



ENGLISH LEARNER PROGRAM HANDBOOK



PAYETTE SCHOOL DISTRICT

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Welcome to the English Learner Program

Welcome to the Payette School District English Learner (EL) Program! Our district is committed to ensuring that every student, regardless of their home language, has access to a high-quality education that fosters academic success and personal growth. We believe that language is a bridge to opportunity, and we are dedicated to providing supportive, engaging, and culturally responsive instruction for our English Learners (ELs).

In Payette School District, we recognize that language acquisition is a collaborative effort between students, families, and educators. This handbook serves as a guide to our EL program, outlining the services available, the processes in place to support language development, and the many ways we work together to help every student succeed. We invite you to be an active participant in your child's education, as we strive to create an inclusive, welcoming, and enriching learning environment for all.

Identification and Assessment

Home Language Survey (HLS)

To ensure every learner receives the language support they need, Payette School District requires that all families complete a Home Language Survey (HLS) as part of Infinite Campus online registration. The same state-approved survey is completed for every learner, every time, regardless of grade level or previous enrollment.

The HLS helps identify learners who may need additional English language support. If the survey indicates that a language other than English is spoken in the home, the learner is assessed using the state-approved English language proficiency screener to determine English proficiency and appropriate instructional supports.

English Language Proficiency Screening

Learners identified through the Home Language Survey are assessed using the state-approved WIDA English Language Proficiency Screener. This assessment evaluates a learner's ability in listening, speaking, reading, and writing to determine current English language proficiency. Screening is conducted within required timelines after enrollment, in accordance with state and federal guidance.

Families are notified of assessment results and informed whether their learner qualifies for English Learner services. Completed screener documentation is placed in the learner's

cumulative file as part of the official student record. This process ensures that instructional decisions are made consistently and that learners receive the appropriate level of language support to thrive academically and socially.

Program Placement and Services

Language Instruction Educational Program (LIEP)

Based on the results of the English language proficiency screening and statewide eligibility criteria, learners who qualify for English Learner services are placed in the district's Language Instruction Educational Program (LIEP) within required timelines after enrollment. Placement decisions are made to ensure learners receive appropriate language development support while maintaining access to grade-level academic instruction.

Payette School District provides research-based English Learner instructional services that vary by school level to best meet learner needs. All LIEP models are implemented by EL-certified teachers, with instructional support from trained paraprofessionals as appropriate, and are aligned to the Idaho English Language Development (WIDA) Standards.

LIEP service models include:

- **Payette Primary School (Grades K - 4):**
Learners receive Sheltered Instruction in Content throughout the instructional day, along with supplemental push-in English Language Development (ELD) instruction during designated English Language Arts intervention/extension blocks. These blocks provide targeted language instruction within the general education setting.
- **McCain Middle School and Payette High School (Grades 5 - 12):**
Learners receive English Language Development through a traditional pull-out instructional model. ELD instruction is planned, supervised, and monitored by an EL-certified teacher, with trained paraprofessionals providing instructional support aligned to teacher-developed plans.
- **Payette Academy (Grades 6 - 12):**
Learners receive instruction through a schoolwide Sheltered Instruction model, with integrated English Language Development embedded within content

instruction across all courses and grade levels.

Across all schools, English Learners are educated in comparable instructional settings and are not unreasonably segregated from their peers. The district's LIEP models are designed to support English language development while ensuring equitable access to grade-level curriculum and instructional opportunities.

Individualized English Learner Plan (ELP)

Each English Learner has a unique journey toward English language proficiency. To support their success, the district develops an Individualized English Learner Plan (ELP) for each eligible learner. The ELP is a student-level plan that outlines the specific supports and instructional considerations needed to ensure appropriate language development and access to academic content.

Each ELP includes:

- Language proficiency goals aligned to the learner's current English language development level
- Instructional strategies and accommodations to support learning across content areas
- A progress monitoring plan to track language development over time and inform instructional adjustments

The ELP is developed and reviewed through collaboration among teachers, EL-certified staff, and families, ensuring that instructional supports are responsive to learner needs and aligned to the district's Language Instruction Educational Program (LIEP).

Parental Notification and Engagement

Communication

Payette School District values strong partnerships between families and educators and is committed to providing clear, timely, and meaningful communication regarding English Learner services. Families are notified of English Learner program decisions within required timelines, generally within 30 days of the beginning of the school year or within two weeks of enrollment during the school year.

Families receive written notification that includes:

- Their learner's eligibility for English Learner services and program placement
- English language proficiency assessment results and current proficiency levels
- A description of the English Learner services the district will provide
- Their right to decline or waive English Learner services, if they choose

When families choose to decline services, a waiver form is completed and maintained as part of the learner's official record. All required documentation related to EL program placement and communication is retained in the learner's cumulative file.

All communication is provided in a language families can understand whenever possible, and interpretation or translation services are available upon request to ensure meaningful access to information.

Parent Involvement

Payette School District encourages families to take an active role in their learner's education and English language development. Opportunities for involvement include:

- **Parent-Teacher Conferences:** Families can meet with teachers to discuss academic progress and language development.
- **English Learner Program Meetings and Workshops:** Families may participate in sessions that provide information about EL services, assessments, and ways to support language development at home.
- **School and Community Events:** Families are invited to attend multicultural events, literacy nights, and other school-sponsored activities.

To ensure meaningful participation, interpretation and translation services are available upon request. Families may contact their school or the district to request language support for meetings, conferences, or events.

Family input is valued and helps strengthen the educational experience and success of all learners.

Monitoring and Evaluation

Progress Monitoring

Payette School District monitors English Learners' progress in English language development and academic achievement on an ongoing basis. Educators use formative

language data, classroom assessments, and teacher observations to understand learner growth and inform instructional decisions.

EL-certified staff collaborate regularly with classroom teachers to review student progress and adjust instruction, scaffolds, and supports as needed. This continuous monitoring process ensures that instruction remains responsive to learner needs and supports ongoing language development and access to grade-level content.

Annual English Language Proficiency Assessment

Each year, eligible English Learners participate in the state-approved ACCESS for ELLs or Alternate ACCESS assessment, which measures English language proficiency in listening, speaking, reading, and writing. These assessments are administered in accordance with state and federal requirements.

Assessment results are used to inform instructional planning, monitor language development, and determine whether a learner meets the statewide criteria for exiting English Learner services. Detailed assessment administration procedures are outlined in the district's English Language Proficiency Assessment Procedure, which serves as the authoritative guidance for assessment implementation.

Post-Exit Monitoring

When a learner meets the statewide criteria for English proficiency and exits English Learner services, Payette School District continues to monitor the learner's academic progress for a minimum of two years, in accordance with state and federal requirements.

During the monitoring period, educators review academic performance and classroom progress to ensure the learner continues to succeed without additional language support. If concerns arise, appropriate supports or interventions may be provided based on individual learner needs. Documentation related to exit decisions and post-exit monitoring is maintained as part of the learner's official record.

Accessibility of Information

To ensure families and educators have access to information about our EL program, we provide multiple ways to access resources:

- **District Website:** The EL program manual, policies, and important updates are available online.

- **School Handbook:** EL services and procedures are included in student and parent handbooks distributed annually.
- **District Office:** Families may request printed copies of EL program materials from their child's school or the district office.

We are committed to ensuring that all families have the information they need to make informed decisions about their child's education.

Contact Information

For any questions regarding EL services, please reach out to:

Payette School District - EL Program Coordinator

Phone: 208-642-3241

Email: amsmith@payetteschools.org

Website: www.payetteschools.org

We look forward to partnering with you in supporting your child's language development and academic success. Together, we can create an educational environment where every student thrives!