

Sanctuary Task Force

First Meeting

09/05/2024



LIVE • LEAD • LEARN

SAN MATEO-FOSTER CITY
SCHOOL DISTRICT



Agenda

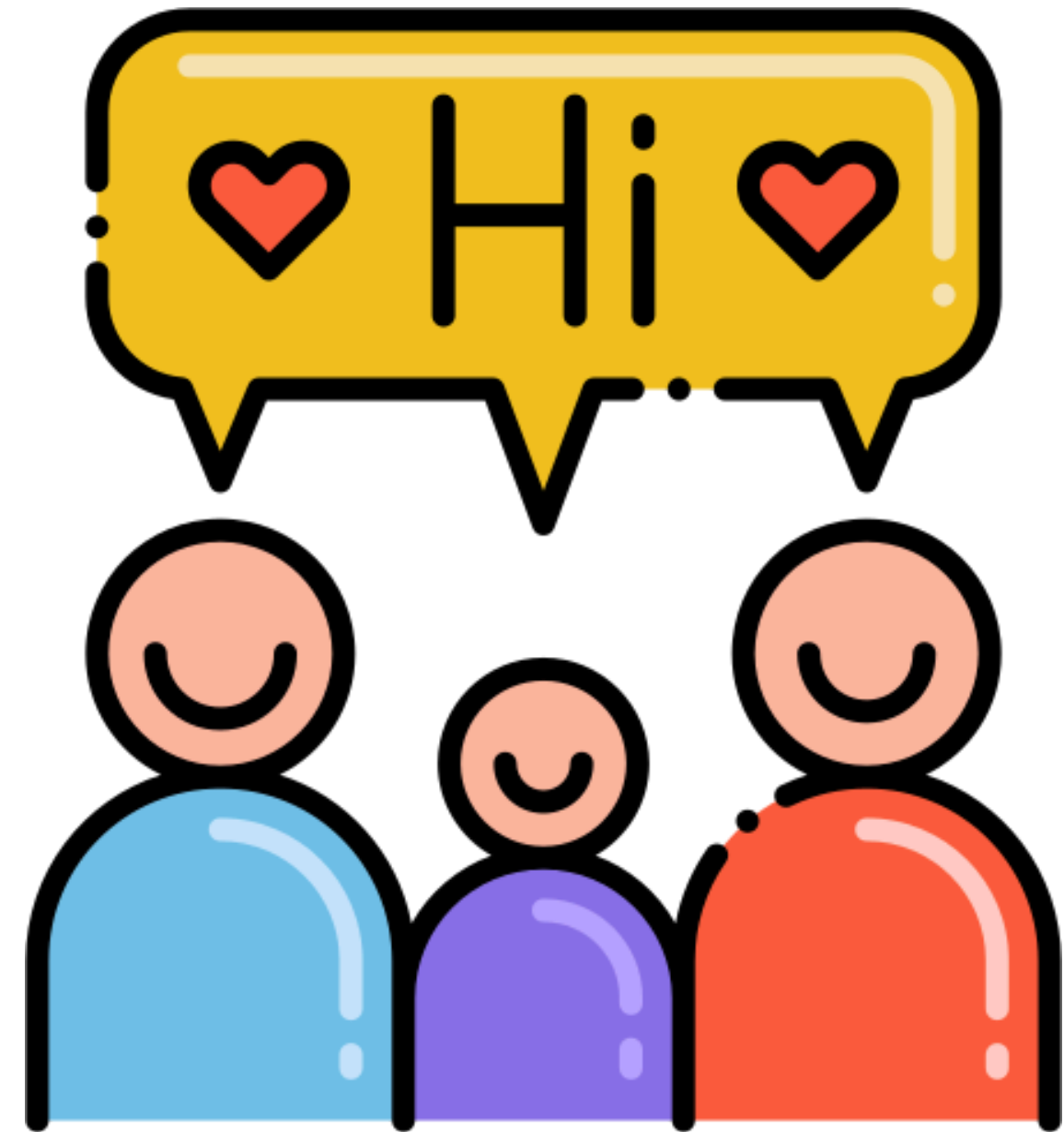
- Admin Launch Summary
- Newcomer systems in place
- Feedback: What do you know about the intake form?
- Recruitment & Executive team

Norms

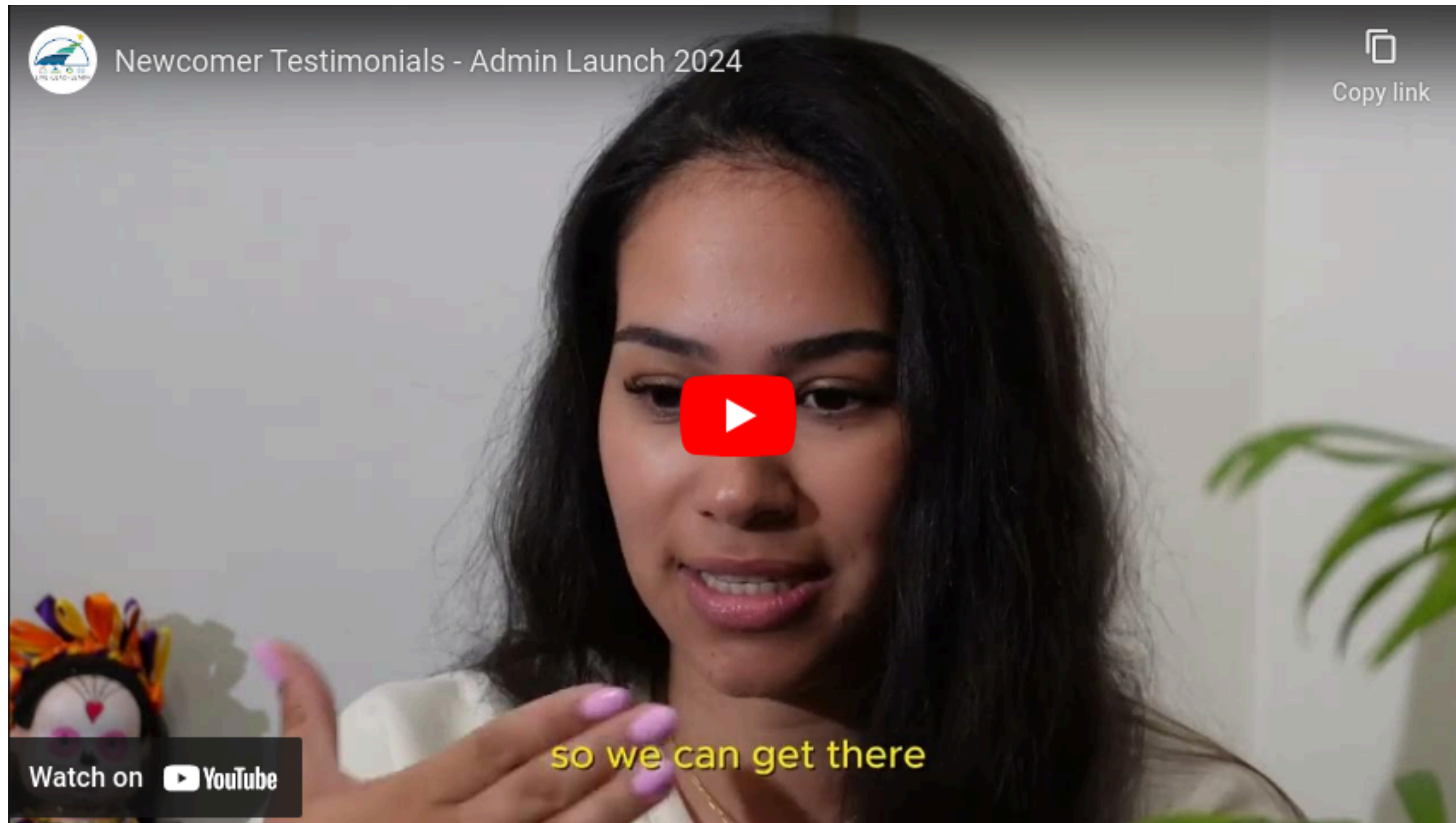
- Value Differences as well as Confidentiality
- Presume Positive Intent
- Honor our Time Together
- Be Present & Engaged
- Hold an Equity of Voice
- Demonstrate Mutual Respect and Support
- Practice a Growth Mindset
- Stay Student Centered with an Asset-based Lens

Introductions

- Name
- School
- Favorite Walt Disney movie



Admin Launch Summary



Systems to Support Newcomers



Welcoming School Environment



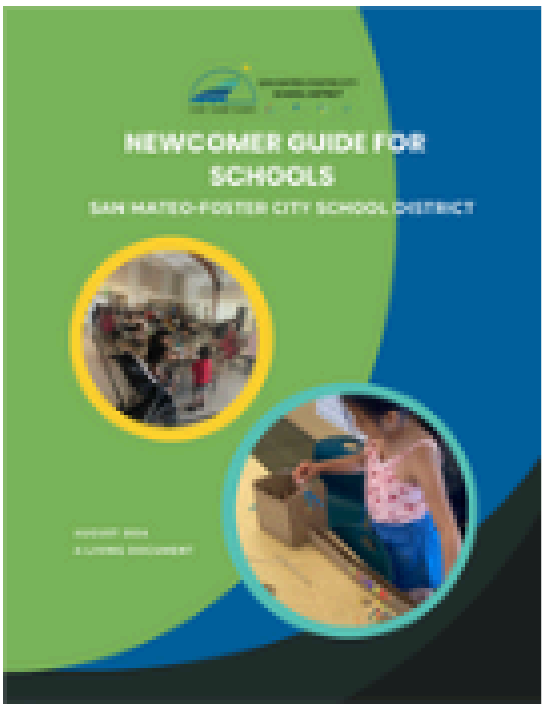
Social-Emotional Supports



Family Engagement



Instructional Supports



Newcomer
Guide for
Schools

How is the implementation going?



Glows



Growths



Goals for this year

What is next?



Big goals

The mission of the Sanctuary Task Force is to create a caring and welcoming environment for immigrant-origin families.

The three purposes of the Sanctuary Task Force shall be to:

- Recommend school protocols and systems responding to the needs of immigrant students and families.
- Support school sites in establishing a nurturing, welcoming and inclusive culture where immigrant students and their families feel valued.
- Enhance partnerships with community-based organizations who provide resources and services for immigrant families.

Ideas welcome!

- New related projects
- Improve current projects

Recruitment

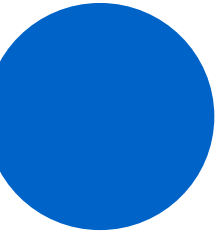
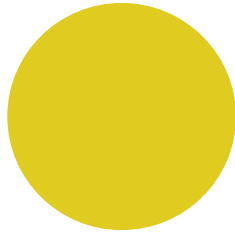
Brenda will share
flyer by email



Leadership opportunity: Executive team

- Duties:
 - Assist in planning initiatives of Sanctuary Task Force.
 - Planning the agenda before the meeting. Assist committee members and guests.
- Size: At least 4 members
- Email Brenda & Sofia if you are interested





Cycle Name ▾	Submitted ▾	Due Date ▾	Status ▾ 	Last Modified ▾
2024-2025 Beginning of Year Reclassification (6th - 8th)	0 / 1	Aug 31, 2024	Live	Aug 19, 2024
2024/2025 EL Snapshot (Elementary)	0 / 315	Nov 30, 2024	Live	Aug 16, 2024
2024/2025 Newcomer Screener	1 / 28	Aug 31, 2024	Live	Aug 16, 2024

 Fill out forms

Step 3:
Click on 2024-2025 Newcomer Screener

5 forms

Actions ▾

☐	Student ▴		Grade Level ▴	School ▴	Contributors
☐	Acevedo Madrigal, Yatziri	 Fill out form	K	Park Elem	Counselor Other

Step 4:
Click on the respective student to fill out form

Adding students in Ellevation

If students are not yet identified as a Newcomer in Ellevation, we will not be able to conduct a screener.
If you have identified a Newcomer, and they don't yet show up in Ellevation, add them to the cycle.

*Remember to only add students if they were enrolled starting on July 1st, 2024

Export

Add Students to Cycle

Date Created ▾	Date Submitted ▾	
Aug 22, 2024	--	⋮

Rows per page: 25 ▾ 1-1 of 1 < >

*If a student already has a form, Ellevation will not allow you to create a duplicate; in this case, you may need to look for the student's form in a different box.

Add students in Ellevation (if needed)

- Add the SID/SSID into the field

Add Student(s) ×

Select students to add to **2024/2025 Newcomer Screener** , this will create **1 form** per student.

Start typing... ▼

Please enter 2 or more characters

Finding a student's Newcomer Screener

When you open the Newcomer Screener it will automatically move to the “In Progress” box, and will no longer be found in the “not started” box.

ELL ELEVATION

Students ▾FormsReports ▾Strategies

Find

▾

▾

San Mateo-Foster Ci

< Back to All Forms

2024/2025 Newcomer Screener

Due Date: August 31, 2024

● Live ▾

Filters ⓘ

Student

Grade Level

School

Contributor Roles

Associate staff members to contributors for the forms below.

Match

NOT STARTED

19

19 / 35

IN PROGRESS

13

13 / 35

DONE

0

0 / 35

SUBMITTED

3

3 / 35

19 forms

Actions ▾

Export

Add Students to Cycle

Teaching & Learning

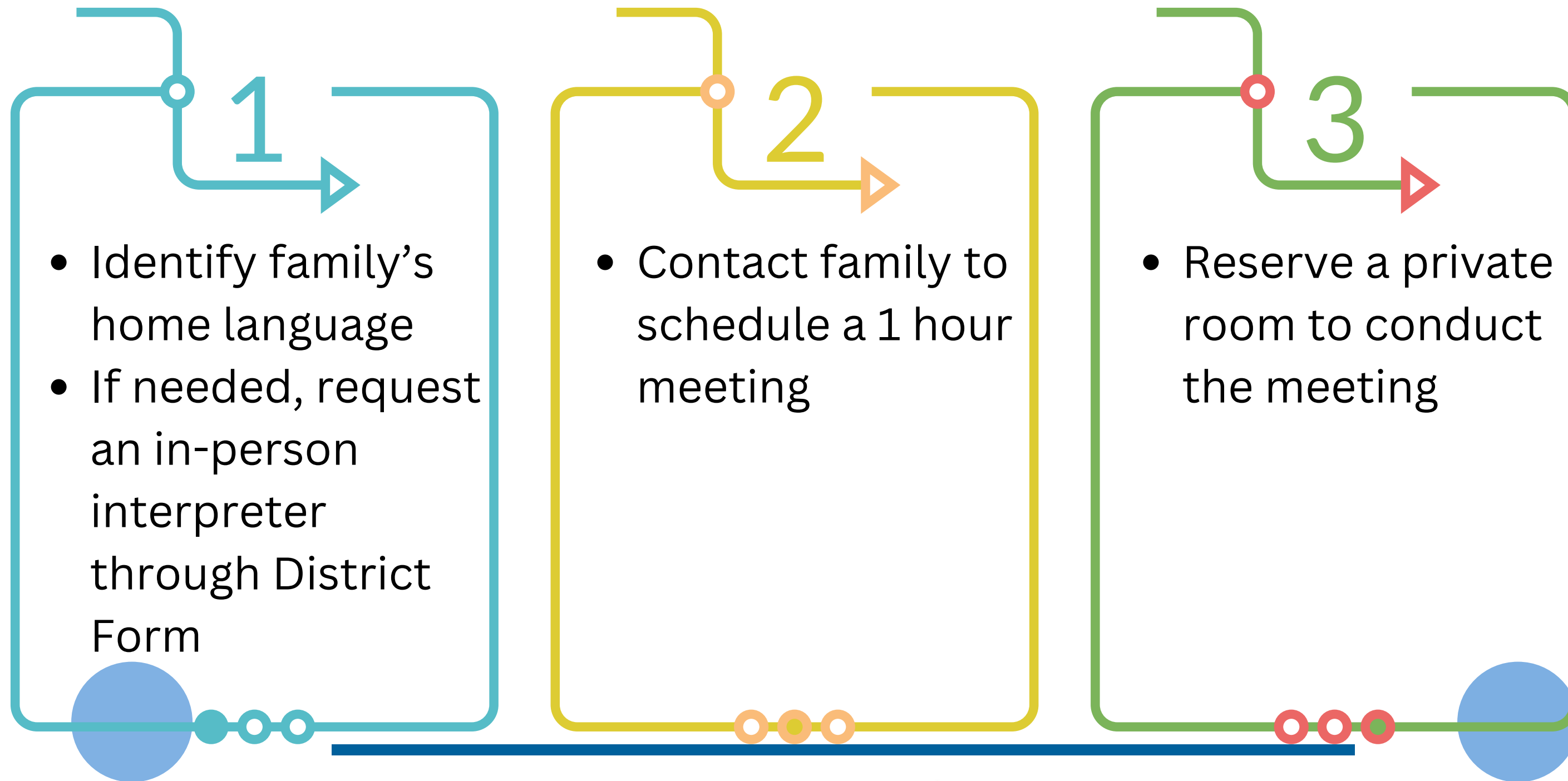
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SAN MATEO-FOSTER CITY SCHOOL DISTRICT

Elementary vs. Middle School

- **Elementary:** Contact Family to schedule a time to conduct Newcomer Screener.
- **Middle School:** Let student know that you will be pulling them from class on a given day/period to conduct Newcomer Screener. If there are gaps in information known by student, contact Caregiver.

Before conducting the Newcomer Screener



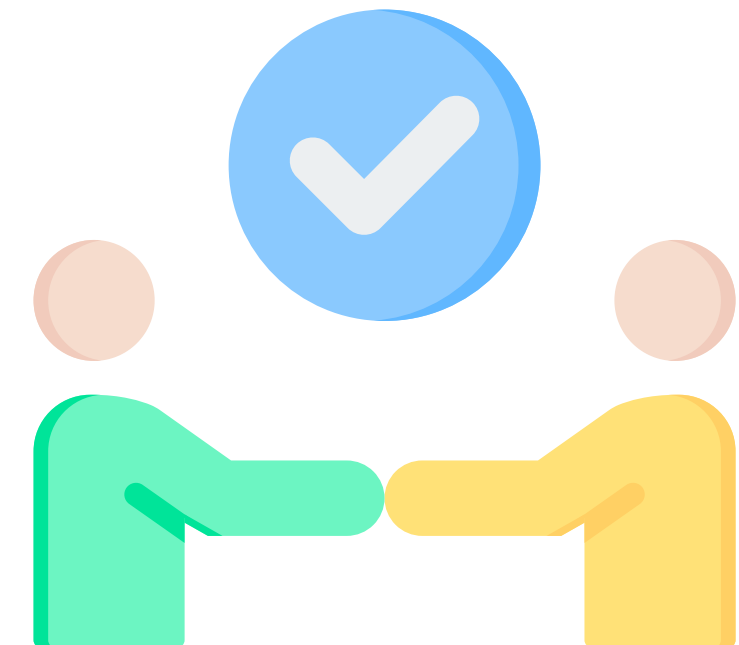
Build a trusting relationship with families

- Read the “Preamble to the student/family.”
- Confirm the student/family understands that participation is voluntarily.



Consent & Participation

- Read the “Preamble to the student/family.”
- Confirm the student/family understands that participation is voluntarily.



Preamble & Consent

The purpose of this meeting is to get to know your student better and to help them be successful by better understanding their needs. I am going to ask you a series of questions about their schooling experience, living situation, and their interests and motivations. You can choose to answer all, some, or none of my questions. Your participation is 100% voluntary. You can choose to stop this meeting at any point. Your answers are confidential. No person outside of our district will have access to this information without your permission.

Do you have any questions? (Answer all relevant questions honestly).

Do you consent to participate?"

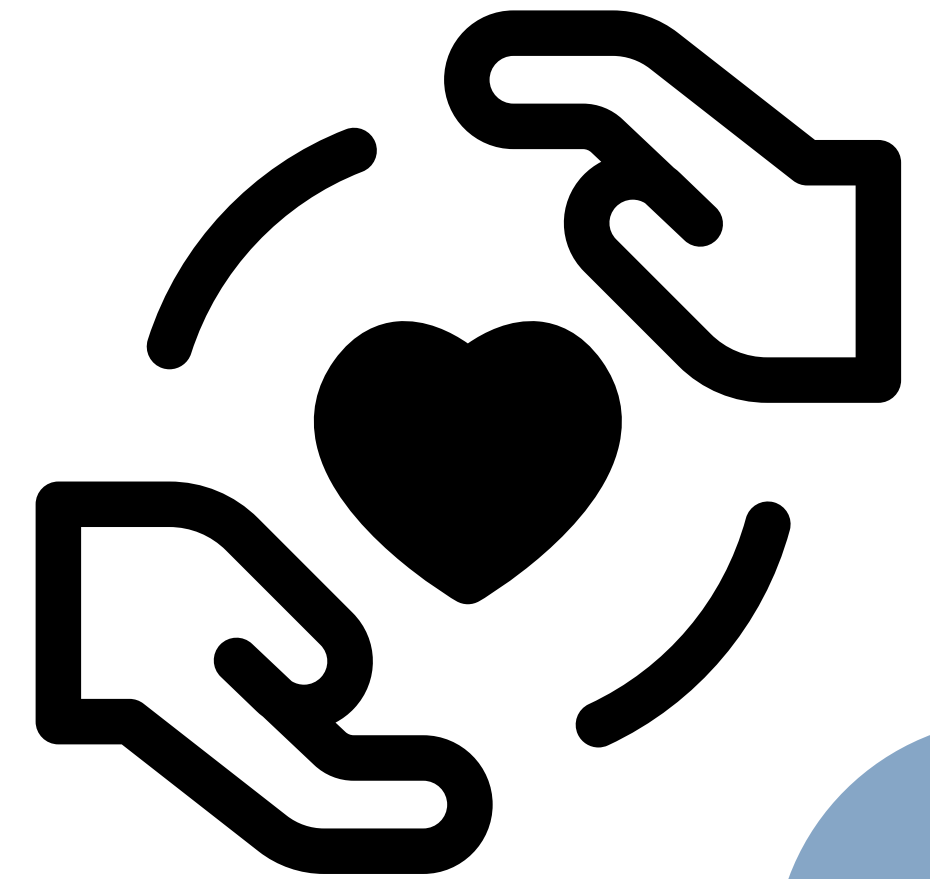
☐ Yes, Consent Given (Screener may proceed to complete all sections)

☐ No, Consent Not Given (Screener ends, complete First, Middle, and Last name)

Before you start, remember:

- **Listen actively and empathetically.** You are building a relationship with each family.
- If parents are ready, **ask follow up questions** when information is unclear.
- Schedule another time to finish the screener if more time is needed. **Our goal is to gather relevant information** about a newcomer, not to complete a form in one meeting.

IMPORTANT



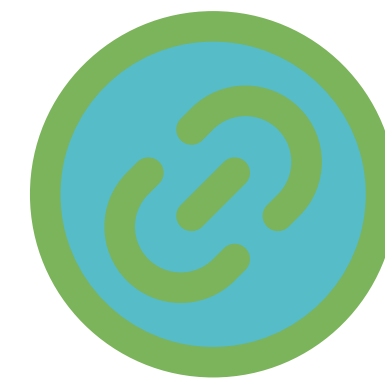
Newcomer Screener Information

- Student Information
- Household Information
- Transportation
- Educational History
- Student Strengths
- Literacy Practices
- After School Activities
- Student Health



Community Resources

- Student Information
- Transportation
- Food
- Clothes/ Uniforms
- Housing
- Legal
- Medical/ Mental Health
- Academic
- Enrichment
- Technology

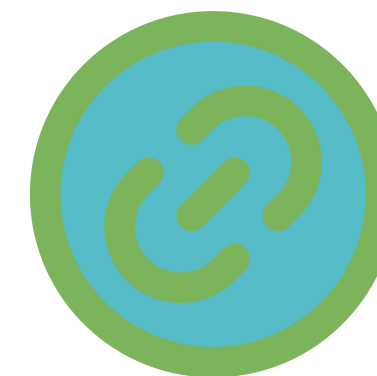


Community Resource Checklist

Student Cumulative File

- The Newcomer Screener Form will be hosted in ELLevation
- The Community Resource Checklist will be printed and put it in the Student Cumulative File

Community Resource Checklist



After Newcomer Screener is administered

- Send email to notify (counselor, teacher(s), TOSAs etc.) that you have completed the Newcomer Screener and if they have follow up questions to reach out to you.



Time to practice

Instructions:

- Read the completed screener
- Answer the following questions:
 - Is the information captured in the form useful to support the student? Why?
 - What follow-up questions would you ask the parent to go deeper?



Time to practice

EXAMPLE 1

1) Who does the student currently live with? 2) Does the student need any help with transportation getting to school?

Mom, Dad, Uncle (17 years), 2 year brother

EXAMPLE 2

Time to practice

EXAMPLE 1

Attendance History

Generally, how often was the student absent from school in the years before enrolled in SMFCSD?

* Required

- ☒ Always
- ☐ Often
- ☐ Sometimes
- ☐ Rarely
- ☐ Never
- ☐ Not applicable

Note: Please give more detail on your above answer. If the general trend differs based on the student's age/grade (ex: absent most of 4th grade, but attended often in 5th grade), please note that here.

EXAMPLE 2

Attendance History

Generally, how often was the student absent from school in the years before enrolled in SMFCSD?

* Required

- ☐ Always
- ☒ Often
- ☐ Sometimes
- ☐ Rarely
- ☐ Never
- ☐ Not applicable

Note: Please give more detail on your above answer. If the general trend differs based on the student's age/grade (ex: absent most of 4th grade, but attended often in 5th grade), please note that here.

In 3rd and 4th grade: Sick 3 times with the flu, stayed at home for 5 days at a time, kept getting sick. Absences due to where they lived prior- farther away, now they live close by and attendance should improve. Also missed some school due to vaccination records needing to be verified. Principal reviewed attendance policy with the parent and to report absences to the front office.

Time to practice

EXAMPLE 1

Area of Strength

What are some of the student's favorite subjects? What did they like to learn? (Check all that apply.)

* Required

- ☐ Listening skills
- ☐ Reading skills
- ☐ Speaking skills
- ☐ Writing skills
- ☐ Other
- ☒ Math
- ☐ English/Language Arts
- ☐ Science
- ☐ History/Social Studies
- ☐ Social emotional
- ☐ Not applicable

What does the student enjoy about school?

Math

Time to practice

EXAMPLE 2

Area of Strength

What are some of the student's favorite subjects? What did they like to learn? (Check all that apply.)

* Required

- ☐ Listening skills
- ☐ Reading skills
- ☒ Speaking skills
- ☐ Writing skills
- ☐ Other
- ☒ Math
- ☐ English/Language Arts
- ☐ Science
- ☐ History/Social Studies
- ☐ Social emotional
- ☐ Not applicable

What does the student enjoy about school?

This year he has reported feeling welcome in his class and at school, that his classmates have befriended him. Parent said he is very smart, knowledgeable. He likes playing soccer with friends.

Other considerations

- Determine as a site team who will provide follow-up and check-in to support Newcomer during transition. Monitor as needed.
- Keep track of completed and pending Newcomer Screeners.



Support Team

