

**Oxford Community School District**  
**English Learner (EL)/Title III Program HANDBOOK**



**(2020-2021)**

# EL/Title III Program Handbook

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## **I. INTRODUCTION**

## **Mission Statement**

The mission of Oxford Community Schools is to provide a world-class education that challenges all students to achieve their maximum potential and prepares them to succeed in a global society.

The Oxford Community School District seeks to provide every child, regardless of national origin or native language, quality, and meaningful educational instruction. Consequently, students who are English Learners (ELs) are provided instructional services through an English as a Second Language (ESL) program which is designed to meet their unique needs.

The Oxford Community School District has prepared this handbook of program policies and procedures to ensure that the Title III program or ESL program in the district is consistent throughout the district.

The information contained herein has been compiled using the following sources:

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## **II. DEFINITION OF ENGLISH LEARNERS (ELs)**

### **ESSA Definition of an "English Learner" Student**

The term “English learner,” when used with respect to an individual, means an individual:

- (A) who is aged 3 through 21;
- (B) who is enrolled or preparing to enroll in an elementary school or secondary school;
- (C)(i) who was not born in the United States or whose native language is a language other than English;
  - (ii)(I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and
    - (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
  - (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual —
  - (i) the ability to meet the challenging State academic standards;
  - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
  - (iii) the opportunity to participate fully in society. (ESEA Section 8101(20))

To be classified as EL, an individual must meet the criteria of A, B, C and D in the definition above. To meet the criteria for C, an individual can meet the criteria of any of i, ii or iii. If the criterion to meet C is ii, then the individual must meet the criteria of both I and II. To meet the criteria for D, an individual must be denied one of the three listed (i or ii or iii).

## **III. LEGAL RESPONSIBILITIES**

### **A. Title I & Title III**

#### **PROGRAMS OF ENGLISH LEARNERS**

Under Title VI of the Civil Rights Act of 1964 and the EEOA, all States and LEAs must ensure that ELs can participate meaningfully and equally in educational programs and services. Students who meet the protocol requirements as English Learners (ELs) must be provided a language assistance program services, in addition to the basic/core education services (adopted by the local board of education) that all students in the LEA receive. This language assistance program services must provide meaningful access to the core curriculum and provide direct English language instruction. The intensity of language assistance program services provided is directly related to the individual student’s level of proficiency. The less English proficiency a student has, the more intense his or her program of language assistance program services should be. The language assistance program services could include research-based models such as bilingual education, ESL/ELD programs, and/or sheltered instruction. These federally required language assistance program services ensure that ELs have equitable access to the basic, local board of education-adopted curriculum provided to all students, and acquire English language proficiency.

To meet their obligations under Title VI and the EEOA, LEAs must, for example:

- Identify and assess all potential EL students in a timely, valid, and reliable manner;
- Provide EL students with a language assistance program that is educationally sound and proven successful, consistent with *Castañeda v. Pickard* and the Supreme Court decision in *Lau v. Nichols*;

- Provide sufficiently well prepared and trained staff and support the language assistance programs for EL students;
- Ensure that EL students have equal opportunities to meaningfully participate in all curricular and extracurricular activities;
- Avoid unnecessary segregation of EL students;
- Ensure that EL students who have or are suspected of having a disability under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 are identified, located, and evaluated in a timely manner and that the language needs of students who need special education and disability related services because of their disability are considered in evaluations and delivery of services;
- Meet the needs of EL students who opt out of language assistance programs;
- Monitor and evaluate EL students in language assistance programs to ensure their progress with respect to acquiring English proficiency and grade level content knowledge, exit EL students from language assistance programs when they are proficient in English, and monitor exited students to ensure they were not prematurely exited and that any academic deficits incurred in the language assistance program have been remedied;
- Evaluate the effectiveness of a school district’s language assistance program(s) to ensure that EL students in each program acquire English proficiency and that each program is reasonably calculated<sup>11</sup> to allow EL students to attain parity of participation in the standard instructional program within a reasonable period of time; and
- Ensure meaningful communication with parents of English Learners.

### **WHAT YOU NEED TO KNOW**

Title III funds are to be used to provide language instruction educational programs — defined as courses in which EL students are placed for the purpose of attaining English proficiency, while meeting challenging State academic content and student academic achievement standards. These programs may make use of both English and the child’s native language to enable the child to develop and attain English proficiency, but school districts are required to “use approaches and methodologies based on scientifically-based research.” Each school or district using Title III funds must implement an effective means of outreach to parents of EL children. They must inform 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 State standards.

### **Title III Schools and School Districts Must:**

- Describe in their Title III application to the state how the district has consulted with teachers, researchers, administrators, and parents, and others in developing their Title III plan.
- Inform parents of a child identified for participation in a Title III program within 30 days after the beginning of the school year. For a child who enters school after the beginning of the school year, the school must inform parents within two weeks of the child's placement in such a program.
- Communicate with parents in an understandable and uniform format, which means communicating the same information to all parents, and in a method that is effective.

**Title III funds may be used for supplementing NOT supplanting school district and/or school activities.** (See APPENDIX G)

## What Academic Information Does Your School District Have to Track About Their EL Students?

- Must screen each EL student upon enrollment with the WIDA Screener.
- Must assess each student who qualifies for and receives service each year using the WIDA ACCESS for ELLs.
- Title I requires that States and Local Education Agencies (LEAs) annually report on ELs' progress in achieving English language proficiency, attainment of English language proficiency, academic achievement, and high school graduation rates. (ESEA Section 1111(h)(1), (h)(2)). Under Title III, there are additional reporting requirements. LEAs must report to their States on:
  - Title III programs and activities
  - Number and percentage of ELs making progress toward English language proficiency
  - Number and percentage of ELs who attain proficiency and exit LIEPs
  - Number and percentage of former ELs who meet academic content standards (for 4 years)
  - Number and percentage of ELs who have not exited LIEPs after 5 years as an EL
  - Number and percentage of ELs with IEPs

### Assessments Required of EL Students:

Title I Law requires that all EL students are assessed annually.

(b)Academic Standards, Academic Assessments, and Accountability –

(7)Academic Assessments of English Language Proficiency - Each state plan shall demonstrate that local educational agencies in the state will, beginning not later than school year 2002–2003, provide for an annual assessment of English proficiency (measuring students' oral language, reading, and writing skills in English) of all students with limited English proficiency in the schools served by the state educational agency. (NCLB/ESEA Title I, Section. 1111(b)(7))

- ESSA requires states:
  - to the extent practical, provide content area assessments in an appropriate language and form for ELs (ESEA Section 1111(b)(2)(B)(vii)(III))
  - identify languages present to a significant extent in the state for which assessments are needed but not available and then work to develop those assessments (ESEA Section 1111(b)(2)(F))
- ESSA requires districts and schools:
  - to implement reasonable adaptations and accommodations for students with diverse learning needs (inclusive of ELs who may also be students with disabilities) necessary to measure the achievement of such students relative to state content standards (ESSA Section 1111(b)(2)(B)(iii))
- ESSA allows states:
  - to provide partial exclusion from content area assessment participation and accountability for ELs enrolled in the US for 12 months or less (ESEA Section 1111(b)(3)(A))
- Michigan has adopted the following exceptions for Newcomer ELs
  - **Year one** (living in the US for 12 months or less)

- exempt from ELA assessment, student takes English Language Proficiency Assessment and is included in English Language Progress indicator
- **Year two**
  - student takes ELA assessment and ELP assessment and is included in English Language Progress indicator
- **Year three**
  - Student takes ELA assessment and ELP assessment and is included in Academic Growth and English Language Progress indicators
- **Year four**
  - Student takes ELA and ELP assessments and is included in Academic Proficiency, Academic Growth, and English Language Progress indicators

## **B. Federal Law**

There exists a substantial body of Federal law which establishes the rights of the LEP student and which defines the legal responsibilities of school districts serving these students. Note: the term Limited English Proficient (LEP) is a historic term where English Learner (EL) is currently accepted term and is therefore used throughout this document. EL is meant to counter the negative connotations of Limited English Proficient. Administrators and school boards who are responsible for local policies and programs can turn for guidance and direction to this body of law. It includes the following:

### **1868 Constitution of the United States, Fourteenth Amendment**

“... No State shall ... deny to any person within its jurisdiction the equal protection of the laws.”

### **1964 Title VI of the Civil Rights Act of 1964**

“No person in the United States shall, on the ground of race, color, or national origin be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.”

Two U.S. Supreme Court rulings, one interpreting the Fourteenth Amendment and one interpreting the Civil Rights Act of 1964, have exercised considerable influence over the educational rights of language minority students. These cases may be summarized as follows:

### **1974 Lau v. Nichols**

The U.S. Supreme Court ruled that a school district’s failure to provide English language instruction to LEP students denied them meaningful opportunity to participate in the district’s educational program in violation of Title VI of Civil Rights Act of 1964; the Court further noted that equality of opportunity is not provided by giving the LEP student the same facilities, text books, teachers, and curriculum which non-LEP students receive.

### **1982 Plyler v. Doe**

The U.S. Supreme Court ruled that the Fourteenth Amendment to the U.S. Constitution prohibits states from denying a free public education to undocumented immigrant children regardless of their immigrant status. The Court emphatically declared that school systems are not agents for enforcing immigration law and determined that the burden undocumented aliens may place on an educational system is not an accepted argument for excluding or denying educational service to any student.



## **IV. PROCEDURES**

The following procedures are established for the Oxford Community School District to meet the requirements of Title I and Title III.

### **A. Registration/Identification Using Home Language Survey**

The Home Language Survey approved by the Michigan Department of Education (APPENDIX A) is included in the Oxford Community School District registration form. It is to be completed at the time of registration. Central Office Enrollment is responsible for ensuring that a home language survey is completed for all students at the time of enrollment. The completed registration forms shall be placed in student's permanent (CA-60) files.

If a student is identified as speaking a primary language other than English or as having a language other than English spoken in the home, as reported on the Home Language Survey, the student may be eligible for EL services. If so, the EL teacher in the building of attendance will be notified. The EL staff will arrange for a prompt assessment of the student to determine eligibility for EL services.

The district determines if a student meets the definition of an “immigrant” student (students from ages 3-21; enrolled in public or private school; not born in the United States; not attended school in the United States for more than three full years). A family interview is given to see if the student has been in the United States schools the entire time or if there has been some back and forth between the home country and in the United States. Once the student has been identified as being within the 3 year window for immigrant identification, staff flags the student as “immigrant” in the student information system and documents when the three years will expire. When the student reaches the end of the three year period, staff removes the immigrant flag from the student information system.

### **B. Initial Assessment for Program Eligibility**

Within ten (10) school days of enrollment in our district, a student who is identified as potentially eligible on the Home Language Survey must be assessed to determine if they are eligible for Title III/EL services. Assessments assess a student’s language skills in listening, speaking, reading, writing, and comprehending in English using the WIDA ACCESS for ELLs or the WIDA Screener.

Staff is also encouraged to assess the reading and math abilities of the student using other standardized instruments to address learning needs across the content areas.

## WIDA ACCESS for ELLs/WIDA Screener & Levels of Proficiency

The following chart shows the level of proficiency correlated to the WIDA Standards. It may assist in determining the level of the student’s proficiency and the student’s placement into grade level or courses with appropriate ESL language and academic support.

WIDA ACCESS for ELLs/WIDA Screener Score	Proficiency Levels WIDA Standards	Optional Multiple Indicators
6	Reaching	Early literacy assessment approved by MDE AIMSweb – both CBM and MAZE subtests
5 – 5.9	Bridging	DIBELS Next Discovery Education Assessments DRA: Developmental Reading Assessment version 2
4 – 4.9	Expanding	FASTBridge Screener Fountas & Pinnell iReady Diagnostic
3 – 3.9	Developing	MLPP: Michigan Literacy Progress Profile NWEA: Northwest Evaluation Association Star Early Literacy
2 – 2.9	Emerging	PSAT or SAT QRI-5: Qualitative Reading Inventory Scantron Performance Series SRI: Scholastic Reading Inventory
0 – 1.9	Entering	Star Early Literacy Star Reading Gates McGinitie* ITBS: Iowa Test of Basic Skills* Terra Nova* <small>*Italicized assessments are norm referenced and used only for exiting purposes. Non-italicized assessments (which are criterion-based, or both norm-referenced and criterion-based) may be used for entrance and exit. All reading assessments administered must include the comprehension subtests.</small>

### C. Eligibility for Title III/EL Program Services

A student who scores Entering through Bridging on the WIDA ACCESS ELLs or WIDA Screener is eligible for Title III/EL Program Support. For a student scoring Reaching to continue receiving Title III/EL support services, the district takes into account additional multiple academic criteria as noted in the chart.

### D. Early Childhood Transition Students

The Oxford Community School District has an intentional systematic process for welcoming potential English Learner students into Kindergarten via transition meetings. Considerations for potential English Learners transitioning from the Oxford Community School District’s Early Childhood Program(s) include: the language proficiency of the child and the prior supports utilized in the pre-k program. The district’s EL teacher will conduct a transition meeting to make a plan for potential English Learners as they transition from the pre-k program(s) into Kindergarten.

### E. Exiting from Title III/EL Program Services

Districts should put in place a team review process for K-12 English Learners who meet the minimum criteria established in the Michigan Department of Education English Learner Program Entrance

and Exit Protocol, and include additional multiple academic criteria in their decision making. Students in grades 3-12 who meet the minimum criteria established in the Entrance and Exit Protocol will be auto-exited from the Title III/EL Program unless the district chooses to maintain EL status, and students in grades K-2 can be manually exited from the Title III/EL Program. Students exited from the Title III/EL program must also be exited from the program in the MSDS and are then considered FEL (Former English Learner) for four years. FEL academic performance must be monitored for four (4) years. Criteria used to exit a student will be placed in the student's CA 60.

**F. Monitoring Former English Learners (FELs)**

The placement team who reviews the criteria for a student to exit from the program also determines if the student needs support services during the transition to the regular education program. Additionally, an EL staff member is designated to monitor the student's progress (such as grades, attendance, and standardized test scores). The designated staff member assesses the student's progress as recommended by the State:

Exit year	Report Card – All subjects	Interim Literacy Assessment (if administered)	State Summative Assessment Results – All Subjects	Teacher Comments on progress
FEL Year 1	All marking periods	All administrations	All subjects tested	Once per marking period
FEL Year 2	All marking periods	All administrations	All subjects tested	Three times per year
FEL Year 3	Midyear and end of year	Twice per year	ELA and Math	Twice per year
FEL Year 4	Midyear and end of year	Twice per year	ELA and Math	Once per year

If, during the four year monitoring period, it appears that the student is not succeeding in the regular education program, the staffing team will meet to determine if further assessment of the student is warranted, if the student will be reentered into the Title III/EL program, or if other services are appropriate.

A record of monitoring, as well as any placement changes resulting from the monitoring will be placed in the student's CA-60 and EL files.

**G. Placement in Title III/EL Program**

Oxford Community School District provides an instructional program to meet the language and academic content needs of English Learners (ELs) enrolled in the district. The instructional needs of students at different levels of language proficiency and prior schooling are met differently. Below is the guide for Title III program instruction described by level of language proficiency and level of instruction.

The Oxford Community School District's Title III/EL program provides language and academic content support to ELs through:

- English as a Second Language Instruction (DK-12)
- Content Tutorial (EL/Bilingual)
- Language Tutorial
- Reading Support
- Title I Reading Support

## **Language Instruction Educational Program (LIEP) Description (see APPENDIX H)**

### **ENTERING/ Level 1:**

Eligibility criteria: WIDA ACCESS for ELLs Score 0 – 1.9

Additional district criteria: Local literacy assessments and teacher feedback.

**Elementary (Grades 1-5):** three or four (dependent on student schedule) 25 minute sessions each week by highly qualified paraprofessionals who are supervised by and consult with an EL endorsed teacher/coordinator.

**Middle School (Grades 6-8):** three or four (dependent on student schedule) 25 minute sessions each week by highly qualified paraprofessionals who are supervised by and consult with an EL endorsed teacher/coordinator.

**High School (Grades 9-12):** 9th graders attend four full class sessions each week and 10th-12th grade students have three or four (dependent on student schedules) 25 minute sessions each week with an EL endorsed teacher.

### **BEGINNING/Level 2:**

Eligibility criteria: WIDA ACCESS for ELLs Score 2 – 2.9

Additional district criteria: Local literacy assessments and teacher feedback.

**Elementary (Grades 1-5):** two (dependent on student schedule) 25 minute sessions each week by highly qualified paraprofessionals who are supervised by and consult with an EL endorsed teacher/coordinator.

**Middle School (Grades 6-8):** two (dependent on student schedule) 25 minute sessions each week by highly qualified paraprofessionals who are supervised by and consult with an EL endorsed teacher/coordinator.

**High School (Grades 9-12):** 9th graders attend four full class sessions each week and 10th-12th grade students have two or three (dependent on student schedules) 25 minute sessions each week with an EL endorsed teacher..

### **DEVELOPING/ Level 3:**

Eligibility criteria: WIDA ACCESS for ELLs Score 3 – 3.9

Additional district criteria: Local literacy assessments and teacher feedback.

**Elementary (Grades 1-5):** two (dependent on student schedule) 25 minute sessions each week by highly qualified paraprofessionals who are supervised by and consult with an EL endorsed teacher/coordinator.

**Middle School (Grades 6-8):** two (dependent on student schedule) 25 minute sessions each week by highly qualified paraprofessionals who are supervised by and consult with an EL endorsed teacher/coordinator.

**High School (Grades 9-12):** 9th graders attend four full class sessions each week and 10th-12th grade students have two or three (dependent on student schedules) 25 minute sessions each week with an EL endorsed teacher.

### **EXPANDING/Level 4:**

Eligibility criteria: WIDA ACCESS for ELLs Score 4 – 4.9

Additional district criteria: Local literacy assessments and teacher feedback.

**Elementary (Grades 1-5):** one (dependent on student schedule) 25 minute sessions each week by highly qualified paraprofessionals who are supervised by and consult with an EL endorsed teacher/coordinator.

**Middle School (Grades 6-8):** one (dependent on student schedule) 25 minute sessions each week by highly qualified paraprofessionals who are supervised by and consult with an EL endorsed teacher/coordinator.

**High School (Grades 9-12):** 9th graders attend four full class sessions each week and some student schedules limit access to one or two 25 minute sessions each week with an EL endorsed teacher.

### **BRIDGING/Level 5 and REACHING/Level 6::**

Eligibility criteria: WIDA ACCESS for ELLs Score 5 – 5.9

Additional district criteria: Local literacy assessments and teacher feedback.

**Elementary (Grades 1-5):** Monthly consultation with classroom teacher by EL coordinator.

**Middle School (Grades 6-8):** Monthly consultation with Language Arts teacher by EL coordinator.

**High School (Grades 9-12):** Monthly consultation with Language Arts teacher by EL teacher.

## **H. Parental Notification (See APPENDIX B)**

Oxford Community School District must inform parents of English Learners (ELs) identified for participation in the district's Title III/EL program.

- no later than 30 days after the beginning of the school year for students who enter at the start of the school year.
- within the first two weeks (10 school days) of attendance for children who have not been identified as English Learners (ELs) prior to the beginning of the school year.

Parent Notification letters are available in the family's native languages.

School Districts Must Inform Parents of:

- The reasons for identifying their child as an English Learner and for placing their child in a language instruction educational program;
- The child's current level of English proficiency, including how the level was assessed and the status of the child's academic achievement;
- The method of instruction that will be used in the program, including a description of all language programs;
- How the program will meet the educational strengths and needs of the child;
- How the program will help the child learn English and meet academic achievement standards;
- How the program will meet the objectives of an individualized education program for a child with a disability;
- The program exit requirements, including when the transition will take place and when graduation from secondary school is expected; and
- The parents' rights, including written guidance that (A) specifies the right to have their child immediately removed from a language instruction educational program upon request, (B) describes the options that parents have to decline to enroll their child in such a program or to choose another program or method of instruction, if available, and (C)

assists parents in selecting among various programs and methods of instruction, if more than one program or method is offered. (ESEA Section 330 a-d)

Regular meetings are conducted for parents and families of EL students and translation services are available as needed. The district conducts general meetings in the fall and in the spring. Individual meetings are held as needed as well.

## **I. ELs who are Struggling Learners**

When indicators suggest that an English Learner (EL) is having difficulties obtaining linguistic, academic and social expectations, which are unrelated to the student's English Language Proficiency, the student will be referred to the school Problem Solving Team for intervention strategies. Periodic reviews will be conducted to determine the success or failure of the strategies. The Oxford Community School District has an established protocol for referring students for special education evaluations. These special intervention strategies must be utilized to determine what further strategies may be necessary. These special intervention strategies must be utilized to ensure that a student is not referred for formal Special Education Multidisciplinary Team evaluations when the lack of academic progress is primarily related to language background or a need for more Title III/EL support services. In the event the various strategies are not successful, the student may be referred for a special education evaluation. The student may require an evaluation administered in his/her native language.

## **J. Provision of Services**

The Oxford Community School District has evidence of policies and provision of services on an equitable basis to EL children enrolled in participating private schools. The Oxford Community School District facilitates meaningful and timely consultation with area private schools regarding the participation of EL students, their teachers, or other educational personnel in Title III programming. A letter is sent to private schools informing them of their ability to participate in our program for students who are eligible. If they are eligible and want to participate, a meeting is held with the school leadership to determine services.

## **K. Student Folder Contents and CA-60**

Each English Learner will have a folder maintained by the EL teacher maintained within the CA-60 which is either electronic (DocuShare) or hard copy. The folder will contain:

- Home language survey **APPENDIX A**
- Parent notification letter **APPENDIX B**
- Sample of student's schedule for EL services
- WIDA ACCESS for ELLs & WIDA Screener testing results
- Student Profile (for Students moving from elementary to middle school and from middle school to high school)
- Monitoring records
- Record of placement decisions (Description of program for individual student, including type and amount of alternative program services)

## **V. STAFF Roles**

### **A. EL Teachers**

The EL teacher is certified in his/her teaching area and has an ESL endorsement and the Bilingual teacher is certified in his/her teaching area and has a Bilingual endorsement in a specific language(s). The EL teacher has primary responsibility for providing English language

instruction to the EL. The EL teacher also shares the responsibility with mainstream general education teachers for ensuring that the EL receives content instruction while learning English. The EL teacher supports the instruction of the mainstream class by discussing the content using ESL, sheltered or content specific instruction taught in the student's home language and English. The EL teacher is responsible for language development and content specific instructional support.

**EL teacher:**

- provides content instruction and language development;
- assumes the same functions as the mainstream teacher when they are the teacher of record in the classroom;
- meets regularly with the mainstream teacher to determine the academic needs of English Learners enrolled in their classes;
- teaches basic survival skills to the most limited English proficient students;
- assists general education staff about culture and language of the EL and the family;
- provides the mainstream teacher with the cultural and linguistic background of the language minority students in the class;
- works collaboratively with staff to develop curriculum;
- identifies, assesses, teaches, and counsels each EL; and
- provides staff development on English language instruction and cultural awareness.

**B. Role of EL/Bilingual Paraprofessional/Tutor/Aid**

The EL/Bilingual paraprofessional supports and reinforces the English language acquisition and content instruction provided by EL/Bilingual teacher and mainstream teachers.

**Responsibilities of the EL/Bilingual Paraprofessional/Tutor/Aid are to:**

- assist EL/Bilingual teachers and mainstream teachers in providing content instruction and language development;
- meet regularly with EL/Bilingual teachers and mainstream teachers to determine the academic needs of ELs enrolled in their classes;
- assist teaching basic survival skills to the most limited English proficient students;
- inform general education staff about culture and language of the ELs and their families;
- provide mainstream teachers with cultural and linguistic background of the language minority students in their classes;
- provide input to staff regarding curriculum development;
- assist in identification, assessment, teaching, and counseling each EL; and
- assist in providing staff development on English language instruction and cultural awareness.

**C. Role of Mainstream General Education Teacher**

The mainstream teacher into whose class the student is enrolled has primary responsibility for the instruction of the EL. The student spends a significant part of the day in the mainstream classroom with this teacher and classmates. Because of this, the mainstream teacher is responsible for the delivery of the curriculum to ALL students in his/her class. The mainstream teacher does not accomplish this alone.

**The mainstream teacher and the EL/Bilingual staff are the ones who decide:**

- what should be taught;

- how the mainstream class content should be supported by EL/bilingual staff;
- what the essential concepts in the lessons are;
- how lessons should be differentiated and accommodated;
- how to make appropriate accommodations for assessments; and
- how to assess achievement.

**In addition, the mainstream teacher:**

- is a full partner with the EL/Bilingual staff in educating ELs in his/her class;
- demonstrates sensitivity and awareness of cultural and linguistic differences;
- individualizes instruction to meet the needs of each student;
- uses visuals/hands-on activities to facilitate learning;
- provides materials for the EL/Bilingual staff that support the mainstream instruction;
- helps language minority students make friends and be part of the social interaction in the classroom;
- promotes intercultural discussion; and,
- suggests the type of help the EL needs to be successful in his/her class to the EL/Bilingual teacher.

**D. Role of Special Services Staff**

Special Services staff members are essential for the success of English Learners in elementary, middle, and high schools in Oxford Community School District. Counselors, social workers and curriculum support personnel are a very new phenomena for many ELs and their families. The role of the special services staff needs to be explained to bilingual parents and students so that the bilingual families will have a complete understanding of that person’s role in the school and will be able to utilize his/her expertise.

**Support Staff for English Learners:**

- work in conjunction with the EL and mainstream staff to provide appropriate scheduling of students;
- need to develop an awareness of the culture and language abilities of language minority students;
- provide social and academic guidance to help English Learners become familiar with school culture and academic opportunities;
- have current language proficiency assessment accessible; and,
- provide academic information to parents/guardians.

**E. Professional Learning for Staff**

The School District provides high quality *supplemental* professional development, available to all instructional staff of ELs, administrators, parents, family and community. Professional learning for educators of ELs is evaluated to ensure effectiveness.

**VI. PARENTAL INVOLVEMENT**

**A. Parental Communication/Interpreter Services**

Parents of English Learners will receive readily understood notices of school programs and activities impacting their child's education.

Many bilingual parents need interpreters (translators) to participate in school activities such as registering students and parent/teacher conferences. Certainly, the more informed parents are the more likely it is that they will be able to support their child’s learning. However, many teachers



and administrators may be unfamiliar with using an interpreter and may consequently be reluctant to make routine use of the parents' native languages. The following suggestions may facilitate successful communication when using an interpreter:

### **Prior to the Meeting**

1. Accurately determine the parents' native language prior to the meeting and identify an interpreter (may be an adult family member) who is fluent in that language. Note that it may be important to determine the particular dialect of the family to use an interpreter who can easily communicate.
2. Send notices for school meetings and conferences home in English on one-side and student's native languages (when possible) on the other. Keep a generic file of these notices with blanks for times and dates.
3. Talk with the interpreter prior to meeting parents to clarify his/her role. In most cases, interpreters should not be active participants in the conversation. Rather, they should simply translate the participant's statements. The teacher or administrator should make it clear to parents at the beginning of the conference that this is the role the interpreter will play. In situations where it is appropriate for interpreters to be active in the conversation (for example, when the interpreter is a bilingual paraprofessional who also works with the student), the teacher or administrator should explicitly invite the interpreter to join in the discussion.
4. Prepare for the meeting by talking with the interpreter about the anticipated content that will be discussed. In this way, interpreters can clarify vocabulary and school terms that may not be familiar.
5. Do not rely on children to interpret for their parents. This reverses the roles in families — parents feel like children and children feel like they have more authority than they should. It is also difficult for most children to translate and children are very reluctant to translate anything negative about themselves to parents. Do not put them in this role.

### **During the Meeting**

1. Show respect to parents by addressing them directly and allowing the interpreter to simply interpret your words. Sit so that you speak directly to the parents rather than to the interpreter. Often, it works well to place the interpreter to your side rather than between you and the parent.
2. Speak at a normal rate and volume.
3. Keep the group limited to a small number of people. Introduce each person and the role each plays in relation to the child.
4. Stop periodically and ask if there are any questions.
5. Support your statements with examples of student work that parents can take with them and examine further.
6. Do whatever you can to encourage parents' further school visits and participation in school activities.

### **Following the Meeting**

1. Clarify any confusing interactions with the interpreter. Ask for feedback and suggestions on the interpreting process from the interpreter.
2. Make a record of significant information discussed. It is helpful to do this in both languages so that parents could have easy access to information. Consider sending a follow-up letter in the language of the parent.

## **B. EL/Bilingual Parent Advisory Committee**

Send notification of EL/Bilingual Parent Advisory Committee Meetings. If possible, send the letter in the parents' native language. Phone calls by bilingual staff to remind parents are very helpful. The Parent Advisory Committee is an excellent way to develop rapport and solicit questions and suggestions regarding student progress in your schools. It also serves as a strong base for an International/Multicultural Task Force. Keep a roster of parents who attend and minutes and agendas of meetings.

## **C. Code of Conduct**

The Code of Conduct will be translated into the major languages and distributed to parents of ELs. This will assure that students and parents are informed in their first language.

## **VII. PERSONNEL PRACTICES**

### **A. Postings**

The Oxford Community School District will, when seeking new applicants for all content area positions, actively recruit those people speaking the language of our student population. This is recommended for all vacancies, not just EL or bilingual positions.

The Oxford Community School District will encourage the designation of EL/Bilingual paraprofessionals as a distinct category. This will provide trained personnel and consistent instruction. Presently, the paraprofessionals are highly trained with specific skills to meet the needs of ELs.

## **VIII. PROGRAM EVALUATION**

A District Evaluation Committee will meet each spring to assess student progress using standardized test scores and writing samples. The district will include an evaluation of the effectiveness of parent outreach during the program evaluation process. They will also assess the program's effectiveness, resources and staff needs. This committee will make any necessary program recommendations to the Superintendent, Executive Director of Instruction and the Board of Education. Monitoring data such as district-wide test results, dropout and retention rates, and grades will be included in the periodic program evaluation.

The Oxford Community School District uses MDE's Program Evaluation Tool to determine the effectiveness of programs and initiatives in assisting ELs toward achieving State content standards and attaining English language proficiency.

As a part of the annual evaluation of the district EL program, the Oxford Community School District monitors the progress of ELs regarding:

- the number and percent of ELs making progress toward attaining English language proficiency (based on the WIDA) in the aggregate and disaggregated (e.g. by disability; by recently arrived)
- the number and percent of ELs who have attained full English Language proficiency, are exited from the program and placed on a four-year monitoring status
- the number of ELs who have not attained English language proficiency within five years of initial classification as an EL and first enrollment in the LEA
- the number and percent of students who have been reclassified as EL



## APPENDIX A HOME LANGUAGE SURVEY QUESTIONS

### EL Identification Questions

Is your child's native tongue a language other than English?

\_\_\_\_\_ yes    \_\_\_\_\_ no    What is that language? \_\_\_\_\_

Is the primary language used in your child's home or environment a language other than English?

\_\_\_\_\_ yes    \_\_\_\_\_ no    What is that language? \_\_\_\_\_

### Immigrant Student Identification Questions

What is the first date of enrollment in school in the United States? \_\_\_\_\_

Country of birth \_\_\_\_\_

## APPENDIX B PARENT LETTERS

# Parent notification and permission for services letter



## OXFORD COMMUNITY SCHOOLS

Tim Throne, Superintendent  
David Pass, Assistant Superintendent of Human Resources  
Denise Sweat, Assistant Superintendent of Student Services  
Sam Barna, Assistant Superintendent of Business & Operations  
Ken Weaver, Deputy Superintendent of Curriculum & Instruction

10 N. Washington, Oxford, MI 48371  
248.969.5000 / 248.969.5013 Fax  
www.oxfordschools.org

Date \_\_\_\_\_ School \_\_\_\_\_

Student Name \_\_\_\_\_ WIDA Overall Proficiency Level: \_\_\_\_\_

- 1.0-1.9 → Entering: Knows and uses minimal social language and minimal academic language with visual support
- 2.0-2.9 → Emerging: Knows and uses some social English and general academic language with visual support
- 3.0-3.9 → Developing: Knows and uses social English and some specific academic language with visual support
- 4.0-4.9 → Expanding: Knows and uses social English and some technical academic language
- 5.0-5.9 → Bridging: Knows and uses social and academic language working with grade level material
- 6.0 → Reaching: Knows and uses social and academic language at the highest level measured by this test

Dear Parent or Guardian,

The Oxford Community School District is committed to providing instructional and enrichment programs that will meet the needs of all students in our schools. We have developed an English Learner (EL/ESL) program of academic instruction that addresses the special English language needs of our students. In 2017, Oxford Community School's graduation rate for English Learner students was 83%. Based on enrollment information, your child is eligible for services that support classroom instruction and provide additional opportunities for your student's academic growth and language proficiency. This letter is intended to clarify information about the program and options for your child. **Your child will receive services unless you specify otherwise.**

### What are EL support services?

EL support services are specialized programs funded by local, state and federal funds. Each year, we are required by federal legislation (ESSA) to inform you of the services we are providing for your child. The purpose is to enable students to read, write and communicate in the English language as well as learn subject matter at the same time. The teachers are specially trained to help students acquire language and subject matter skills that are based on the state and district curriculum standards and benchmarks. Our testing indicates that our students in the program are making progress at every grade level.

### How are students identified as having limited English proficiency?

Many students are potentially eligible for services in the EL program. Students in kindergarten through second grade are automatically eligible for services if they are identified on the Home Language Survey as having a first language other than English or if a language other than English is spoken regularly in the home. At the end of second grade, a state language proficiency assessment determines services needed. The state mandates the administration of the English language proficiency assessments (WIDA ACCESS Placement Test and/or WIDA ACCESS for ELLs) to determine student's listening, speaking, reading, and writing skills. Results determine eligibility for service as well as student progress.

### **How can I find out my child's language proficiency level?**

Your child's proficiency level is located at the top of this letter. Please see the attached information or contact your child's teacher for a full explanation of your child's scores or progress made.

### **What types of programs are available?**

Oxford Community School District offers EL transitional programs based on your child's score on the WIDA test or W-APT screener, along with other assessment data, your feedback, and discussions with your child's teacher.

Some options include programs as listed below:

- An EL English class or English lab class (high school)
- Individual or small group instruction that aims at developing fluency and literacy in English.
- Opportunities to be included in all district interventions, enrichment and accelerated programs

Your child has been selected for a program based specifically on his or her learning needs. Please talk to your child's teacher at parent conferences or by making an appointment if you wish specific information about your child's progress.

### **What is the Seal of Biliteracy?**

Oxford offers a Seal of Biliteracy to senior students who meet proficiency standards in English and demonstrate fluency in a second language. This Seal is affixed to the diploma of a student who meets the criteria established by the Michigan Department of Education. Research shows that students who are encouraged to speak, listen, read, AND write in more than one language tend to experience more success in their education and in their career. As a result, we encourage your student to continue learning their home language throughout their education in Oxford Community Schools so that they can apply to receive the Seal of Biliteracy on their high school diploma. Either you or your child can contact a high school counselor for more information on the Seal of Biliteracy.

### **What if my child has an Individualized Education Program (IEP)?**

If your child has an IEP, the EL program will assist in meeting the IEP goals by communicating and collaborating with your child's caseload teacher(s).

### **How do students exit the program?**

Our transitional model allows students to progress into general education steadily as they develop English Language Proficiency. According to Jim Collins (2016), students who learn a new language can be expected to learn social language in about 1-2 years and academic language in about 5 years. Students can exit the program officially in a number of ways:

- The parent has the absolute right to withdraw their son or daughter from EL services at any time. You can indicate your decision to withdraw your child on the form provided. You will then receive and need to complete a waiver form that will be mailed to you. **Please note that all students still considered EL are required to take the WIDA state-mandated assessment each spring.**
- Any student who scores at the proficient levels on the WIDA and state/district tests as well as analyzing writing skills will be recommended for exiting the program.

We will monitor student progress for up to four years following exit from the EL program. Report cards and test results will be used to monitor progress. This information will be used to determine further support for your child.

If you need any further information, please contact the EL director, your child's teacher, or school.

Sincerely,

**Amy Lewan**

English Learner (EL) District Coordinator

Oxford Community Schools

[amy.lewan@oxfordschools.org](mailto:amy.lewan@oxfordschools.org)

(248) 969-5100

Adapted from: Bell, T., & Zantal-Wiener, K. (2015). Sample parent notification letter for a child's placement in English learner programs and services. Silver Spring, MD: National Clearinghouse for English Language Acquisition (NCELA). Retrieved from [http://ncela.ed.gov/files/forms/sample\\_parent\\_notification\\_letter\\_for\\_el\\_placement.pdf](http://ncela.ed.gov/files/forms/sample_parent_notification_letter_for_el_placement.pdf)

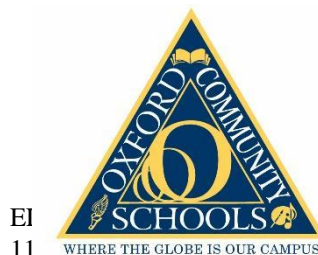
Cummins, J. (2016), Reflections on Cummins (1980), "The Cross-Lingual Dimensions of Language Proficiency: Implications for Bilingual Education and the Optimal Age Issue." TESOL Q, 50: 940–944. doi:10.1002/tesq.339

Michigan Department of Education (2018). Michigan seal of biliteracy: celebrating michigan's cultural and linguistic capital. Lansing, MI: Michigan Department of Education. Retrieved from [https://www.michigan.gov/documents/mde/Michigan\\_Seal\\_of\\_Biliteracy\\_1.10.2017\\_610783\\_7.pdf](https://www.michigan.gov/documents/mde/Michigan_Seal_of_Biliteracy_1.10.2017_610783_7.pdf)

## Parent Refusal Letters

### OXFORD COMMUNITY SCHOOLS

Tim Throne, Superintendent  
David Pass, Assistant Superintendent of Human Resources  
Denise Sweat, Assistant Superintendent of Student Services  
Sam Barna, Assistant Superintendent of Business & Operations  
Ken Weaver, Deputy Superintendent of Curriculum & Instruction



Date \_\_\_\_\_ School \_\_\_\_\_

Student Name \_\_\_\_\_ WIDA Overall Proficiency Level: \_\_\_\_\_

Dear Parents or Guardians,

Oxford Community Schools provides EL supplemental service to selected students who come from language backgrounds other than English. Above is your child's English Language Proficiency level. Based on enrollment information and your student's WIDA level, your student qualifies for EL services. This program supports classroom instruction and provides additional opportunities for students' academic growth and language proficiency.

**Your child will automatically receive EL services unless you tell us that you do not want EL services.** It is your right as a parent to decline participation of your child from EL services. If you DO NOT want your child to receive the services, you can withdraw your child by filling out the information below and returning this letter to your child's school.

Please note that our federal government mandates the continued testing of any student, active or parent exit (decline), whose home or primary language is other than English, until that student demonstrates proficiency on the WIDA ACCESS for ELLs annual assessment, as well as grade level state mandated assessments.

If you need additional information, please contact me, or your child's school.

Sincerely,

**Amy Lewan**  
English Learner (EL) Teacher & District Coordinator  
Oxford Community Schools  
[amy.lewan@oxfordschools.org](mailto:amy.lewan@oxfordschools.org)  
(248) 969-5100

\_\_\_\_\_ I **do not** wish to have my child receive EL services.

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_



## OXFORD COMMUNITY SCHOOLS

Tim Throne, Superintendent  
David Pass, Assistant Superintendent of Human Resources  
Denise Sweat, Assistant Superintendent of Student Services  
Sam Barna, Assistant Superintendent of Business & Operations  
Ken Weaver, Deputy Superintendent of Curriculum & Instruction

10 N. Washington, Oxford, MI 48371  
248.969.5000 / 248.969.5013 Fax  
www.oxfordschools.org

Date \_\_\_\_\_

Dear Parent or Guardian,



We understand that you would like to decline participation in the Title III program or particular ESL services proposed for your child \_\_\_\_\_. ESL services are specifically designed to help your child obtain English language proficiency as well as acquire grade-level content. However, as stated in our conversation, you have the legal right to opt your child out of the program or particular services.

If you still wish to opt your child out of the Title III program or particular ESL services, please initial next to each item on the checklist below. Doing so will indicate that you fully understand and agree with each statement. After you have initialed next to each of the statements, please sign, date, and return the form to your child’s school. We will keep this document on file stating that you have declined or do not want these indicated ESL services for your child.

\_\_\_\_\_ I am aware of my child’s English language assessment score and other information about my child’s current academic progress, and understand why he/she was recommended for additional English language instruction.

\_\_\_\_\_ I am familiar with the Title III program and services the school has available for my child.

\_\_\_\_\_ I have had the opportunity to discuss the available Title III program and services with the school.

\_\_\_\_\_ I understand that the school believes its recommendation is the most academically beneficial for my child.

\_\_\_\_\_ I understand that my child will still be designated an “English Learner” and have his or her English proficiency assessed once per year on the WIDA assessment until he/she no longer meets the definition of an English Learner. All of this information has been presented to me in a language I fully understand.

I, \_\_\_\_\_ (insert name), with a full understanding of the above information, wish to

\_\_\_\_\_ decline all of the Title III program and ESL services offered to my child.

\_\_\_\_\_ decline some of the Title III program and/or particular ESL services offered to my child.

I wish to decline (List program/services) \_\_\_\_\_

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Child’s Name

\_\_\_\_\_  
Date

Sincerely,

Amy Lewan – Oxford ESL Teacher / District Coordinator  
[amy.lewan@oxfordschools.org](mailto:amy.lewan@oxfordschools.org)  
(248) 969-5100

### Parent Opt Back In Letter



### OXFORD COMMUNITY SCHOOLS

Tim Throne, Superintendent  
David Pass, Assistant Superintendent of Human Resources  
Denise Sweat, Assistant Superintendent of Student Services  
Sam Barna, Assistant Superintendent of Business & Operations  
Ken Weaver, Deputy Superintendent of Curriculum & Instruction

10 N. Washington, Oxford, MI 48371  
248.969.5000 / 248.969.5013 Fax  
[www.oxfordschools.org](http://www.oxfordschools.org)

Date \_\_\_\_\_

Dear Parent or Guardian,

On \_\_\_\_\_, you notified us of your desire to decline the English Learner (EL) program or particular EL services proposed for your child \_\_\_\_\_.

We understand that you have revisited your previous decision and would now like to accept the EL program or particular EL services proposed for your child. EL services are specifically designed to help your child obtain English language proficiency as well as acquire grade-level academic content. We believe these services will be a tremendous benefit to your child.

Please indicate below the EL program or particular EL services you would like your child to participate in. We will keep this form on file indicating that you have revisited your previous decision and do indeed want EL services for your child.

I, \_\_\_\_\_ (insert name), with a full understanding of the above information, wish to \_\_\_\_\_ opt my child back into all of the EL programs and services offered to my child.

\_\_\_\_\_ opt my child back into some of the EL programs or particular EL services offered to my child.

I wish to accept (List program/services) \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date

Sincerely,

Amy Lewan – Oxford ESL Teacher / District Coordinator  
[amy.lewan@oxfordschools.org](mailto:amy.lewan@oxfordschools.org)  
(248) 969-5100

Source: Bell, T., & Zantal-Wiener, K. (2015). Sample notification to opt a child back into English learner programs or services. Silver Spring, MD: National Clearinghouse for English Language Acquisition (NCELA). Retrieved from [http://ncela.ed.gov/files/forms/sample\\_notification\\_to\\_opt\\_in.pdf](http://ncela.ed.gov/files/forms/sample_notification_to_opt_in.pdf)

## Parent notification letter for potentially eligible kindergarten students



### OXFORD COMMUNITY SCHOOLS

Tim Throne, Superintendent  
David Pass, Assistant Superintendent of Human Resources  
Denise Sweat, Assistant Superintendent of Student Services  
Sam Barna, Assistant Superintendent of Business & Operations  
Ken Weaver, Deputy Superintendent of Curriculum & Instruction

10 N. Washington, Oxford, MI 48371  
248.969.5000 / 248.969.5013 Fax  
[www.oxfordschools.org](http://www.oxfordschools.org)

Date \_\_\_\_\_ School \_\_\_\_\_

Student Name \_\_\_\_\_

Dear Parent or Guardian,

When you enrolled your child in Oxford Community Schools, you indicated that your child’s native language is a language other than English, and/or that the primary language used in your home is a language other than English.

As a result, because of state and federal law, Oxford was obligated to administer the WIDA screener. The purpose of administering the WIDA screener was to assess your child’s level of proficiency in English and to determine if your child qualifies for support from the English Learner (EL) program.

Your child scored “exceptional” on the Listening and Speaking sections of the WIDA screener. This means that your child’s listening and speaking skills are comparable to native speaking peers. Additional data needs to be gathered before classifying your student as an English Learner (EL). Therefore, over the next couple of months, the EL department will collaborate with your child’s classroom teacher and monitor benchmark assessments to make that determination. Once a determination is made, you will be notified in writing.

If you have any questions or concerns, please contact me.

Sincerely,

**Amy Lewan**  
English Learner (EL) Teacher & District Coordinator  
Oxford Community Schools  
[amy.lewan@oxfordschools.org](mailto:amy.lewan@oxfordschools.org)  
(248) 969-5100

## Parent notification letter for exiting kindergarten students



### OXFORD COMMUNITY SCHOOLS

Tim Throne, Superintendent  
David Pass, Assistant Superintendent of Human Resources  
Denise Sweat, Assistant Superintendent of Student Services  
Sam Barna, Assistant Superintendent of Business & Operations  
Ken Weaver, Deputy Superintendent of Curriculum & Instruction

10 N. Washington, Oxford, MI 48371  
248.969.5000 / 248.969.5013 Fax  
[www.oxfordschools.org](http://www.oxfordschools.org)

Date \_\_\_\_\_ School \_\_\_\_\_ Student Name \_\_\_\_\_

Dear Parent or Guardian,

When you enrolled your child in Oxford Community Schools, you indicated that your child’s native language is a language other than English, and/or that the primary language used in your home is a language other than English.

As a result, because of state and federal law, Oxford was obligated to administer the WIDA screener. The purpose of administering the WIDA screener was to assess your child’s level of proficiency in English and to determine if your child qualifies for support from the English Learner (EL) program.

Your child scored “exceptional” on the Listening and Speaking sections of the WIDA screener. This means that your child’s listening and speaking skills are comparable to native speaking peers. Additional data was gathered since the testing this fall before determining if your student qualified as an English Learner (EL). We monitored benchmark assessments to make that determination. We are now informing you that your child is **still proficient in English comparable to native English speakers** and **does not qualify as an English Learner**. We will monitor your student to be sure that they maintain progress in their academic pursuits for four years.

If you have any questions or concerns, please contact me.

Sincerely,

**Amy Lewan**  
English Learner (EL) Teacher & District Coordinator  
Oxford Community Schools  
[amy.lewan@oxfordschools.org](mailto:amy.lewan@oxfordschools.org)  
(248) 969-5100

## Parent notification letter for exiting 1-12th grade students letter



### OXFORD COMMUNITY SCHOOLS

Tim Throne, Superintendent  
David Pass, Assistant Superintendent of Human Resources  
Denise Sweat, Assistant Superintendent of Student Services  
Sam Barna, Assistant Superintendent of Business & Operations  
Ken Weaver, Deputy Superintendent of Curriculum & Instruction

10 N. Washington, Oxford, MI 48371  
248.969.5000 / 248.969.5013 Fax  
[www.oxfordschools.org](http://www.oxfordschools.org)

Date \_\_\_\_\_ School \_\_\_\_\_

Dear Parent or Guardian,

Welcome back to another exciting school year in Oxford Community Schools!

Your child, \_\_\_\_\_, was a previously-identified English Learner (EL) student. Your son or daughter was assessed with a statewide tool called the World-Class Instructional Design and Assessment (WIDA) this past spring. This annual test measured your child's English language proficiency. Attached, please find a summary report of your child's performance on the Spring 2016 WIDA.

Your child exhibited a Composite Proficiency Level of: \_\_\_\_\_

- 1.0-1.9 → Entering: Knows and uses minimal social language and minimal academic language with visual support
- 2.0-2.9 → Emerging: Knows and uses some social English and general academic language with visual support
- 3.0-3.9 → Developing: Knows and uses social English and some specific academic language with visual support
- 4.0-4.9 → Expanding: Knows and uses social English and some technical academic language
- 5.0-5.9 → Bridging: Knows and uses social and academic language working with grade level material
- 6.0 → Reaching: Knows and uses social and academic language at the highest level measured by this test

This high proficiency score, along with satisfactory performances on other state-assessments, has qualified your student for **exit from the Oxford EL program.**

We have enjoyed working with your family in the ESL department and are always willing to help with future needs. We will monitor your student to be sure that they maintain progress in their academic pursuits for four years. Please let us know if you have specific concerns about your child's language needs, now and/or in the future.

Respectfully,

**Amy Lewan**  
English Learner (EL) Teacher & District Coordinator  
Oxford Community Schools  
[amy.lewan@oxfordschools.org](mailto:amy.lewan@oxfordschools.org)  
(248) 969-5100

### Parent Screener Notification Letter



### OXFORD COMMUNITY SCHOOLS

Tim Throne, Superintendent  
David Pass, Assistant Superintendent of Human Resources  
Denise Sweat, Assistant Superintendent of Student Services  
Sam Barna, Assistant Superintendent of Business & Operations  
Ken Weaver, Deputy Superintendent of Curriculum & Instruction

10 N. Washington, Oxford, MI 48371  
248.969.5000 / 248.969.5013 Fax  
[www.oxfordschools.org](http://www.oxfordschools.org)

Date \_\_\_\_\_ School \_\_\_\_\_ Student Name \_\_\_\_\_

Dear Parent and/or Guardian,

Welcome to Oxford Community School District! We are excited to have your child attend one of our schools. This letter is to notify you that we will be using the WIDA screener test to assess your child’s English language proficiency in the areas of listening, speaking, reading, and writing, except for kindergarten students who are tested in speaking and listening only. Based on the enrollment information that you gave when registering your child with Oxford Community Schools, you identified on the Home Language Survey that your child has a native tongue (first language) other than English or that a primary language other than English is spoken in the home more often than English. As a result, the federal government and the State of Michigan require that we test your child’s English language proficiency using the WIDA Screener. Based on the results of the WIDA screener, your child may be eligible for English learner services provided by Oxford Community Schools.

By law, we are required to give the WIDA screener to students who might qualify for English learner services within a student’s first 10 school days or within the first 30 school days if the student started on the first day of school. Once we have completed the WIDA screening test, you will be notified in writing of your child’s score and whether or not your child qualifies to receive services from Oxford’s English Learner (EL) program.

If you believe the Home Language Survey was completed in error or if you need further information about English Learner services, please contact Amy Lewan, the English Learner coordinator for the district. My contact information is below.

Sincerely,

**Amy Lewan**  
 English Learner (EL) Teacher & District Coordinator  
 Oxford Community Schools  
[amy.lewan@oxfordschools.org](mailto:amy.lewan@oxfordschools.org)  
 (248) 969-5100

## **APPENDIX C DESCRIPTIONS OF ENGLISH LANGUAGE PROFICIENCY LEVELS**

To meet the instructional needs of English learners (ELs) in Michigan, six (6) levels of English language proficiency are used to more accurately describe student proficiency in listening, speaking, reading, writing skills. Included in the table below is a general description of the characteristics of ELs at each level of proficiency.

<b>Michigan English Proficiency Levels (WIDA English Language Proficiency Levels)</b>	<b>Description of English Learners (ELs)</b>
	<p><b>Students with limited formal schooling</b>            Level 1 may include students whose schooling has been interrupted for a variety of reasons, including war, poverty or patterns of migration, as well as students coming from remote rural settings with little prior opportunity for sequential schooling. These students may exhibit some of</p>

<p><b>Level 1 Entering</b></p>	<p>the following characteristics: pre- or semi-literacy in their native language; minimal understanding of the function of literacy; performance significantly below grade level; lack of awareness of the organization and culture of school. (TESOL, 1997, p.21) Because these students may need more time to acquire academic background knowledge as they adjust to the school and cultural environment, English language development may also take longer than other EL beginning students at Level 1. Level 1 students may lack sufficient English literacy for meaningful participation in testing even at the most minimal level.</p> <p><b>Recently arrived student</b> (less than 30 days) These students have not been assessed with the WIDA Screener and/or other tests used for placement.</p> <p><b>Beginning (Pre-production and early production)</b>  Students initially have limited or no understanding of English. They rarely use English for communication. They respond non-verbally to simple commands, statements and questions. As their oral comprehension increases, they begin to imitate the verbalization of others by using single words or simple phrases, and begin to use English spontaneously (WIDA, 2012).</p> <p>At this earliest stage these students start to construct meaning from text with non-print features (e.g., illustrations, graphs, maps, tables). They gradually construct more meaning from the words themselves, but the construction is often incomplete (WIDA, 2012).</p> <p>They are able to generate simple written texts that reflect their knowledge level of syntax. These texts may include a significant amount of non-conventional features, invented spelling, some grammatical inaccuracies, pictorial representations, surface features and rhetorical features of the native language (i.e., ways of structuring text from native language and culture) (TESOL, 1999, p.20).</p>
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<p><b>Level 2 Beginning</b></p>	<p><b>Early intermediate (Speech emergent)</b>  Students can comprehend short conversations on simple topics. They rely on familiar structures and utterances. They use repetition, gestures, and other non-verbal cues to sustain conversation (WIDA, 2012).</p> <p>When reading, students at this level can understand basic narrative text and authentic materials. They can use contextual and visual cues to derive meaning from texts that contain unfamiliar words, expressions and structures. They can comprehend passages written in basic sentence patterns, but frequently have to guess at the meaning of more complex materials. They begin to make informed guesses about meaning from context. They can begin to identify the main idea and supporting details of passages (WIDA, 2012)..</p> <p>Students can write simple notes, make brief journal entries, and write short reports using basic vocabulary, and common language structures. Frequent errors are characteristic at this level especially when student try to express thoughts that require more complex language structures. (State of Virginia, pp. 4-9)</p>
<p><b>Level 3 Developing</b></p>	<p><b>Intermediate</b>  At this level students can understand standard speech delivered in most settings with some repetition and rewording. They can understand the main ideas and relevant details of extended discussions or presentations. They draw on a wide range of language forms, vocabulary, idioms, and structures. They can comprehend many subtle nuances with repetition and/or rephrasing. Students at this level are beginning to detect affective undertones and they understand inferences in spoken language. They can communicate orally in most settings (WIDA, 2012).</p> <p>Students can comprehend the content of many texts independently. They still require support in understanding texts in the academic content areas. They have a high degree of success with factual information in non-technical prose. They can read many literature selections for pleasure. They can separate main ideas from supporting ones. They can use the context of a passage and prior knowledge to increase their comprehension. They can detect the overall tone and intent of the text (WIDA, 2012).</p> <p>Students can write multi-paragraph compositions, journal entries, personal and business letters, and creative passages. They can present their thoughts in an organized manner that is easily understood by the reader. They show good control of English word structure and of the most frequently used grammar structures, but errors are still present. They can express complex ideas and use a wide range of vocabulary, idioms, and structures, including a wide range of verb tenses. (Virginia, pp. 11-14)</p>



<p><b>Level 4 Expanding</b></p>	<p><b>Transitional Intermediate</b>  At this level students’ language skills are adequate for most day- to-day communication needs. Occasional structural and lexical errors occur. Students may have difficulty using and understanding idioms, figures of speech and words with multiple meanings. They communicate in English in new or unfamiliar settings, but have occasional difficulty with complex structures and abstract academic concepts (WIDA, 2012).</p> <p>Students at this level may read a wide range of texts with considerable fluency and are able to locate and identify the specific facts within the texts. However, they may not understand texts in which the concepts are presented in a de-contextualized manner, the sentence structure is complex, or the vocabulary is abstract. They can read independently, but may have occasional comprehension problems (WIDA, 2012).</p> <p>They produce written text independently for personal and academic purposes. Structures, vocabulary and overall organization approximate the writing of native speakers of English. However, errors may persist in one or more of these domains (listening, speaking, reading, and writing) (TESOL, 1999, p. 21).</p>
<p><b>Level 5 Bridging</b></p>	<p><b>Proficient</b>  At this proficient level students demonstrate English proficiency similar to native speakers. They use specialized or technical language of the content areas. Students at this level write using a variety of sentence lengths of varying linguistic complexity in extended oral or written discourse, including stories, essays or reports (WIDA 2012).</p> <p>Students at this level may read a wide range of texts with considerable fluency and are able to locate and identify the specific facts and draw conclusions within the texts. They may understand texts in which the concepts are presented in a de-contextualized manner, the sentence structure is complex, or the vocabulary is abstract. They can read most grade level texts independently (WIDA, 2012).</p> <p>They produce oral and written language approaching comparability to that of English-proficient peers when presented with grade level material (WIDA 2012).</p>
<p><b>Level 6 Reaching</b></p>	<p><b>Monitored (Advanced Proficiency)</b>  Students at this advanced level have demonstrated English proficiency as determined by state assessment instruments (WIDA ACCESS for ELLs and are on grade level in assessments such as the MSTEP, Common Assessments, SAT, and DRA). They are expected to be able to participate fully with their peers in grade level content area classes. The academic performance of these students is monitored for two years as required by federal law.</p>

## **APPENDIX D COMPLAINTS REGARDING SCHOOL PERSONNEL**

### **PUBLIC COMPLAINTS**

Any person or group having a legitimate interest in the operations of the Oxford Community School District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

### **Matters Regarding a Professional Staff Member**

#### **A. First Level**

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the building administrator.

#### **B. Second Level**

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

#### **C. Third Level**

If a satisfactory solution is not achieved by discussion with the building administrator and/or supervisor, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;

2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely.

Should the matter be resolved in conference with the Superintendent, the Board shall be advised of the resolution.

#### D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision and/or grant a hearing before a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision no more than thirty (30) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

## **APPENDIX E DEFINITIONS**

***ACCESS for ELLs*** refers to the annual assessment given to all students participating in the Title III/ESL program.

***Basic Interpersonal Communication Skills (BICS)*** refers to a student's social English language skills. Research indicates that a student takes 1-3 years to acquire functional social language skills. (Cummins, 1981)

### ***Bilingual Instruction***

Bilingual instruction is defined as instruction in curricular content areas, including instruction in English language skills (listening, speaking, reading, writing, and comprehension), through a combination of a student's native language and English language.

### ***Bilingual Paraprofessional***

A bilingual paraprofessional provides support services to the LEP student. Language proficiency must demonstrate in listening, speaking, reading, writing, and comprehension both the English language and the native language for which they provide support services.

### ***Bilingual Program***

Bilingual programs use a student's native language, in addition to English, for instruction by bilingual staff.

### ***Bilingual Teacher***

A Bilingual teacher is required to be certified in the area of instruction and in addition have a bilingual endorsement. This teacher may provide bilingual or ESL instruction or support services to the ELs. Frequently, this teacher will provide consultative services to the regular classroom teacher.

### ***Building Instructional Team***

The following staff should be part of the team working with ESL students:

- Classroom Teacher
- Counselor
- Social Worker
- Psychologist
- ESL Instructor/Paraprofessional
- General Education Resource Teacher
- Principal

The EL/Bilingual teacher and EL/Bilingual paraprofessionals assigned to the building will provide instructional support and materials.

When concerns arise regarding a student's program, curriculum or placement, the team outlined above will address these issues at a Building Instructional Team meeting. The Building Instructional Team referrals may be requested by any staff member. The District EL/Bilingual/Title III coordinator will be notified when a particular ELs problem persists after interventions have been implemented as recommended by the Building Instructional Team.

### ***CA-60 File***

This file is kept in the school office and is the official record of the student. It contains: birth certificate, immunization records, registration documents, standardized test scores, report cards, and other official school documents.

### ***CALP***

Cognitive Academic Language Proficiency (CALP) refers to the English language skills necessary to function successfully in an academic/school environment. Research indicates that it takes a student from 3-7 or more years to acquire such academic language skills. (Cummins, 1981)

### ***Content-based Language Development Programs***

Content-based Language Development programs group ELs from different languages together in classes where teachers use English as the medium for providing content area instruction. Teachers modify classroom language to the proficiency level of the students.

### ***Co-Teaching***

Co-teaching is defined as having an ESL/Bilingual teacher assist in the instruction for content area classes whenever there is a significant population of ELs in the building.

### ***ELs (English Learners)***

ELs refers to students whose first language is not English, and encompasses both students who are just beginning to learn English (often referred to as limited English proficient or LEP) and those who have already developed considerable proficiency. The term underscores the fact that, in addition to meeting all the academic challenges that face their monolingual peers, these students are learning English.

### ***ESL/ELD***

English as a Second Language (ESL)/English Language Development (ELD) instruction is used to teach English language components (grammar, vocabulary, and pronunciation) and language skills (listening, speaking, reading, writing, and comprehension) as well as content areas.

### ***ESL Programs***

ESL programs emphasize learning English for both social and academic purposes. English is the language of instruction.

### ***ESL Class Period***

A student receives ESL instruction during a regular class period, often grouped by English language proficiency levels.

### ***ESL Instruction***

ESL is defined as a structured language acquisition program designed to instruct a student in the English language (speaking, reading, writing, and comprehending) and core academic content.

### ***ESL Newcomer's Center***

ESL Newcomer's Center is an ESL classroom that enrolls non-English-speaking students from many or all schools of the same grade level (elementary, middle or high school). The Center provides intensive English language and academic content instruction.

### ***ESL Resource Center***

Students from several classrooms come together for English language and academic content instruction. The resource center concentrates ESL materials and staff in one location.

### ***ESL Student File***

This file is kept by the Bilingual/ESL teacher at the building of enrollment. It contains a copy of the district registration, assessment data, and family information.

### ***ESL Teacher***

An ESL teacher is required to be certified and have specific training in ESL instruction. The ESL teacher may provide ESL instruction or support services to LEP students and may provide consultative services to regular classroom teachers.

### ***ESSA***

The Every Student Succeeds Act (ESSA) is the most recent reauthorization of the Elementary and Secondary Education Act (ESEA).

### ***FEL Students***

A Former English Learner (FEL) has been exited from Title III/ESL program because: The student has scored proficient on the ACCESS, W-APT, and multiple district assessments.

### ***Inclusion***

An EL is placed in general education and may receive tutorial support or receive service through a team approach.

### ***Language Instruction Educational Program (LIEP)***

Under Title VI and the EEOA LEAs must provide a language assistance program that is effective—educationally sound and proven successful. Consistent with ESEA section 3124, the Department does not recommend any particular curricula, program of instruction, or instructional materials, nor does it prohibit any language instruction educational program used with ELs that is consistent with Title III of the ESEA and other laws, including Title VI and the EEOA.

### ***Title III***

Title III is an entitlement program under the Elementary and Secondary Education Act. The purpose of Title III, Part A, is to help ensure that children and youth who are limited English proficient, Native American and/or immigrants, attain English language proficiency, develop high levels of academic attainment in English, and meet the same challenging academic standards that all children are expected to meet. Title III funds are directed to states and eligible local districts or consortia through a formula grant allocation to:

- Develop high-quality language instruction educational programs
- Assist SEAs, LEAs and schools to build their capacity to establish, implement, and sustain language instruction and development programs
- Promote parental and community involvement
- Hold SEAs, LEAs, and schools accountable for increases in English proficiency and core academic content knowledge of limited English proficient children by:
  - Demonstrated improvement in the English proficiency of limited English proficient children each fiscal year; and
  - Adequate yearly progress for limited English proficient children, including immigrant children and youth, as described in section 1111(b)(2).

### ***Woodcock-Muñoz***

Woodcock-Muñoz is an assessment used to determine English language proficiency.

***WIDA Screener*** refers to the English language screening assessment given to students new to Bloomfield Hills Schools, when indicated on the home language survey, that a language other than English is spoken in the home.

***WIDA*** refers to a consortium of states with the purposes of advancing academic language development and academic achievement for linguistically diverse students through high quality standards, assessments, research, and professional development for educators.

## **APPENDIX F ENGLISH LEARNER (EL) PROGRAM GUIDELINES**

- Most students should be placed in an age-appropriate classroom. Even if the student has not attended school before, the social nature of schooling cannot be ignored. It is important to place students with their peers and allow them to interact naturally. Exceptions may include students who have not attended school for more than a year.
- A student should be placed in classrooms that utilize the most interactive methods of teaching. English Learners (ELs) need to listen, speak, read, and write in meaningful contexts to acquire English. Teachers who rely mainly on lecture, memorization, and worksheets may be least appropriate for second language learners.
- EL para-educators or instructional assistants may work directly with a student in the classroom in conjunction with the classroom teacher. In this way, para-educators or instructional assistants have a better understanding of what, why, and how content material is being studied and can provide support that is directly connected to classroom goals.
- Previous schooling is considered. The academic backgrounds of students vary greatly. Some students may have studied advanced algebra while others may never have attended school.
- All students need time to learn how to interact in an American school setting. Consideration is given to having the EL/Bilingual staff explicitly teach about the culture and language of schools.
- Initial placement decisions for the middle and high school student should take into account native language literacy skills, previous schooling, interests and goals, and opportunities within classes for hands-on interactive learning. While a student is often placed in physical education, art, and music classes, when taught appropriately with the support of EL/Bilingual teachers or tutors, other content area classes such as science and math may be crucial to maintaining a student's interest in school.
- Consideration is given to alternative means of assessment for the English Learner. Portfolio assessments that include a broad range of student work, teacher observations, and even audio and videotapes of the student's work will offer a vision of the student's progress over time. The placement team recognizes that every test is a language test; the student may understand content but be unable to decipher a multiple-choice test. Finally, the team assists teachers in inventing ways of allowing the student to demonstrate what they have learned without using complex English.

The placement team encourages the English Learner's involvement in extracurricular activities at all grade levels. A student learns English and feels connected to school when he/she is playing soccer, acting in the school play, preparing something for a bake sale, or singing in the choir. The English Learner needs to be invited to participate.

Additional standardized and curriculum-based assessments inform the decision of the team. Criteria used to exit a student will be placed in the student's CA 60 and EL/Bilingual file.

## **APPENDIX G TITLE III FUNDS**



## Allowable Uses of Title III Funds

### **Title III English Language Acquisition: Generally Allowable Expenditures**

Title III funds are supplemental and are to be used over and above the district's required services and resources provided to ELs and their families. **Required** activities include:

1. High quality language instruction educational programs that demonstrate effectiveness by increasing English proficiency and student academic achievement in the core academic subjects.
2. High quality professional development of sufficient intensity and duration that demonstrates effectiveness in improving instruction and assessment and which enhances the ability of teachers to understand and use curricula, assessment measures, and instructional strategies.
3. High quality activities that include parent, family, and community engagement and coordination, and coordination and alignment of related programs (ESEA Section 3115(c)(3)).

Title III supplemental EL funds can be used, in priority order, for the following:

1. Services before and after school such as tutoring, academic assistance, supplementary instructional materials for English language acquisition as well as for summer school programs for ELs. Districts need to identify the students served and the method used to assess and monitor their progress.
2. Professional development that is planned based on students achievement data and provided in a systemic and sustained manner to improve instruction and assessment of ELs. Staff training could include bilingual/ESL classroom teachers, bilingual/ESL teacher coaches, paraprofessionals, regular education teachers, administrators, and other school based or community-based organizational personnel who serve ELs.
3. Hiring bilingual/ESL coaches whose role is to acquire scientific-based research practices, provide professional development, mentor and coach teachers who are working directly with ELs. Additionally, such funds can be used to provide stipends to teachers to assist them in completing and obtaining bilingual/ESL endorsements.
4. Parent involvement activities including family literacy (ESL) and parenting classes. Additionally, funds can be used for speakers who conduct informative parent sessions that enhance student language acquisition and mastery of core academic subjects. Districts may purchase supplemental instructional materials to support child's English language learning at home, materials and books on parenting skills. A Parent Involvement Liaison can be hired or contracted to enhance ongoing parent engagement in school activities, committees and functions, facilitate planning and conducting parent meetings, connecting families to community resources, and interpreting to parents during Title III meetings.
5. Cost for educational field trips if part of high quality language instruction educational programs/activities (buses and admission).
6. Administrative and indirect costs of III/Immigrant may NOT exceed 2% of the total allocation (ESEA Section 3115(b)).

### **Title III Non-Allowable Expenditures:**

1. Title III funds may NOT be used to pick up a cost that was previously funded by general funds.

2. Title III may NOT supplant any other federal, state or local expenses.
3. All test administration cost (ACCESS for ELLs, W-APT, other state assessments) must be paid by general fund, including the pay for proctors, assessors and substitute teachers.
4. Translation of documents, parent handbooks, and assessments are funded by general funds and NOT with Title III funds.
5. Title III funds may NOT be used for Intake/Eligibility or Annual progress assessments.

**Immigrant Program: Generally Allowable Expenditures:**

Sub-grants to LEAs and ISDs are made if significant increase is experienced in numbers of immigrant students from ages 3-21; enrolled in public or private school; not born in US; not attended US school for more than three full years. Purpose of Immigrant sub-grants is to pay for activities that provide enhanced instructional opportunities for immigrant children and youth (ESEA Section 3115 (C)).

Allowable activities include:

1. Support for personnel, including paraprofessionals who have been specifically trained, or are being trained, to provide services to immigrant children and youth.
2. Provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth (career exploration and shadowing experiences, college visits, etc.) throughout the day and before/after school.
3. Identification and acquisition of bilingual curricular materials, bilingual educational software and technologies to be used in the program carried out with these funds.
4. Activities, coordinated with community-based organizations, institutions of higher education, private sector entities, or other entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.
5. Family literacy, parent outreach liaison and activities, training activities designed to assist parents in adjusting to and understanding the American culture and school system in order to become active participants in the education of their children.
6. Administrative and indirect cost to Title III Immigrant may NOT exceed 2% of the total allocation.

**Title III Immigrant Non-Allowable Expenditures:**

1. Title III Immigrant funds may NOT be used to pick up a cost that was previously funded by general funds.
2. Title III Immigrant funds may NOT supplant any other federal, state or local expenses.
3. All test administration cost (ACCESS for ELLs, W-APT, other state assessments) must be paid by general fund, including the pay for proctors, assessors and substitute teachers.
4. Title III Immigrant funds may NOT be used for Intake/Eligibility or Annual progress assessments.
5. Translation of documents, parent handbooks, and assessments are funded by general funds and NOT with Title III immigrant funds.

**APPENDIX H LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM**

**Michigan Department of Education-Office of Field Services**

## Alternative Language Program Provided to English Learners (ELs) based on OCR Requirements

**Name of School District/PSA:** Oxford Community Schools

**Name of the Title III/EL contact person, email address:** Ken Weaver,

ken.weaver@oxfordschools.org; or Amy Lewan, amy.lewan@oxfordschools.org

Performance levels (WIDA ACCESS)	Level of service/# of hours daily (from general funds)	Mode of delivery (from general funds)	Staff providing service (from general funds)
1-Entering	<p>Elem/MS = 3 or 4 (dependent on student schedule) 25 minute sessions each week for a weekly total of 1.5-2 hours.</p> <p>Additionally, students are seen on an as-needed basis for assessments or particularly challenging assignments throughout the week.</p> <p>HS = 9th graders attend 4 full class sessions each week for a weekly total of 4 hours. 10<sup>th</sup>-12<sup>th</sup> grade students typically have 3 or 4 (dependent on student schedule) 25 minute sessions each week for a weekly total of 1.5-2 hours.</p>	<p>Elem = Push-in for common core content area learning and newcomer language development; Pull-out for specific lessons and on teacher/parent request.</p> <p>MS/Alternative Programs = Pullout (one-on-one and/or small group sessions).</p> <p>HS = Incoming 9th grade students are placed in an ESL ELA 9 course depending on WIDA scores and/or parent and teacher concerns. Students in grades 10-12 are pulled out in one-on-one and/or small group sessions or by a HQ ESL endorsed teacher who co-teaches in a regular ELA class.</p>	<p>Elem = HQ paraprofessionals who are supervised by and consult with an EL endorsed teacher/coordinator.</p> <p>MS/Alternative Programs = EL endorsed teacher/coordinator delivers services.</p> <p>HS = EL endorsed teacher/coordinator delivers services.</p>
2-Beginning and 3-Developing	<p>Elem/MS = 2 25 minute sessions each week for a total of 50 minutes. This includes “Low” DK and Kindergarten students dependent on data and teacher feedback.</p> <p>HS = 9th graders attend 4 full class sessions each week for a weekly total of 4 hours. 10<sup>th</sup>-12<sup>th</sup> grade students typically have 2 or 3 (dependent on student</p>	<p>Elem = Pull-out (one-on-one and/or small group sessions); Push-in for specific lessons and on teacher/parent request.</p> <p>MS/Alternative Programs = Pullout (one-on-one and/or small group sessions).</p> <p>HS = Incoming 9th grade students are placed in an EL ELA 9 course depending on WIDA scores and/or parent and teacher concerns. Students in grades 10-</p>	<p>Elem = HQ paraprofessionals who are supervised by and consult with an EL endorsed teacher/coordinator.</p> <p>MS/Alternative Programs = EL endorsed teacher/coordinator delivers services.</p> <p>HS = EL endorsed teacher/coordinator delivers services.</p>

	<p>schedule) 25 minute sessions each week for a weekly total of 1-1.5 hours.</p> <p>Additionally, students are seen on an as-needed basis for assessments or particularly challenging assignments throughout the week.</p>	<p>12 are pulled out in one-on-one and/or small group sessions or by a HQ EL endorsed teacher who co-teaches in a regular ELA class.</p>	
4.0-4.7 - Expanding	<p>Elem = Monitoring by meeting with students and/or keeping regular communication (at least 1 per month) with content area teachers. This includes “Mid”, “High” and “Exceptional” DK and Kindergarten students dependent on data and teacher feedback.</p> <p>HS = Ideally, 9th graders attend 4 full class sessions each week for a weekly total of 4 hours. Some student schedules limit access to 1 or 2 25 minute sessions each week for a weekly total of 25-50 minutes or weekly consult.</p> <p>MS/HS = Frequent meetings (a least 1 per month) to monitor student success; also, services available on an as-needed basis for assessments or particularly challenging assignments throughout the week.</p> <p>Additionally, all students are seen on an as-needed basis for assessments or particularly challenging assignments throughout the week.</p>	<p>Elem/MS/Alternative Programs = Pull-out (one-on-one and/or small group sessions); Push-in for specific lessons and on teacher/parent request.</p> <p>HS = Incoming 9th grade students are placed in an EL ELA 9 course depending on WIDA scores and/or parent and teacher concerns. Some 9th grade students are placed in a language lab class to supplement their regular ELA class. Students in grades 10-12 are pulled out in one-on-one and/or small group sessions or by a HQ EL endorsed teacher who co-teaches in a regular ELA class.</p> <p>Pull-out (one-on-one and/or small group sessions).</p>	<p>Elem = HQ paraprofessionals who are supervised by and consult with an EL endorsed teacher/coordinator.</p> <p>MS/Alternative Programs = EL endorsed teacher/coordinator delivers services.</p> <p>HS = EL endorsed teacher/coordinator delivers services.</p>
4.8-5- Bridging	<p>Students in grades K-2 may be considered for exit at a 4.8 or higher level or be consult.</p>	<p>Pull-out (one-on-one and/or small group sessions).</p>	<p>Elem = HQ paraprofessionals who are supervised by and consult</p>

6-Reaching	<p>Students in grades 3-12 with a WIDA score of 4.8 or higher are auto exited from the program.</p> <p>Monitoring for FELs includes documenting grades and standardized test scores each year for 4 years.</p>		<p>with an EL endorsed teacher/coordinator.</p> <p>MS/Alternative Programs = EL endorsed teacher/coordinator delivers services.</p> <p>HS = EL endorsed teacher/coordinator delivers services.</p>
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## APPENDIX I PROGRAM ENTRY AND EXIT SUMMARY CHART

WIDA ELD Levels	WIDA Screener (Placement)	WIDA ACCESS for ELLs
Level 1: Entering	1	1
Level 2: Emerging	2	2
Level 3: Developing	3	3
Level 4: Expanding	3-4	3-4
Level 5: Bridging	5	5
<b>Entrance Criteria on the WIDA Screener/Kindergarten W-APT:</b>		

Entrance Protocol	Kindergarten (including Young 5s) before December 1	Kindergarten after December 1	First Grade before December 1	First Grade after December 1 through Twelfth Grade
<b>W-APT Score</b>	Student scores below Exceptional (29) on the <b>listening</b> and <b>speaking</b> domains.  (See TABLE 1A.)	Student scores below Exceptional (29) on the <b>listening</b> and <b>speaking</b> domains;  Or scores below 13 on the <b>reading</b> domain;  Or scores below 15 on the <b>writing</b> domain.  (See TABLE 1B.)	Student scores below Exceptional (29) on the <b>listening</b> and <b>speaking</b> domains;  Or scores below 13 on the <b>reading</b> domain;  Or scores below 15 on the <b>writing</b> domain.  (See TABLE 2.)	Student scores below 5.0 on <b>one or more</b> domains.  <b>No Rounding.</b>  Use the hand scoring guide or online calculator.  (See TABLES 3 and 4.)

**Exit Criteria for WIDA ACCESS:**

*Students must reach 4.8 overall proficiency on the WIDA ACCESS or P2 on the WIDA Alternate in order to qualify to exit the EL Program.*

*Students in grades 3 - 12, scoring at or above 4.8 overall proficiency on the WIDA ACCESS or P2, on the WIDA Alternate, will "auto exit". "Auto exit" refers to the process of automatically exiting a student from EL status in the Michigan Student Data System when they reach the WIDA ACCESS Overall Score of 4.8 or higher or the WIDA Alternate ACCESS overall score of P2. Auto exit is completed by the state (CEPI) over the summer. At present, auto exit does not include students in grades K-2 that meet these predetermined thresholds.*

*Note: any K-2 student meeting the exit criteria for WIDA ACCESS will not be auto exited, but if the district feels strongly that the student is ready for EL exit, they may manually exit them.*

To see a link to the current Michigan Entrance and Exit Protocol Manual click here:

[https://www.michigan.gov/documents/mde/MDE\\_Entrance\\_and\\_Exit\\_Protocol\\_705175\\_7.pdf](https://www.michigan.gov/documents/mde/MDE_Entrance_and_Exit_Protocol_705175_7.pdf)

**APPENDIX J NOTICE OF NON-DISCRIMINATION**

**OXFORD COMMUNITY SCHOOLS NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

In the district, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

For the complete Board of Education policy, go to the [Nondiscrimination link](#) on the district's website.

### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinator") (hereinafter referred to as the "COs").

David Pass	Denise Sweat
Asst. Supt. of Human Resources	Asst. Supt. of Student Services
248-969-5004	248-969-5015
10 N. Washington Street	10 N. Washington Street
Oxford, MI 48371	Oxford, MI 48371
david.pass@oxfordschools.org	denise.sweat@oxfordschools.org

The names, titles, and contact information of these individuals will be published annually on Oxford Community School's website.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II, of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members, and the general public. Any sections of the District's collective bargaining agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.