

## Section II Checklist

### EACH LOCAL DISTRICT THAT DOESN'T RECEIVE TITLE III MUST USE THIS PLAN TEMPLATE

#### A. Required Theory and Goals

The LEA's educational **theory and goals** for its program of services – **to improve the education of English learners by assisting the children to learn English and meet the challenging state academic standards. (Sec. 3102)**

#### B. IDENTIFICATION AND PLACEMENT PROCEDURES

1) Include the LEA's procedures for **identifying members for the EL Advisory Committee.**

2) Include the LEA's **methods for identifying, placing, and assessing** the students to be included in the English language instruction educational program. The following components must be explained in the plan.

- Home Language Survey
- WIDA Online Screener
- WIDA-ACCESS Placement Test (W-APT) for Kindergarten
- WIDA Measure of Developing English Language (MODEL) for Kindergarten
- ACCESS for ELLs 2.0®

3) Include the **method and procedures for exiting students from the English Language Instruction Educational program (LIEP) and for monitoring their progress** for a period of at least four years (*new in ESSA*), and at a minimum, follow SDE exiting requirements for ELs. All school personnel should be aware of the State established exit criteria of a composite score of 4.8 on the ACCESS for ELLs 2.0® English language proficiency test.

#### C. PROGRAMS AND INSTRUCTION

1) Describe the programs and activities that will be **developed, implemented, and administered to ensure** that ELs acquire academic language as part of the core LIEP.

- Process the system uses to conduct a comprehensive needs assessment
- Rationale for selecting the particular EL program/s and how they are evidence-based

2) Describe how language instruction educational programs will **ensure** that ELs develop English proficiency:

- How data is used to improve the rate of language acquisition for ELs
- How the LEA supports each school with respect to continuous improvement practices and specific professional development
- How World-class Instructional Design and Assessment English language proficiency (WIDA ELP) standards are integrated into the curriculum

3) Describe the **grading and retention** policy and procedures. NOTE: ELs cannot fail or be retained if language is the barrier.

4) Include details on the **specific staffing and other resources** to be provided to English learners under the LIEP in the district. ESL staff should be qualified with academic preparation in English-as-a-second-language, e.g. as documented in the 1991 Office of Civil Rights (OCR) Memorandum.  Qualified personnel (state certification and/or ESL licensure)

- ESL staff development
- Content teacher and administrator staff development

5) Describe how the LEA will **collect and submit data** in accordance with SDE requirements.

How schools are trained to use the state system/database to code ELs and enter reliable and accurate data

6) Include the LEA's method for **evaluating the effectiveness of its program** for English learners

- LEA engagement in the continuous improvement cycle
- In relation to English proficiency and challenging state academic standards

7) Include LEA's **method of identification and referral of ELs for special services (including Gifted Ed)**  
Note that the Individual English Language Plan must describe how the school will communicate with the child and parent in their native language.

#### **D. ASSESSMENT AND ACCOUNTABILITY**

1) Describe how the LEA will encourage and hold schools accountable for **annually measuring the English proficiency** of ELs and for participating in the state-administered testing program.  Including coordination with the LEA Test Coordinator/Director

Including communication of assessment and accountability requirements to schools

2) Describe how the LEA will **hold schools accountable** for meeting proficiency and long term goals.

Monitoring and evaluating school engagement with continuous improvement plan

#### **E. PARENT, FAMILY, AND COMMUNITY ENGAGEMENT**

1) Describe how the LEA will inform EL **parents using information and notification** in the following format:

According to current federal requirements, LEAs must, not later than 30 days after the beginning of the school year, provide notification to parents related to....

1. The reasons for the identification.
2. The child's level of English proficiency.
  - a. How such level was assessed.
  - b. The status of the child's academic achievement.
3. The method of instruction used in the program.
4. How the program will meet the educational strengths and needs of the child.
5. How the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation.
6. The specific exit requirements for such program, expected rate of transition from such program into the regular education classroom, and the expected rate of graduation from secondary school.
7. In the case of a child with a disability, how the program meets the objectives of the individualized education program of the child.
8. Information pertaining to parental rights that includes written guidance detailing:
  - a. The right of the parents to have their child immediately removed from supplemental Title III programs upon request. (IF APPLICABLE)
  - b. The options that parents have to decline to enroll their child in such supplemental Title III programs or to choose another program or method of instruction if available. (IF APPLICABLE)
  - c. The various programs and methods of instruction if more than one program or method is offered by the eligible entity.

# LEA COMPREHENSIVE ENGLISH LEARNER DISTRICT PLAN TEMPLATE

## Section A: Theory and Goals

The LEA's educational **theory and goals** for its program of services – **to improve the education of English learners by assisting the children to learn English and meet the challenging state academic standards. (Sec. 3102)**

## Section B: Identification and Placement Procedures

### 1) Procedures for identifying the EL Advisory Committee

Russellville City Schools has developed a Federal Programs Advisory Committee which includes school administrators, regular education teachers, EL instructors, parents and community leaders. Our system is relatively small, therefore our Federal Programs Advisory Committee is used as our EL advisory committee and this committee always includes parents and teachers of EL students. Agendas, sign-in sheets and minutes are kept of each meeting.

## 2) Methods for identification, placement, and assessment

**STEP 1** - All students enrolling in Russellville City Schools will be asked to complete the Home Language Survey.

**STEP 2** – Any student whose registration on the Home Language Survey indicates a first language other than English on any of the survey questions is a language-minority student. If any response on the Home Language Survey indicates the use of a language other than English by the student or his parents is a language-minority student. Further assessment must be conducted to determine the student’s English language proficiency level.

**STEP 3** – School personnel will administer an assessment of English proficiency which is approved by the SDE. Currently, the approved test is the W-APT for Grade K (World-Class Instructional Design and Assessment (WIDA)-ACCESS Placement Test and the WIDA Screener for grades 1-12. Any student in grades 1-12 scoring an overall composite score of 4.9 or below on the WIDA Screener must be identified as limited-English proficient and will require placement in an English language instruction educational program. Any student scoring an overall composite score of 5.0 or above on the WIDA Screener may be identified as limited-English proficient and may require placement in an English language instruction educational program. Further assessment of the student’s English language proficiency is needed to determine placement. Concerning kindergarten placement, a W-APT score of 25 or above (out of 30) is considered proficient. The student may not need EL services, but their academic progress may be monitored in case rescreening is needed in first grade to determine reading and writing proficiency.

**STEP 4** – The English Learner (EL) Committee is a school team responsible for guiding and monitoring the placement, services, and assessment of students who are ELs. The EL Committee may be comprised of content-area or general classroom teachers of ELs, assessment specialists, school administrators, school counselors, EL staff, and other members as appropriate (e.g., parents, central office administrators, and school psychologists). The committee should consider the English proficiency test scores and any other pertinent information about the student (grades, other test scores, etc.) as it designs a program to meet the language needs of the student.

psychologists). The committee should consider the English proficiency test scores and any other pertinent information about the student (grades, other test scores, etc.) as it designs a program to meet the language needs of the student.

**STEP 5** – The EL team should notify the parents or guardian of the student that the child has been placed in a program to help the student gain proficiency in English. This notification should be done within 30 days of placement for students that enroll on or before the first day of school and ten days any time after the first day of school and it must contain notice that the parent or guardian may decide to decline or “opt out” of the ESL services. It should also contain assessment information used to make the decision. In our system, if a parent chooses to “opt out,” then a parental conference should be convened and a thorough description of the services offered be given to the parents (through an interpreter, if necessary).

### **CLASS PLACEMENT**

It is recommended that elementary LEP students be placed at an age appropriate level. Secondary students should be placed in classes that provide the greatest levels of comprehensible instruction in consideration of the students' levels of English language proficiency. High school students are placed in grade levels according to accrued credits.

Secondary students are eligible to participate in the Newcomers Program if they meet the following criteria:

- Students are at risk of educational failure or of dropping out of school.
- Students have little or no English or native language literacy and academic achievements.
- Students are overage for their grade level placement, because of weak academic skills and limited formal education.
- Students' needs exceed the instructional design of the regular EL core program that is in place in the district.

The parent or guardian and student must give written consent for the student to be placed in the program.

3) Methods and procedures for exiting students from the LIEP and for monitoring progress

EL students who make an overall proficiency level of 4.8 on ACCESS 2.0 for ELLs will exit the EL program (or continue to be immersed in the language in a regular classroom setting with support if necessary). If a student does not make an overall proficiency score of 4.8 they will continue receiving core English language instruction (and may keep receiving supplemental language acquisition services from the district).

Students who make the required score to exit from supplemental ESL services are placed on monitoring status for four academic years. During the monitoring time, the ESL teacher and the classroom teacher(s) communicate regularly. Students are classified as Former English Learner Proficient Exited Year 1 (FEL Exit Year 1) during their first year of monitoring, Former English Learner Proficient Exited Year 2 (FEL Exited Year 2) during their second year of monitoring, Former English Learner Proficient Exited Year 3 (FEL Exited Year 3) during their third year of monitoring and Former English Learner Proficient Exited Year 4 (FEL Exited Year 4) during their fourth year of monitoring.

Upon successful completion of four years of monitoring, ELs are classified Former English Learner Proficient (FEL Completed 2 Years and Completed 4 Years of Monitoring) and no longer included in the EL subgroup for accountability purposes.

It is the desire of the district that all students who enter the English as a Second Language program will be performing at the same level as their English-only peers as soon as possible.

The ACCESS 2.0 student assessment is given each year to monitor English proficiency gains. Aimsweb Plus Grades K-5, DIBELS Next, Grades K-2, Scantron Performance Series Assessment, Grades 6 through 8, Pre ACT, Grade 10, ACT Plus Writing, Grade 11, ACT WorkKeys, Grade 12, are also administered. These scores are maintained to track student performance in academic mastery.

### **Section C: Programs and Instruction**

- 1) Programs and activities that will be developed, implemented, and administered to ensure ELs acquire academic language as part of the core LIEP

ELs are a diverse group of students with personal, cultural, and educational backgrounds that often differ significantly, and thus require instruction that meets their particular needs. Like all students in Alabama, ELs must be provided with access to the Alabama CCRS and require different instructional pathways to master those standards.

ELs require instruction that makes content comprehensible, accelerating acquisition of academic language proficiency and literacy. Appropriate instructional support increasing academic English and achievement may include an adequate amount of pre-activities and modeling, and meaningful hands-on activities. As the ELs attain fluency in English, fewer variations or accommodations in classroom activities will be necessary. English Learners must simultaneously learn English and content. Educators must go beyond teaching ELs survival English by developing their academic English within the context of all content areas.

It is important that all limited and non-English speaking students learn to function in society equally with their English-speaking peers. In order to accomplish this, an intensive system wide program is necessary. A variety of materials and evidence-based strategies are used by the teachers of this system to accomplish the goals stated above. We use Specifically Designed Academic Instruction in English. General education teachers are required to implement WIDA standards for language acquisition. Basic language acquisition instruction occurs in the general education classroom. All of our general education classroom teachers are expected to differentiate instruction so that all students including English Language Learners can access the curriculum at their level of understanding. Language arts instruction includes emphasis on the four language domains: Listening, speaking, reading and writing.

Our core programs for all students (including EL students) includes tiered instructional levels so that students acquiring academic skills will be given the additional help needed to succeed. Ownership of the academic success of limited and non-English speaking students is the responsibility of everyone. General education classroom teachers are encouraged to accommodate the curriculum and use alternative teaching and grading strategies. These include but are not limited to:

- (1) portfolio assessment;
- (2) cooperative learning;
- (3) sheltered English;
- (4) whole language;
- (5) grades based on effort and progress;
- (6) peer tutoring;
- (7) student surveys;
- (8) checklist on improvement.

Students participating in the Newcomer Program will emphasize language acquisition and will also provide basic survival skills in math, reading, and writing. Middle School newcomers may need to be in the program for several years, where the goal is to transition them the following year into the general secondary school setting. However, high school newcomers may inevitably remain in a Newcomers program for more than two years because the intended student goal may perchance be receiving basic survival skills in math, reading and writing.

All teachers are given professional development on differentiated instruction on an on-going basis. In addition, we make use of specialized curriculum (such as Imagine

Learning, Wonders Reading, Go Math, Reading Horizons, Rosetta Stone, etc.) that are designed for students who struggle with language acquisition.

Student progress is most important to the success of the program. We expect the same high standards of limited or non-English speaking students as we expect of regular students. All students participate in the state testing programs.

## 2) How the LIEP will ensure that ELs develop English proficiency

The basic instruction for EL students (as well as other students) is found in the regular classroom where students have access to the state approved curriculum. Our regular classroom teachers are given professional development on the inclusion of WIDA standards and procedures for language acquisition. The aim is for EL students to simultaneously learn English and content. Classroom teachers are focusing on developing academic English through the context of their courses. Supplemental EL programs help to enhance and assist the instruction in the regular classrooms.

### 3) Grading and retention policy and procedures

Grading of ELs should be based on students' level of English proficiency. The teacher ensures this through the continual use of accommodations and assessments according to the students' I-ELP. This complies with the federal law, Every Student Succeeds Act (ESSA). Appropriate instruction and differentiation must be adjusted according to language proficiency level in order to appropriately accommodate the student.

Retention of ELs shall not be based solely upon level of English language proficiency. ELs cannot fail or be retained if language is the only barrier. Prior to considering retention of an EL, the following points should be addressed by the EL Committee.

\* What is the student's level of English language proficiency?

\* Has an Individual English Language Plan (I-ELP) been implemented to document classroom modifications and student progress?

\*To ensure meaningful participation, are classroom accommodations being made in the areas of:

- Teacher lesson delivery at student's level of English proficiency? - Activities and assignments?

- Homework?

- Formal and informal assessments (e.g., quizzes and tests)?

\*How much individual English language development instruction is the student receiving during the school day?

\*Has an alternate grading strategy been implemented (e.g., a portfolio, checklist, teacher observation, or rubric assessment on content and language objectives)?

\*Has the student's classroom teacher been adequately trained with EL instructional and assessment strategies specifically designed for students learning English?

\*Do the reports cards indicate that students were graded according to their I-ELPs?

### 4) Specific staffing and other resources to be provided to ELs through the program

All teachers who provide language instruction are state certified and must meet the requirements of ESSA qualifications. All are fluent in English and have both written and oral communication skills. Some teachers have advanced degrees in ESL instruction and others have training specifically designed for ESL teachers.

Each school in our system has one or more ESL teachers to provide specific language acquisition skills to those students who are not proficient in English.

High quality professional development is provided to teachers, principals, administrators, and other school personnel that is:

Designed to improve the instruction and assessment of EL students;  
Designed to enhance the ability of such teachers to understand and use curricula, assessment measures, and instruction strategies for EL children;  
Based on scientifically based research demonstrating the effectiveness of the professional development in increasing children's English proficiency, or substantially increasing the subject matter knowledge, teaching knowledge, and teaching skills of teachers;  
Of sufficient intensity and duration to have a positive and lasting impact on the teacher's performance in the classroom (excluding activities such as one-day or short-term workshops and conferences unless the activity is a component of an established comprehensive professional development program for an individual teacher).

5) Method for collecting and submitting data

Russellville City School system will collect and submit data to the State Department of Education regarding student demographics and student assessment on a timely basis. Information about a students' birth country and whether a student meets the SDE requirement to be classified as an immigrant student (that is, the student was born outside the United States and has been in United States schools for less than three academic years) is collected in the student information system.

Data is also collected about the student's primary language, migrant status and EL status. Data regarding student's performance on state mandated tests (ACAP, PreACT, ACT with Writing, ACT WorkKeys) is also collected. Assessment data is also collected on the ACCESS 2.0 test for all English Language Learners and scores are compared to previous ACCESS 2.0 scores to follow language acquisition progress for each student. Access 2.0 scores are also used in determining proficiency.

School staff are instructed in the use of assessment data to evaluate their program and drive instruction.

6) Method for evaluating the effectiveness of the program

The effectiveness of the program for EL students in our school system is evaluated by the success of the students in the program and of the students who have been served by the program. The EL students and former EL students' scores on various tests are monitored each year. The ACCESS 2.0 for EL's assessment is administered to all EL students. Their scores are analyzed and then compared to previous scores. EL teachers, counselors, regular teachers, and administrators use the scores to evaluate progress of students and then look at groups of scores for trends or for areas that need improvement. All assessment scores plus other indicators such as student grades are used to determine the effectiveness of the program. Adjustments are made to the ESL program and professional development is planned to strengthen weak areas. We analyze the disaggregated results on the ACAP, ACT WorkKeys and ACT with Writing to see how EL students and former EL students are doing when compared with their peers in our school, across the state, and across the nation. We also keep track of progress made in classrooms, teacher grades, etc, and ultimately, how many of our EL students and former EL students graduate with a diploma and are successful in post-secondary school and employment situations. Data is shared with the Continuous Improvement Plan committee as decisions are made regarding instruction.

7. Method of identification and referral of ELs to the Special Services Program including Gifted Ed

Language-minority students must have access to instructional programs and related services for special populations in a school system such as special education and gifted education. All student support programs and services and must be available to language-minority students or ELs on the same basis that they are available to other students in a school or school system.

Local Education Agencies are required to follow procedures for the education of ELs with disabilities. Among the concerns requirements are identification, eligibility, and service provision for ELs suspected of having a disability. Special education programs and services must be provided in accordance with the Individuals with Disabilities Education Act of 2004 (P.L. 108-446). In most cases, the EL student is usually (unless disability is severe and obvious) referred to the RTI Problem Solving Teams. The team tries various measures and techniques to try to improve learning. Data sources, including ACCESS 2.0 results, are used to determine if the below-grade level performance levels are due to a lack of language proficiency. Once the lack of language proficiency has been ruled out, referral to special education is made.

Uncertainty often exists regarding the referral of ELs for Special Education Services (SES). ELs are eligible to receive Special Education Services on the same basis as all other students. Care should be used to ensure that limited-English proficiency is not the basis of a referral.

All students with disabilities are guaranteed the right to:

- A free, appropriate public education.
- An IEP with special education and related services, if needed, which meets their specific needs.
- Access to due process.
- An educational experience provided in the least restrictive environment.
- Access to tests that are not culturally discriminatory.
- Assessments that are multidisciplinary.

The limited-English proficient student with disabilities has a right to the same individual special education services as other students with disabilities. Public Law 108-446 requires that state and local education agencies ensure that the students are assessed in all areas related to the suspected disability prior to determining eligibility. The materials and procedures used to assess a limited-English proficient student must be selected and administered to ensure that they measure the extent to which the student has a disability and needs special education, rather than measuring the student's English language skills. The Alabama Administrative Code (AAC) (2908-9.04(1)(e) states that in order for a limited English proficient student to be deemed eligible, the eligibility team (or IEP Team) must determine that the communication disorder exists in the child's native language and is not the result of learning English as a second language. The English proficiency level of ELs should be considered by the IEP Team prior to referral to Special Education, with the assistance of the EL specialist. If the English proficiency level is determined to be comparable to peers, then assessments may be administered in English. If the proficiency level is not comparable to peers, then the assessments should be administered in the EL's home language. If the IEP Team determines that information from administration of the assessments in both languages is appropriate, then this procedure should be completed. Any nonstandard administration of assessments should be documented on the Notice and Eligibility Decision Regarding Special Education Services. In situations where it is not realistic to test in the native language or mode of communication for an EL student, the LEA must consider information that will enable the IEP

Team or eligibility team to make a decision as to whether the child has a disability and the effects of the disability on educational needs.

A child may not be determined to be eligible for special education if the determinant factor is the child's lack of instruction in reading, math, or limited-English proficiency. The IEP for an EL with a disability must include all of the components as listed in the Alabama Administrative Code. The IEP Team shall consider the language needs of the student as those needs relate to the student's IEP. Parent participation is a required part of the special education process and to ensure active participation arrangements are made with bilingual personnel to communicate in the student's and parent's principle language.

**Section D: Assessment and Accountability**

- 1) Method for holding schools accountable for annually measuring the English proficiency of ELs and for participating in the state-administered testing program

The system student assessment coordinator will work with each building test coordinator to assure that each student (including EL students) will be assessed on each test for which they are eligible. All students (including EL students) are expected to participate in all assessments. EL's in their first twelve months of enrollment in US schools must participate in the mathematics and science tests of Scantron and the AAA.

- 2) Method for holding schools accountable for meeting proficiency in academic achievement

**Interim Progress Targets:**

- Based on two years of statewide district data.
- Percentage of EL's within a district that must make the progress target in order to meet the ELP indicator.
- Proportion of students in a district expected to make progress in ELP increases each year.
- Interim progress is reported as the percentage of students in a district who make progress in their overall score.
- Progress is reported per school, not per district.

**Section E: Parent, Family, and Community Involvement**

- 1) Methods for promoting parent involvement activities to help improve student achievement

Our system is responsible to provide outreach to parents of limited English proficient children. Our system informs parents about how they can be active participants in assisting their children to learn English, achieve at high levels in core academic subjects, and meet the same challenging State academic content and student academic achievement standards as all other children are expected to meet.

2) Methods (in a language they can understand) for notification requirements for ELs students regarding

- EL identification, placement, exit, and monitoring

According to ESSA Title III requirements, districts must, not later than 30 days for students that enroll on or before the first day of school and 10 day any time after the first day of school, provide notification to parent(s) of ELs identified for participation in an English language instruction educational program of:

1. The reasons for the identification;
2. The child's level of English proficiency, including how the level was assessed and the status of the child's academic achievement;
3. The method of instruction that will be used in the program, including a description of other alternative programs;
4. How the program will meet the educational strengths and needs of the child;
5. How the program will help the child learn English and meet academic achievement standards;
6. The program exit requirements, including the expected rate of transition, and the expected rate of graduation from secondary school;

7. In the case of a child with a disability, how the program meets the objectives of the individualized education program of the child.
8. Their rights, including written guidance that
  - Specifies the right that parents have to have their child immediately removed from a language instruction educational program upon their request,
  - Describes the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available, and
  - Assists parents in selecting among various programs and methods of instruction, if more than one program or method is offered.