

Wyoming Central School District  
**COMPREHENSIVE ELL EDUCATION PLAN**  
2020-2021

**Freestanding**

**01. The District's philosophy for the education of ELL pupils:**

- a. **A concise statement that describes the District's commitment to ensure that all ELL pupils are provided with:**
  - i. **The same opportunities to achieve the same educational goals and standards as the general student population;**
  - ii. **Equal and equitable access to all school programs and services; and**
  - iii. **Required programs and services that correspond to their ages and grade level(s).**

*Wyoming's mission statement for all students is: Our School, in partnership with the community, is to enable each student to reach his or her highest potential, instilling in each a commitment of lifelong learning, and thereby empowering each to achieve personal fulfillment in a Global Community. Our students identified as ELL have full access to the same educational programs as our general student population. We will hire or train our teachers to meet the needs of any ELL students we enroll.*

**02. Administrative practices and procedures to screen, identify, place and annually assess ELL pupils: The description must include:**

- a. **The steps implemented for the screening of new entrants.**
- b. **The steps implemented for the identification of those pupils who may possibly be ELL. These steps must include the administration of the Home Language Questionnaire (HLQ); the informal oral interview in English and in the pupils' own native language; and the administration of the Language Assessment Battery-Revised (LAB-R) for placement purposes.**
- c. **Identify the person(s) responsible, including the completion of the HLQ and the oral interviews, as well as the administration of the LAB-R.**
- d. **The steps implemented for the annual assessment of the pupils' English language proficiency (i.e., progress and attainment) through the NYSESLAT and their academic progress in other content areas.**

*The Home-Language Questionnaire is part of every registration packet a new entrant receives. Our District Registrar sends a copy of the Home-Language questionnaire in which the parent/guardian has indicated that a language other than English is spoken at home, to the Director of Student Services. The Director of Student Services will review the questionnaire and the student's placement file. If a LAB-R has*

*not been given to the student in a prior district, a LAB-R will be used to assess the student from an ESL teacher. Using the results of the LAB-R, and ELL placement, if required, is identified and built into the student's schedule. An ESL teacher conducts the oral interview in English and gives the LAB-R assessment. We hire translators to help us with the oral interview in the pupil's own native language.*

*The NYSESLAT is given every year by an ESL teacher to students requiring ELL services. The results are reviewed by the Superintendent, the Director of Student Services and the ESL teacher.*

**03. The nature and scope of the English as a Second Language and/or bilingual instructional program and services available to ELL pupils: The description must include:**

- a. The program design in each school building, including the type(s) of program implemented; the curriculum design, content, and organization; the teachers and their qualifications; the number of classes in each program and the number of pupils in each class; and the language(s) of instruction.**
- b. A sample of a student schedule, one each from Grades 1, 4, 8 and 11, showing the unit(s) of instruction in ELA and ESL and in the content areas. For bilingual programs, please include the units of instruction in Native Language Arts (NLA).**
- c. The planning and management of programs and services, both at the district and at the building level.**
- d. The nature and scope of parental involvement activities, including a sample of attendance sheets at face-to-face meetings, as well as written and oral notifications to parents and guardians.**
- e. The nature and scope of activities in each school building to assist newly enrolled ELL students, including Students with Interrupted Formal Education (SIFEs), at the beginning of each school year.**
- f. Professional development activities for ELL/Bilingual teachers, as well as mainstream content area teachers and all district administration staff in order to help them serve the educational and social needs of ELL pupils and understand state regulations and federal mandates governing programs and services of ELL pupils.**
- g. A report on the Request for Extension of services.**

*Wyoming CSD, at the present time does not have an ELL teacher as we have no ELL students enrolled. When and if we need an ELL teacher we will reach out to Genesee Valley BOCES for an itinerant teacher. Students will be grouped by age level. We currently have no ELL students. ELL teachers have ongoing professional development. The District will send the classroom teacher for elementary students and the core-subject for middle school students to professional development as it is offered in the area. The Director of Student Services oversees the program and regularly*

*consults with the Superintendent and ELL teacher. As appropriate, student report cards and letters sent home are translated into the home language. Parents are invited to all orientations and translators will be provided.*

- 04. The criteria used to place ELL pupils in appropriate bilingual or ELL instructional programs: The description must include:**
- a. The criteria used and the procedures implemented to place identified ELL pupils in bilingual and/or free-standing ELL instructional programs and services.**
  - b. Opportunities for parents and guardians to meet with school to discuss nature, purposes, and educational values of different program types and services, including the option to transfer their pupils to such programs at other schools or the option to withdraw their pupils from participation in an instructional education program only.**

*State Ed provides the criteria for services based on the results from the LAB-R and the NYSESLAT assessments. We follow these guidelines. Wyoming CSD will offer a free standing ELL program.*

- 05. The curricular and extracurricular services provided to ELL pupils: The description must include:**
- a. The different curricular and extracurricular activities that are available to ELL pupils in each building in the district with ELL pupils.**
  - b. The extent of ELL pupils' participation in curricular and extracurricular activities in each building in the district.**

*All curricular and extracurricular activities are available to our ELL pupils. At present, we have no ELL students thus there are not any involved in activities.*

- 06. District and school level procedures for the management of the programs and services: The description must include:**
- a. Activities related to the implementation and management of the District's Comprehensive Plan, including:**
    - i. Staffing**
    - ii. Site selection**
    - iii. Coordination and implementation of staff development activities;**
    - iv. Training**
    - v. Program planning**
    - vi. Implementation and monitoring of assessment-related activities;**
    - vii. Parental notification**
    - viii. Parental involvement activities;**
    - ix. Coordination of District's funds for ELL pupils, including Title I, Title II, Title III, Foundation Aids, Contract for Excellence, local district funds, etc.;**

- x. **Disbursement of supplies and materials for bilingual and/or ELL instructional programs; and**
- xi. **Other administrative activities**

*The Director of Student Services oversees the coordination and implementation of staff development activities, training, the implementation and monitoring of assessment-related activities, and coordination of district funds for ELL pupils. The Superintendent/Principal with the Director of Student Services jointly hire and make staffing decisions. The Superintendent/Principal and the Director of Student Services together are in charge of parent notifications and parental involvement activities, and the distribution of supplies and materials for our ELL programs when needed.*

**07. Procedures for the distribution of school-related information to parents of ELL students in the language they understand: The description must include:**

- a. **The methods employed by the school district to ensure that the parents and guardians of ELL pupils are informed fully, in a language they understand, and in a timely manner of school related-activities and any information that are pertinent to the education of their pupils.**

*Wyoming CSD will hire translators for parent-student events and will translate the report card and other parent notifications sent home.*

**08. Procedures for the submission of the results of the annual evaluation of ELL pupils: The description must include:**

- a. **A timeline of activities may be provided to describe the process implemented to submit assessment data to the State Education Department (SED).**
- b. **Use the results of such assessments, including the NYSESLAT, ELA and Math to inform instruction.**

*Wyoming CSD uses many data-driven practices to review our instructional program. NYSESLAT, ELA, and Math assessment data along with iReady is reviewed at the District, and classroom level to evaluate instructional programs and make adjustments as necessary. Our timeline is based on the requirements for data submission and on the data release dates as identified by the New York State Education Department.*

**09. Procedures for the referral of ELL pupils who are suspected of having a disability: The description must include:**

- a. **The procedures implemented in accordance with Part 200 of this Title for the referral to the Committee on Special Education (CSE) of ELL pupils who are suspected of having a disability. Any documentation involving consultation with parents, teachers, service providers, the SCE, etc. must be kept in the pupils' cumulative folders.**

- b. The procedure for ensuring that a bilingual multidisciplinary evaluation conducted before the CSE identifies pupils with limited English proficiency as having a disability.**

*Wyoming CSD will provide access to CSE screening to all ELL students suspected of having a disability. As it is possible we will use native speakers to assist us with these assessments. All paperwork related to this process will be kept with the student's permanent record.*

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