

# **Alden-Conger Public School District**

## **English Learner (EL)**

### **Written Plan of Services**

The English Learner (EL) Program at Alden-Conger Public Schools provides support and programming to help meet the needs of our culturally and linguistically diverse students. Language instruction is provided by a licensed EL teacher. Our Alden-Conger Written Plan of Services describes student identification process, program entrance and exit, programming by proficiency levels with scope of services offered to English Learners through language instruction educational programs (LIEPs).

#### **Student Identification, Program Entrance and Exit:**

Identification of EL students consists of two parts: Home Language Questionnaire and English Language Proficiency Screener.

Home Language Questionnaire- Students enrolling to Alden-Conger Public School are given a four question Home Language Questionnaire for parents/guardians to respond to regarding the language use of their students. The Minnesota Home Language Surveys are placed in all students' cumulative files. If a language other than English is indicated on this questionnaire for any of the four questions, students will take the English Language Proficiency (ELP) screener.

English Language Proficiency (ELP) screener- 4 domains are screened: Listening, Reading, Speaking and Writing. Students considered proficient if they receive a 4.5 overall composite score and any of the three of the four domains are above 3.5. Students not meeting the proficiency requirements qualify for EL student and are eligible for EL support.

English Language Proficiency Screeners-

- Kindergarten: W-APT or WIDA MODEL
- Grades 1-12: WIDA Screener- online or paper

Parent Communication & Program Requirements- As required by the Minnesota Department of Education, the Alden-Conger School will notify parents of any student enrolled into a language instruction educational program (LIEP) within 10 days of initial enrollment. Alden-Conger School District will communicate with parents/guardians regarding their child's participation in the EL program in an understandable format using the English Learner Placement letter. Additionally, parents will be notified annually of their student's continued participation in a language instruction education program within 30 days of the beginning of the school year, or within 2 weeks if the student enrolls into the district during the middle of the year. Students are identified as Limited English Proficient in the reporting system called MARSS along with the start date for LIEP services.

Exit and Reclassifying Measures- Students are exited and reclassified based on the annual ELP Assessment ACCESS composite score along with state approved additional criteria (if applicable). Students are exited if their composite score is greater or equal to 4.5 and three or more ACCESS domains are greater than or equal to 3.5. If one domain is below 3.5, students will be evaluated to determine whether or not that student still needs EL services in order to be successful in the content classroom using grades, teacher recommendation, student work, formative language assessments, classroom observations, and parent recommendation. If a student is exited from the EL program, the student is reclassified in the reporting system, MARSS.

**Effective Language Instruction Educational Programs (LIEP):**

Alden-Conger Public School implements high-quality language instruction educational programs for English Language Learners and evaluates the effectiveness. The goal of our EL program is to provide instruction to our EL students to increase their English proficiency. Our instruction focuses on the four language domains of listening, reading, writing and speaking and is centered on the WIDA ELP standards and common core standards. EL students receive the majority of their instruction in the general education setting. EL students spend time each week in a pullout setting with EL teacher. The amount of time spent receiving EL instruction depends of the level of need. Classroom teachers and EL teachers collaborate to provide appropriate accommodations, classroom support and interventions as appropriate for each individual EL student.

<b>Recommended Minutes of Direct Instruction</b>	<b>Level 1 Entering</b>	<b>Level 2 Emerging</b>	<b>Level 3 Developing</b>	<b>Level 4 Expanding</b>	<b>Level 5 Bridging</b>
Elementary	30 minutes 2-3 times per week	30 minutes 2-3 times per week	30 minutes 1-2 times per week	30 minutes 1-2 times per week	30 minutes 1-2 times per week
Middle School	30 minutes 2-3 times per week	30 minutes 2-3 times per week	30 minutes 1-2 times per week	30 minutes 1-2 times per week	30 minutes 1-2 times per week
High School	30 minutes 2-3 times per week	30 minutes 2-3 times per week	30 minutes 1-2 times per week	30 minutes 1-2 times per week	30 minutes 1-2 times per week

## Minnesota Language Survey

Minnesota is home to speakers of more than 100 different languages. The ability to speak and understand multiple languages is valued. The information you provide will be used by the school district to see if your student is multilingual. In Minnesota, students who are multilingual may qualify for a Multilingual Seal upon further assessment. Additionally, the information you provide will determine if your student should take an English proficiency test. Based upon the results of the test, your student may be entitled to English language development instruction. **Access to instruction is required by federal and state law. As a parent or guardian, you have the right to decline English Learner instruction at any time.** Every enrolling student must be provided with the Minnesota Language Survey during enrollment. Information requested on this form is important to us to be able to serve your student. Your assistance in completing the Minnesota Language Survey is greatly appreciated.

Student Information	
Student's Full Name: (Last, First, Middle)	Birthdate or Student ID:

	Check the phrase that best describes your student:	Indicate the language(s) other than English in space provided:
1. My student first learned:	<input type="checkbox"/> language(s) other than English. <input type="checkbox"/> English and language(s) other than English. <input type="checkbox"/> only English.	
2. My student speaks:	<input type="checkbox"/> language(s) other than English. <input type="checkbox"/> English and language(s) other than English. <input type="checkbox"/> only English.	
3. My student understands:	<input type="checkbox"/> language(s) other than English. <input type="checkbox"/> English and language(s) other than English. <input type="checkbox"/> only English.	
4. My student has consistent interaction in:	<input type="checkbox"/> language(s) other than English. <input type="checkbox"/> English and language(s) other than English. <input type="checkbox"/> only English.	

**Language use alone does not identify your student as an English learner. If a language other than English is indicated, your student will be screened for English language proficiency.**

Parent/ Guardian Information	
Parent/Guardian Name (printed):	
Parent/Guardian Signature:	Date:

\* All data on this form is private. It will only be shared with district staff who need the information to best serve your student and for legally required reporting about home language and service eligibility to the Minnesota Department of Education. At the district and at the Minnesota Department of Education, this information will not be shared with other individuals or entities, except if they are authorized by state or federal law to access the information. Compliance with this request for information is voluntary.

**Alden-Conger Public School District**  
**English Learner Program Placement**

Initial Placement     Continuing Placement

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

(mm/dd/yyyy)

School Location: \_\_\_\_\_

Dear Parent or Guardian:

Your child has been identified as an English learner. This letter provides information about your child's proficiency in English. Proficiency in a language is a measure of a person's ability to understand and communicate in that language or in a person's preferred mode of communication. The school will provide services that will help your child become proficient in English and do well in school. This letter provides information about how we decided your child is an English learner and other important information. Here is the information included in this letter:

- Your child's level of proficiency in English;
- The level of proficiency needed to be considered proficient;
- An estimate of how long it should take for your child to become proficient in English;
- The method of instruction used in English Learner Services;
- Other English Learner Services that may be available to help your child;
- Information about requesting other services to help your child become proficient in English;
- Information about refusing the English Learner Services we provide;
- If available, information about how your child is generally doing in school;
- Information about the percentage of English learners graduating from high school; and
- If your child has a disability, you will receive information about how services to help your child become proficient in English will help meet educational goals set for your child.

We must give you this information about your child. Education law requires that we send you this information and that we make sure that you understand it. If you need assistance understanding this letter, please contact:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you need an interpreter? Please tell us and we will make sure one is available.

Your child will receive instruction in our school district's English Learner Services that are paid for with money from Title I or Title III of the education law called the Elementary and Secondary Education Act (ESEA) as amended 2015. Sometimes these services are paid for by both Title I and Title III.

You completed a home language survey and marked that your child speaks a language other than English. Because your child speaks a language other than English, we gave your child an English proficiency test. Based on the results of this test your child is eligible to receive English Learner Services. Placement in the English learner services that best meet your child's needs is based on 1) the results from this test, 2) how well your child is doing in school, and 3) other educational information about your child. The English Learner Services chosen are designed to help your child learn English so that your child will be able to meet academic standards, succeed in school, and graduate from high school. The expected rate of transition out of English learner services is \_\_\_\_\_ (number of years). The high school graduation rate for students receiving English Learner Services is \_\_\_\_\_ %. If your child has a disability and an Individualized Education Program (IEP), improvement in your child's ability to listen, speak, read, and write in English will help meet the goals of the IEP.

# Alden-Conger Public School District

English
English Learner Program Placement

The name of the English proficiency test your child took is:

\_\_\_\_\_  
(Test used to measure level of English proficiency)

\_\_\_\_\_  
(Test used to measure level of English proficiency)

Your student's Level of English Proficiency is: \_\_\_\_\_ The highest score possible is: \_\_\_\_\_

The level needed to be proficient in English and exit English Learner Services is:  
\_\_\_\_\_

If applicable, your child's level of academic achievement was measured using the following test(s):

\_\_\_\_\_  
(Test used to measure level of academic achievement)

\_\_\_\_\_  
(Test used to measure level of academic achievement)

Your student's Level of Academic Achievement is: \_\_\_\_\_

The method of instruction used in your child's English Learner Services is:

- Bilingual, including Dual Language, Two-Way Immersion, Transitional Bilingual, and Developmental Bilingual programs:** Instruction is provided in both English and your child's home language.
- Heritage Language:** Instruction is provided in a native, home, or ancestral language that is also used to help your child become proficient in English.
- Content-based English Learner Program, English as a Second Language (ESL), or Sheltered English, including Sheltered English Instruction, Structured English Immersion, and Specially designed academic instruction delivered in English:** Instruction is provided in English only and adapted to the student's English proficiency level. This instructional method is used to make academic instruction in English understandable to English learners. This will help them acquire proficiency in English while at the same time achieving in content areas.
- Pull-out English Learner or ESL:** Students leave their English-only classroom during the day for English learner or ESL instruction.
- Other:** \_\_\_\_\_

- Your child's English Learner Services are not the district's only English Language Development Program. Additional information about your child's English Learner Services and, if available, other district language programs is attached.

Please contact the person below or \_\_\_\_\_ if you would like to request: (a) immediate removal of your child from the English Learner Services provided by Title I, Title III, or both; (b) options available for your child if you decline the English Learner Services offered or would like another method of instruction; or (c) assistance in selecting other district programs or instructional methods, if available.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

FOR OFFICE USE ONLY				
Student ID #	Dist. Student #	Grade Level	Student Name	Faculty Name
Faculty #	Birthdate	Home Phone	Home Language	First Date Student Attended School in the U.S.

## Alden-Conger Public School District Description of Programs

The goal of the district's English Learner Services is to help your child learn English and meet academic standards for grade promotion and graduation. The English Learner Services described here are provided using ESEA funding from Title I, Title III, or both. These services are in addition to our district's English Language Development Program(s). Each program is designed to help your child become proficient in English and succeed in school. Our staff identified the educational strengths and needs of your child and selected the instructional methods described below. It is anticipated your child will continue in English Learner Services for \_\_\_\_\_ years. Your child will move to a full day schedule that is not designed for English learner students when your child becomes proficient in English.

Your Child's Program:

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Instructional Method(s):

Program Content for Meeting State Proficiency:

Native Language Used in Instruction:             Yes     No

English Language Used in Instruction:         Yes     No

Program Exit Criteria:

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Description of Other Available English Learner Services:  
Instructional Method(s):

Program Content for Meeting State Proficiency:

Native Language Used in Instruction:         Yes     No

English Language Used in Instruction:         Yes     No

Program Exit Criteria:

FOR OFFICE USE ONLY				
Student ID #	Dist. Student #	Grade Level	Student Name	Faculty Name
Faculty #	Birthdate	Home Phone	Home Language	First Date Student Attended School in the U.S.