



Procedures for Serving the Needs of English Learners in the Lowndes County School District



LOWNDES COUNTY

School District

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Board Approved: 8/10/18

Lowndes County School District Plan for English Learners

According to the Every Student Succeeds Act (ESSA) of 2015, an English Learner (EL) is defined as an individual:

- who is aged 3 through 21;
- who is enrolled or preparing to enroll in an elementary school or secondary school;
- who was not born in the United States or whose native language is a language other than English;
- who is a Native American or Alaska Native, or a native resident of the outlying areas; and
- 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
- who is migratory, whose native language is a language other than English, and comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual—
 - the ability to meet the State's proficient level of achievement on State assessments;
 - the ability to successfully achieve in classrooms where the language of instruction is English; or
 - the opportunity to participate fully in society.

In compliance with federal law, the Lowndes County School District (LCSD) will provide services for identified EL students. The goal of the LCSD is to provide ELs with the knowledge, values, attitudes, strategies, and skills they will need to be productive and successful.

Enrollment of ELs

The LCSD will enroll ELs regardless of their ability to present a birth certificate or social security number.

The LCSD requires proof of residency within the school district for the enrollment of ELs. The LCSD will not inquire into an EL's citizenship or immigration status as it is not relevant to establishing residency.

The LCSD requires immunization verification for the enrollment of ELs. In the event an EL is unable to present immunization verification at enrollment, the LCSD will assist the family, as needed, in obtaining immunization verification within 30 days of enrollment.

Identification and Placement of ELs

Identification of an EL begins with the Home Language Survey (HLS), a tool given to all new entering students. If any response on the HLS indicates the use of a language other than English by the student or an individual in the home, then the student will be administered the Language Assessment Scales (LAS) Links Placement Test. Students identified as potential ELs by the HLS at the beginning of the school year will be administered the LAS Links Placement Test within 30 calendar days while potential ELs who register after the beginning of the school year will be assessed within 10 school days of enrollment. A score of Not Proficient (NP) or Approaching Proficient (AP) indicates an EL. A copy of the LAS Links Placement Test results and the HLS will be kept in the EL's cumulative record.

Having been identified using the LAS Links Placement Test, the parents of an EL will receive the Determination of Eligibility form, informing them of their right to waive services. In the event services are waived, the EL will continue to take the annual English Language Proficiency Test (ELPT), LAS Links, until a proficient score is obtained.

All communication associated with LCSD's EL services will be provided to the parents of ELs in uniform format and, as needed, in a language they can understand.

Language Service Plan

ELs should ultimately attain fluency in English, master the state's academic content standards as demonstrated by proficiency on the state's required assessments, and pass any other state required tests. ELs will be placed age-appropriately in the mainstream classroom with a qualified instructor and receive additional support services from a paraprofessional or tutor. A Language Service Plan (LSP) detailing the accommodations, modifications, and instructional supports the EL is to receive will be developed at the beginning of the academic school year, evaluated quarterly, and updated annually by the Student Evaluation Team (SET). The Student Evaluation Team will be composed of teachers (including EL teachers), administrators, counselors, and parents/guardians. Each teacher of an EL will receive a copy of the LSP. A copy of the LSP will be kept in the EL's cumulative record. ELs will have an LSP each year until a proficient score is obtained on the annual ELPT, LAS Links. An EL's LSP will contain the following:

- Student's demographic information
- Date of first enrollment in a U.S. school
- Yearly ELPT scores
- Classroom accommodations and modifications
- State testing accommodations
- Signatures of SET members

Serving English Learners

After being identified using the LAS Links screener, the LCSD will provide ELs with appropriate English language assistance services, access to the content of the Mississippi College and Career Readiness Standards (MCCRS), and other services including, but not limited to, special education, gifted education, and extracurricular programs/activities.

ELs will be placed age-appropriately in mainstream classrooms with highly qualified teachers. At the secondary level, ELs will be placed in academic courses sequentially to ensure they have access to a diploma. Newly enrolled ELs at the high school level will be awarded credits based on transcripts provided, even if the coursework was taken in another country. Tutors and paraprofessionals will not take the place of qualified teachers and will only be used as an interim measure. The LCSD makes every effort to recruit, hire, and retain qualified teachers.

The LCSD utilizes Structured English Immersion, imparting English language skills to enable ELs to succeed in an English-only mainstream classroom once proficient. Ongoing professional development including, but not limited to, in-services, workshops, and conferences are provided to EL teachers, paraprofessionals, and tutors, allowing them to achieve maximum effectiveness. EL teachers collaborate with the EL tutor who then works with ELs individually, or in small group settings. Services will take into consideration the EL's language proficiency, grade level, educational background, and language program. An EL's tutoring schedule will reflect minimal separation from his/her non-EL peers and not prohibit him/her from receiving at least 30 minutes a day of direct language instruction in the classroom.

Multi-Tiered System of Supports (MTSS)

When an EL, who is actively receiving services, is observed by the mainstream teacher to have continuing difficulties with learning, the first course of action will be to consult informally with the EL teacher/specialist to request additional instructional strategies for teaching. The EL teacher/specialist might

1. Offer new suggestions;
2. Request to observe the student in the classroom; or
3. Check with the entire team of teachers to see if the student is struggling in more than one class.

If the student continues to struggle, the next option will be to refer the student to the Teacher Support Team (TST) for possible intervention.

Grading and Retention

As students are working to learn English during the initial stages of language acquisition, it is a violation of their Civil Rights to retain them due to limited language proficiency. Schools must ensure that EL students are placed appropriately and can participate meaningfully and equally in educational programs as noted in Title VI of the Civil Rights Act of 1964 (Title VI) and the Equal Opportunities Act of 1974.

LCSD will take steps to ensure that students are not retained solely because they are still in the early stages of learning English. Students who receive extensive language supports and classroom accommodations must have this information noted on their report cards, and accommodations must be shared with the parents or guardians of the students to ensure they have an understanding of true academic performance in English language proficiency.

EL students may be retained if all of the following criteria has been met.

- Documentation of interventions that show that English is not a barrier.
- Meeting with Parents or Guardians to discuss retention.
- Signed agreement by Parents or Guardians.

Exiting English Learners

ESSA requires that states have uniform criteria for ELs to exit services. The Mississippi Department of Education requires ELs to obtain the following proficiency levels on the ELPT:

- a. Overall Proficiency Level 4 or 5, and
- b. Reading Proficiency Level 4 or 5, and
- c. Writing Proficiency Level 4 or 5.

The LCSD will adhere the Mississippi Department of Education's exit criteria for ELs. Parents of ELs who meet the exit criteria will receive the Exit Letter notifying them of their child's status.

Exit/Monitor Status Documentation form will be used and kept in the ELs cumulative record.

Monitoring English Learners

When an EL achieves exit status, he/she will enter a four-year monitoring period. The SET will monitor and document an EL's progress each 9 weeks, reviewing student grades, assessments, and other related data. If an exited EL is not progressing academically as expected and monitoring suggests a persistent language need, the LCSD will re-test using the LAS Links Placement Test to see if the student needs to be offered additional language assistance services. In no case will re-testing of an exited EL be prohibited. Should a student need to re-enter EL services, the LCSD will thoroughly document the reasons why and obtain parental consent prior to re-entry.

English Learner Programs, Staffing and Resources

Lowndes County School District currently utilizes a pull-out program to provide services to the students identified as English Learners. Students are pulled during times that do not interfere with regular classroom instruction. English Learner students are pulled for a minimum of thirty minutes of additional instruction in learning English per week.

Lowndes County School District utilizes one English Learner Tutor, who works closely with the regular classroom teacher to provide support for students who have been identified as English Learner students.

English Learner Teachers and Tutors will be provided the necessary resources to conduct the program.

Training

English Learner Teachers and Tutors will have opportunities to receive appropriate training in order to build effectiveness of the program. English Learner Tutors will work in collaboration with the regular classroom teacher and/or English Learner Teacher. Regular classroom teachers will be encouraged to obtain the endorsement for English as Second Language by taking the appropriate coursework or Praxis assessment.

Regular education teacher and EL teachers and tutors are encouraged to attend training provided by the Mississippi Department of Education and other reputable sources.

Teachers who have attended training for strategies to teach EL students will be expected to share these strategies with other teachers in the district.

Teacher Recruitment

Lowndes County School District makes every effort recruit, hire and retain teachers in every area that are licensed and have the necessary skills to instruct students on the challenging Mississippi College and Career Ready Standards.

The District will provide training for teachers that do not meet the licensing requirements if a licensed teacher cannot be found for the English Learner program.

Evaluating Program Effectiveness

Success is determined by EL students' ability to attain English proficiency and full access to the grade-level content. To determine the level of success for the school and district levels, the LCSD will conduct periodic evaluations as well as ongoing analysis of effectiveness. Data will be gathered, analyzed, and used to strengthen services as appropriate. For each Data points to be collected include:

- Scores on state and local assessments
- Scores on the ELPT
- Rates of retention
- Exit rates
- Graduation rates
- Participation rates in gifted and advanced courses
- Enrollment rates in prekindergarten and other programs
- Enrollment rates in special education and related services
- Attendance rates
- Participation rates in extracurricular programs
- Suspension rates
- Results of parent and family, student, and teacher surveys
- Results of surveys from other stakeholders

Longitudinal data will also be included to compare the performance of current ELs, former ELs, and never-ELs. If evaluations show that services are not effective, the LCSD will make appropriate changes to strengthen programs and more effectively serve students.

Parent and Family Involvement

The LCSD will communicate meaningfully with EL families to adequately notify them of any information regarding a program, service, and/or activity in which they need to make informed decisions about, and be helpful participants in, their child's education. This includes, but is not limited to, information about language assistance programs, special education and related services, Individualized Education Program (IEP) meetings, 504 Plan meetings, grievance procedures, notices of nondiscrimination, student discipline policies and procedures, registration and enrollment, report cards, requests for parent or guardian permission for student participation in district or school activities, parent-teacher conferences, parent handbooks, gifted programs, and magnet and charter schools. All communication will be provided to the parents of ELs in uniform format and, as needed, in a language they can understand.

Parent and Family Engagement

The LCSD has a legal obligation to communicate meaningfully with Limited English Proficient parents and families and to adequately notify them of information about any program, service or

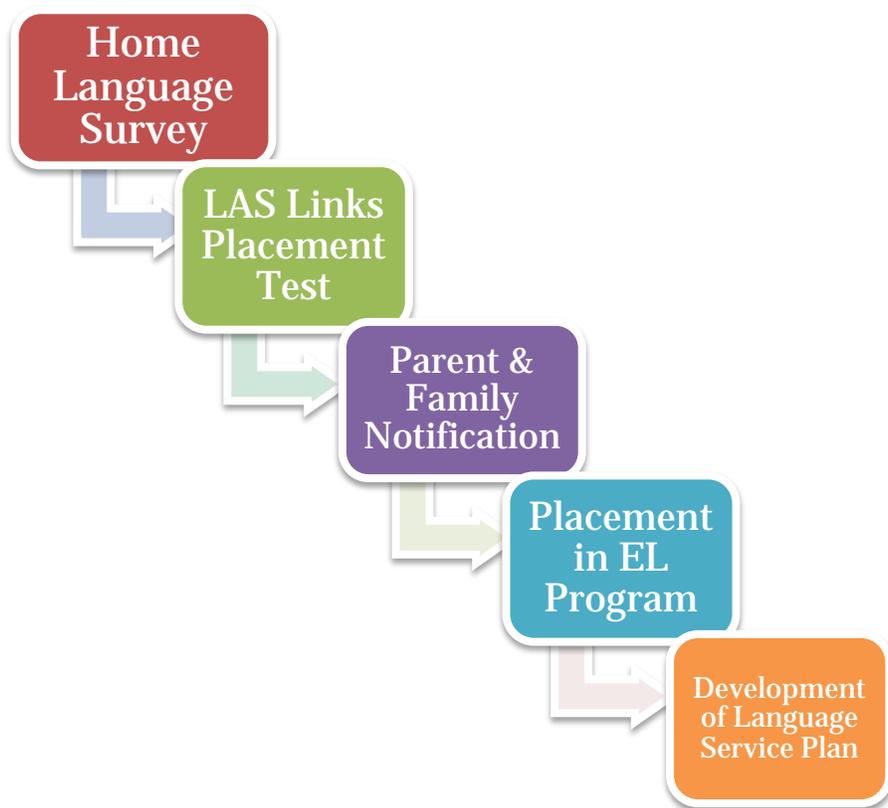
activity called to the attention of non-LEP parents. Successful communication provides LEP parents, guardians, and families with the school-related information they need to make informed decisions about, and be helpful participants in, their children's education. This may include but not be limited to information about language assistance programs, special education and related services, Individualized Education Program (IEP) meetings, grievance procedures, notices of nondiscrimination, student discipline policies and procedures, registration and enrollment, report cards, requests for parent or guardian permission for student participation in district or school activities, parent-teacher conferences, parent handbooks, gifted programs, and magnet and charter schools.

LCSD will also provide effective outreach to parents, guardians, and families of EL students for regular meetings attended by non-EL families.

LCSD will provide information to LEP parents and guardians with documents in a language they can understand. Interpreters that are proficient in the language required will be obtained upon request by the parents or guardians.

LCSD will collaborate with outside agencies to assist parents or guardians in the acquisition of English language skills in order to assist them with the communication between the school and parents or guardians.

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FORMS

Home Language Survey

Student Information:

Student Name _____ Grade _____
 First Middle Last

Date of Birth _____ Gender _____ School _____

1. What is the dominant language most often spoken by the student? _____
2. What is the language routinely spoken in the home, regardless of the language spoken by the student? _____
3. What language was the first learned by the student? _____
4. Does the parent/guardian need interpretation services? _____ Yes _____ No
 If so, what language? _____
5. Does the parent/guardian need translated materials? _____ Yes _____ No
 If so, what language? _____
6. What was the date the student first enrolled in a school in the United States?

7. In what country was the student born? _____

 Parent/Guardian Signature

 Date

DISTRICT USE ONLY

[] Designated English Learner on the LAS Links Screener

Date	Speaking Score	Listening Score	Reading Score	Writing Score	Composite Score

Lowndes County School District	Exit/Monitor Status Documentation <i>(for Students meeting qualifications to exit EL Services)</i>
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This form should be completed by the individual responsible for exiting and monitoring the individual student.

STUDENT NAME		DATE OF BIRTH	
PARENT/GUARDIAN NAME			
PHONE	(home)	(work)	(cell)
HOME/SCHOOL COMMUNICATION to parent/guardian requested in:		<input type="checkbox"/> English OR <input type="checkbox"/> Native Language: _____ <input type="checkbox"/> Oral OR <input type="checkbox"/> Written	
PERSON RESPONSIBLE FOR COMPLETING THIS FORM			
YEAR 1	YEAR 2	YEAR 3	YEAR 4

EL EXIT INFORMATION				
EXIT Eligibility Date				
To be eligible for exit from EL status, students must earn a 4 or 5 on the Reading, Writing, and Overall on the LAS Links assessment. Criteria determining exit from EL status (scores from the ELPT): Date of test:				
LISTENING	SPEAKING	READING*	WRITING*	OVERALL*

MONITORING									
Start Date		Date of Parent Notification		Expected date for CONCLUSION OF MONITOR STATUS <i>(Minimum of 4 years)</i>					
REPORT CARD AND STATE ASSESSMENT RESULTS									
YEAR 1					YEAR 2				
Grade level:		School Name:			Grade level:		School Name:		
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4
ELA					ELA				
Math					Math				
Science					Science				
Social Studies					Social Studies				
Other					Other				
Other					Other				
State Assessment Results:					State Assessment Results:				
Is student on track to graduate on time? <input type="checkbox"/> Yes <input type="checkbox"/> No					Is student on track to graduate on time? <input type="checkbox"/> Yes <input type="checkbox"/> No				
MONITORING, continued									
Start Date		Date of Parent Notification		Expected date for CONCLUSION OF MONITOR STATUS <i>(Minimum of 4 years)</i>					
REPORT CARD AND STATE ASSESSMENT RESULTS									
YEAR 3					YEAR 4				
Grade level:		School Name:			Grade level:		School Name:		
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4
ELA					ELA				
Math					Math				
Science					Science				
Social Studies					Social Studies				
Other					Other				
Other					Other				
State Assessment Results:					State Assessment Results:				
Is student on track to graduate on time? <input type="checkbox"/> Yes <input type="checkbox"/> No					Is student on track to graduate on time? <input type="checkbox"/> Yes <input type="checkbox"/> No				

If the information on this form indicates that the former EL student is struggling, indicate steps that will be taken to support the student and the results:

- Student was referred for intervention services (appropriate documentation must be completed)
- Student was referred for Counseling
- Student was referred for rescreening for EL services. In order for students to be re-entered in the EL program, they must retake the LAS Links placement test and meet qualifications. **(This should only be done if language is considered the primary cause for academic struggles.)**

COMMENT(S)(Indicate steps taken to support the student):

ELPT Reading															
ELPT Writing															
Composite SCORE															

EL SERVICE

Date Identified EL Program: _____ Date Entered EL Program: _____

Student will receive Direct EL Services for _____ **Minutes** _____ **Days a week**

Student will be placed in an EL Class for one Credit (*Grades 7-12 only*) **Year:** _____ **Semester:** _____

Parents Declined Services (school is still obligated to serve) **Comments:** _____

Number of years until the student is identified as a Long Term English Learner (LTEL): _____

List specific measurable goals for each domain (Listening, Speaking, Reading, and Writing):

LISTENING	SPEAKING	READING	WRITING

STANDARDIZED TESTING ACCOMMODATIONS

Refer to the current edition of the **Mississippi Test Accommodations Manual** for the allowable accommodations for each assessment. Specify each testing accommodation, the code for the accommodation, and each standardized test to which the accommodation applies. **NOTE: The accommodations listed below must be used during regular classroom assessments and on district wide assessments prior to being used on state wide assessments.**

ACCOMMODATION(S)	CODE #	TEST(S)

EL SERVICE			
Date Identified EL Program:		Date Entered EL Program:	
<input type="checkbox"/> Student will receive Direct EL Services for _____ Minutes _____ Days a week			
<input type="checkbox"/> Student will be placed in an EL Class for one Credit (<i>Grades 7-12 only</i>) Year: _____ Semester: _____			
<input type="checkbox"/> Parents Declined Services (school is still obligated to serve)		Comments:	
Number of years until the student is identified as a Long Term English Learner (LTEL):			
List specific measurable goals for each domain (Listening, Speaking, Reading, and Writing):			
LISTENING	SPEAKING	READING	WRITING

STANDARDIZED TESTING ACCOMMODATIONS

Refer to the current edition of the **Mississippi Test Accommodations Manual** for the allowable accommodations for each assessment. Specify each testing accommodation, the code for the accommodation, and each standardized test to which the accommodation applies. **NOTE: The accommodations listed below must be used during regular classroom assessments and on district wide assessments prior to being used on state wide assessments.**

ACCOMMODATION(S)	CODE #	TEST(S)

LCSD (continued)**Language Service Plan (for Students with Limited English Proficiency)**

All testing accommodations are classroom accommodations, however not all classroom accommodations are state testing accommodations.

CLASSROOM INSTRUCTIONAL SUPPORTS AND ACCOMMODATIONS/MODIFICATIONS

To meet the needs of this child, the following are recommendations for use in regular classroom instruction:

- | | |
|--|---|
| <input type="checkbox"/> Paraphrasing or repeating directions in English
<input type="checkbox"/> Personal cueing
<input type="checkbox"/> Read the test directions (but not the test items) to individual students or in a small group – repeating and/or paraphrasing the directions, if needed
<input type="checkbox"/> Dictation of answers to test administrator/proctor (scribe) in English only
<input type="checkbox"/> Reader (oral administration)
<input type="checkbox"/> Native language word-to-word dictionaries/electronic word-to-word dictionaries (no definitions)
<input type="checkbox"/> Present questions in same phrasing as learning/review
<input type="checkbox"/> Reduced and/or modified class & homework assignments
<input type="checkbox"/> Modified assessments (i.e. oral)
<input type="checkbox"/> Break tasks/directions into subtasks
<input type="checkbox"/> Increase wait time
<input type="checkbox"/> Additional time to complete assignments and tests
<input type="checkbox"/> ESS (Extended School Services)
<input type="checkbox"/> Provide questions for classroom discussion in advance
<input type="checkbox"/> Label items in the room
<input type="checkbox"/> Previewing of academic content | <input type="checkbox"/> Provide shortened assignments
<input type="checkbox"/> Face student when speaking – speak slowly
<input type="checkbox"/> Print instead of using cursive; type all notes, tests, handouts
<input type="checkbox"/> Use high interest/low vocabulary text material
<input type="checkbox"/> Use overhead and provide students with copies of teacher transparencies/notes/lectures
<input type="checkbox"/> Make instruction visual – use graphic organizers, pictures, maps, graphs, etc. to aid understanding
<input type="checkbox"/> Highlight/color code tasks, directions, letters home
<input type="checkbox"/> Pair ELs with an English speaking “peer partner” for assistance
<input type="checkbox"/> Provide preferential seating or seating with a peer partner
<input type="checkbox"/> Check for comprehension often
<input type="checkbox"/> Ask questions that allow the student to answer successfully
<input type="checkbox"/> Allow the student opportunities to read aloud successfully
<input type="checkbox"/> Use manipulatives
<input type="checkbox"/> Use audiobooks
<input type="checkbox"/> Record material for student listening
<input type="checkbox"/> Vocabulary matching/fill-in-the-blank exercises w/ words
<input type="checkbox"/> OTHER: |
|--|---|

PERSONS INVOLVED IN THE DEVELOPMENT OF THE LANGUAGE SERVICE PLAN

By signing this form, I am indicating that I have read and understood the Language Service Plan information.

 PRINCIPAL *Signature*

 PRINTED NAME

 PARENT *Signature*

 PRINTED NAME

 EL COORDINATOR *Signature*

 PRINTED NAME

 PARENT *Signature*

 PRINTED NAME

 EL TEACHER *Signature*

 PRINTED NAME

 STUDENT *Signature*

 PRINTED NAME

 TEACHER *Signature*

 PRINTED NAME

 INTERPRETER *Signature*

 PRINTED NAME

 TEACHER *Signature*

 PRINTED NAME

 DATE

