

St. Martin Parish
2018-2019
Title III
English Learner Program

MAKING ENGLISH FUN!



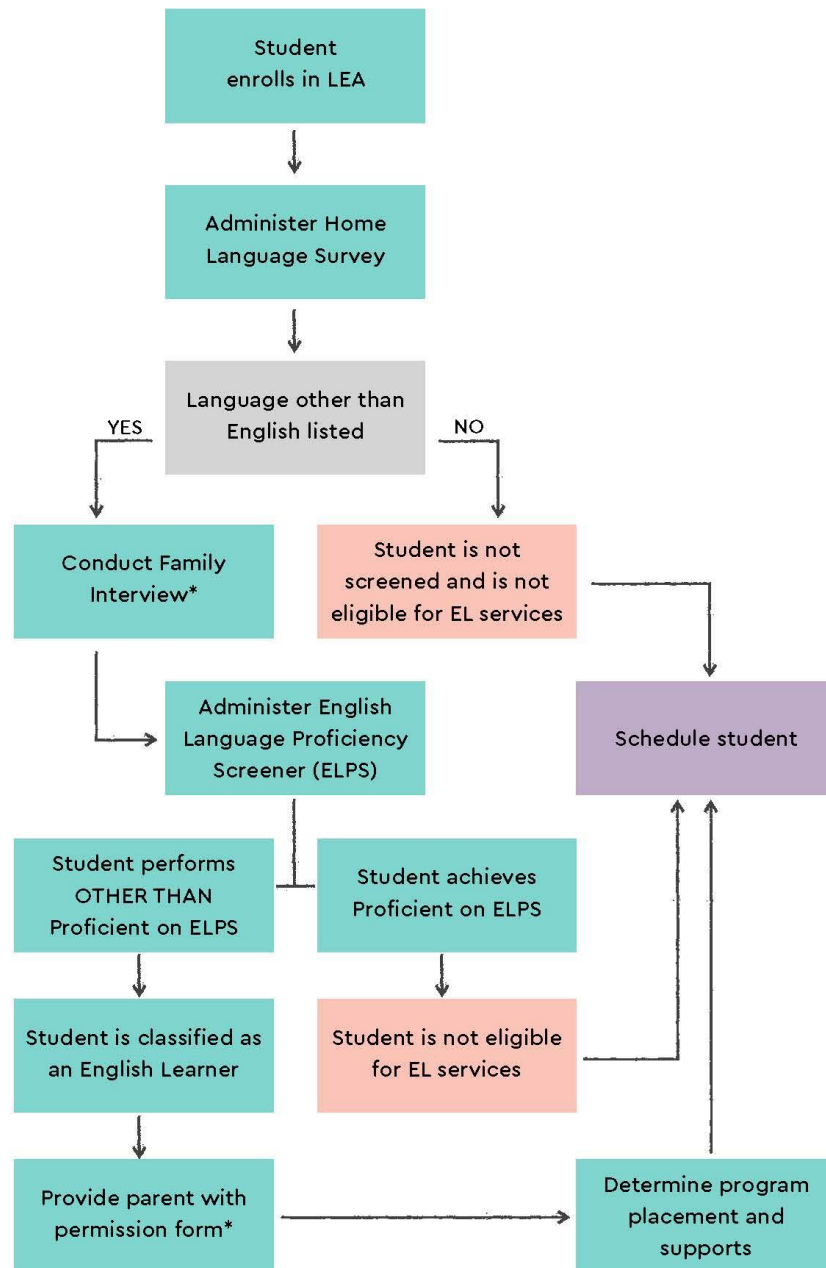
TITLE III
ENGLISH LEARNER (EL)
2018-2019

- EL students must be provided with meaningful access to all curricular and extra-curricular programs.
- EL students **must** be provided with classroom facilities comparable to those provided to non-EL students
- EL students must have access to qualified teachers and sufficient resources to ensure meaningful participation in the curriculum.
- Schools **must** provide information regarding policies, school activities, programs and services to parents in a language that they can understand. Translation requests can be made by contacting assigned EL Coach or district EL Supervisor, Melanie Taylor.
- Students are **not** to be used as translators or messengers for such information.
- The Home Survey on the student registration sheet **must** be filled out by every student in the district. It **must** be completed in the areas of:
 1. Birth Place
 2. Country of Origin
 3. Date of Entry to the US
 4. The language first learned by the student
 5. Language other than English spoken at home
 6. Language used most often by the student

- Any student/parent who marks that another language is spoken at home **must** be screened for English Language Proficiency. The LDOE approved screening tool, **English Language Proficiency Screener (ELPS)** will be used and will be administered by district EL Coaches. Once a student is registered, the school must complete the process within within 30 days.
- All EL students **must** be in an approved intervention program that supports both language acquisition and academic proficiency. The EL Coaching Model will be followed within a Sheltered English Instruction program. Interventions may include READ 180, System 44, Project READ, Imagine Learning, iReady, Rosetta Stone, or other computer assisted programs with adult supports.
- District EL Coaches will work closely with school staff and content teachers to integrate the Connectors for English Learners for close alignment with the LA Student Standards. The focus will be on providing support for ELs to meaningfully engage in content area curriculum and instruction within the content area classroom. District Coaches will work with school staff to build capacity of content area teachers to engage ELs in the core content area curriculum.

ENGLISH LEARNER (EL) IDENTIFICATION FLOWCHART

This process must be completed within 30 school days of student enrolling.



Registration

1. Complete EL information on school registration form. School personnel must provide assistance and contact district EL Coach if translation is needed.
 - a. Principal designee will assist parent/guardian in completing the registration form.
 - b. Principal designee will review the registration to examine if the parent/guardian indicates if the student is an EL student.
2. Principal designee will email the district EL coordinator (**Melanie Taylor**) the completed **registration form and Birth Certificate** (***no later than 48 hours from enrollment date***).
3. District EL coordinator will contact assigned district EL Coach with student information to schedule student screening. EL Coach will communicate screening results to school coordinator.

Initial Screener

- District EL Coach will screen the student using the ELPS within 30 days if registering after school year has commenced.
 - a. If student qualifies the student will begin services. An SBLC meeting **must** be held to determine appropriate services for the individual student according to the EL Accommodation Form.
 - b. SBLC must review student progress annually and ensure proper documentation on each individual student's progress (RTI process). Documentation will be maintained in WebPams and in student EL folder at the school level.

EL Student Program Requirements:

1. School Building Level Committee (SBLC) will develop an educational program to meet each child's individual needs through both academic and language services.
 - SBLC will provide instructional programs which foster the child's success in core content subjects addressing current standards. In addition to core curriculum, SBLC will place EL student in an intervention program to support academic and language progress. Programs may include Project Read, Read 180, System 44, Reading elective course, iReady Intervention, Imagine Learning, etc.
 - SBLC will provide teaching staff with appropriate curriculum guides along with supplementary materials and instructional methods designed to support ELs.
 - District EL Coaches will provide additional coaching supports and resources.
 - Students who are Opted-Out of EL services by parents must continue to be monitored. Students will still receive accommodations as per the EL Accommodations Form. They are still required to take the ELPT. An opt-out form must be signed by the parent. A copy must be kept in the student's folder and a copy sent to Melanie Taylor. A new opt-out form must be signed on a yearly basis.

- High school instructional programs: newly arrived non-proficient English Learners will not be placed in highly language dependent courses (such as American History or advanced courses). **EL students are not to be placed in any CCRC program until after 2 consecutive semesters in high school.** The EL student must develop a degree of competency in the English language in order to succeed in advanced courses. **Schedules must reflect the unique needs of the EL student.**
2. English Proficiency Assessment:
 - a. EL (SPED) students will continue to take the ELPT assessment as long as they qualify for EL services. **Students Opted Out by parent MUST take state mandated English Language Proficiency Test/ELPT.**
 - b. SBLC along with district staff will monitor ELPT assessments yearly to determine exit criteria for English proficiency.
 - c. EL students with disabilities who are unable to meet exit criteria within a **four year or more period**, may be removed from EL student services by the SBLC.

High Stakes Testing

1. All EL students will take all state mandated tests such as LEAP, EOC, ACT, Work Keys, etc., in addition to the state mandated English Language Proficiency Test (ELPT).
3. During high stakes testing, the accommodations cannot be different from accommodations used in the classrooms during instruction and assessments, as documented on EL Accommodations Form, or IAP/IEP.
4. In reference to grading policies, EL students who are unable to comprehend the language of instruction, should not be assigned failing grades in the content area subjects. The student should be assigned grades based on cooperation, effort, and participation in class work to the degree that his/her English Language Proficiency allows. A description may be added behind such grades (for example, "D, EL")
5. **Students should be expected to:**
 - Pay attention in class
 - Follow directions
 - Have required materials
 - Participate in class activities/ discussions
 - Complete homework assignments
 - Show progress
6. Grading at the secondary level should be simplified according to an EL's English Proficiency level, and teachers should provide concreteness by extensively using graphic materials.

7. Evaluations of student progress should be made in terms of successful mastery of the skills outlined in the state's LA Student Standards.
8. Evaluations should be developed according to the child's level of English Proficiency determined by the English Language Proficiency Test (ELPT). EL Connectors are aligned to LA Student Standards and should be used in the design of instruction and assessment.
9. Accommodations must be provided to students who require supports. In assigning grades for content courses, teachers should scaffold and differentiate instruction, weighing end-of-semester or end-of year evaluations more heavily than those at the beginning of the school year.
10. Performance assessments and assessment portfolios can be used as documentation for assigning a grade.

Exiting of English Learner Services Criteria (as it relates to Bulletin 111/Sec 4001)

To exit, a student must score proficient in all tested domains • This means a 4 or a 5 in each domain

- All 4's = exit
- All 5's = exit
- Combination of 4's and 5's in any of the 4 domains = exit

English Learner/SPED Students	
<p>Students with disabilities who are unable to meet the above exit criteria after four years or more in EL status because of their disability, as decided only by consensus of the members of the school building level committee (SBLC), may be exited from EL status (but will still be required to take statewide assessments).</p>	

*****Students who are exited must be monitored for two years and provided supports as needed*****

Professional Development:

- Professional development (PD) will promote and generate professional dialogue around emergent language processes, methods, and strategies, as well as evidence based practices associated with improved academic achievement of ELs. PD will focus on enhancing the ability of content teachers to understand and use content curricula, assessment, instructional strategies, and appropriate scaffolds and accommodations aligned to EL Connectors and LA Student Standards, to improve outcomes and support language and academic proficiency for ELs through grade level academic content. Information and collaboration will be provided through a Train the Trainer model by district and school leadership staff through district PLCs and school PLCs. EL coaching will be provided within the classroom and through school and district PLCs by district EL Coaches and school level Instructional Coaches trained in the EL coaching model by district team. Principals will be provided information on EL program implementation and coaching model, as well as EL Connectors at beginning of year district orientation meetings. Pre-K teachers will be provided with information on assisting possible ELs with language rich instructional programs which closely align to their current program standards.

Family Engagement:

- Home/school connections will be provided by district EL Coaches who will distribute information, translation, and interpretation of school information to parents as needed. EL Coaches are available to assist with home visits and phone contacts to provide translation and information, and to ensure strong home/school connections. Translation is provided for Spanish families both orally and written for school documents and meetings. EL parents are invited to participate in all SBLC, Parent/Teacher conferences, and 504/1508 meetings with translation provided as needed. District EL Coaches are available for Parent/Teacher conference days and SBLC meetings to provide translation. Title-I Parent Center, which is centrally located in the district, houses literacy materials available for free for family use. Family connections will focus on using technology, translation apps, homework supports, home visits, summer learning, Spanish reading materials, etc. Summer programs and home supports are available for students who qualify. EL Coaches will be available for summer home visit connections for academic resources in reading, writing, and vocabulary development. Translation must be made available for all families who require it, regardless of whether student qualifies for EL program.

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
TYPES OF CONTACTS OR SERVICES BY INDIVIDUAL SCHOOLS/TEACHERS												
1. Teacher school/personnel conference												
2. Parent conference; Parent Meetings; etc.												
3. Telephone conference and/or written notes												
4. Community Service Awareness												
5. EL academic tutoring – parish EL tutor assistance (WEEKLY)												
6. Classroom Accommodations												
7. Academic Tutoring												
8. Monitored attendance												
9. Addressed housing needs												
10. Addressed concerns regarding neglect, abuse, or guardianship												
11. Transportation-Medical/School												

12. Shelter, home, or school visit												
13. Medical, evaluation or counseling services												
14. Assistance with school registration												
15. Addressed parenting issues, family literacy, or domestic violence												
16. Correspondence sent from school/agencies are translated - EL												
17. Addressed food and/or clothing needs												
18. Provided school supplies												
19. Other: Conferenced with _____, EL tutor												
20. Other:												
MONTHLY TOTALS												