as long as they are completed before the first day of school.
- Translation must be made available for parents that speak a language other than English.
- Announcement, agenda and sign-in must be provided. *(School-sites must keep copies of the announcements, agenda, and sign-in sheets for all three meetings. These records must be filed for 5 years and be available upon request.)*

During these meetings parents are to:

- Understand the initial identification of ELs (*EL MP Initial Identification Flow Chart pg. 8*)
- Receive *Master Plan Instructional Programs Options Brochures*
- View information that describes instructional program options: *Master Plan Instructional Programs Options Videos*
- Understand the Minimum Progress Expectations for ELs (*EL MP Chapter 2*)
- View the curricular materials used in each program

In addition, school-sites are to provide multiple opportunities to parents of ELs throughout the year to learn about the Master Plan instructional programs, as mentioned in the EL Master Plan and REF-4380. Notification opportunities include, but are not limited to, initial enrollment, parent meetings, Back-to-School Night, Open House, parent advisory committee meetings, etc.... During these opportunities parents/guardians are provided with the Instructional Programs for English Learners Parent Brochure, time to view the Instructional Programs for English Learners video, and a platform to discuss and ask questions. These opportunities will ensure that parents receive substantial and accurate information to make informed decisions regarding their child’s instructional program placement. School-sites must keep copies of the announcements, agenda, and sign-in sheets for all three meetings. These records must be filed for 5 years and be available upon request.

The following links are provided to assist you in fulfilling your requirements:

- [English Learner Master Plan](#)
- [Master Plan Instructional Programs Options Brochures and Videos](#)
- [Master Plan Instructional Program Options Meeting Log](#)
- [REF-4380- Initial Notification Requirements for Parents of English Learners \(K-12\)](#)