

# Oxford Community School District ESL/Title III Program HANDBOOK



# ESL 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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Title III Handbook

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

### **NCLB Definition of a "Limited English Proficient" Student**

A limited English proficient student (LEP) is described according to the federal government definition used in NCLB and in Michigan is referred to as an English learner (ELs). The federal government classifications follow.

An EL is a student age 3-21, who is enrolled (or about to enroll) in a U.S. elementary or secondary school and meets these two requirements:

#### **1. Belongs to one of the following categories:**

- Was not born in the United States or whose native language is a language other than English; and who comes from an environment where a language other than English is dominant;
- Is a Native American, Alaska Native, or native resident of outlying areas and comes from an environment where language other than English has had a significant impact in the individual's level of English language proficient; or
- Is migratory, speaks a native language other than English, and comes from an environment where language other than English is dominant.

#### **2. May be unable, because of difficulties in speaking, reading, writing, or understanding the English language, to:**

- Score at the proficient level on state assessments of academic achievement;
- Learn successfully in classrooms that have language of instruction in English; or
- Participate fully in society.

### **How does NCLB define the LEP/EL subgroup?**

- An EL is a student who is receiving direct services or a student who is being monitored based on their achievement on academic assessments. A student who potentially qualifies for ESL services, is one whose native language is one other than English, or who lives in a home where a language other than English is spoken. If either of these situations is true, the student is screened for English language proficiency and services are offered as needed.

### **III. LEGAL RESPONSIBILITIES**

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

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

Title I, Section 1112

NCLB Title III, Sections 3113, 3212, 3213, 3247, 3302

English Language Learner provisions are included under Title I and Title III of NCLB. Title I outlines the state standards, assessment, annual yearly progress, and other accountability requirements for EL students. Title III provides funding to state and local education agencies that are obligated by NCLB to increase the English proficiency and core academic content knowledge of Limited English Proficient students (another term is EL-English Learners, although NCLB uses the term “LEP” for Limited English Proficiency). Under this title, local school districts decide on the method of instruction to be used to teach EL students English, but requires that instructional programs to be scientifically proven to be effective.

State education agencies, school districts and schools must:

1. Ensure that EL students, including immigrant children and youth, develop English proficiency based on state expectations, and meet the same academic content and achievement standards that all children are expected to meet.
2. Provide parental notification as to why their child is in need of placement in a specialized language instruction program.
3. Administer reading assessments using tests written in English to any student who has attended school in the United States for three or more consecutive years, unless it is determined by the school district, on a case-by-case basis, that native-language tests will yield more accurate results.
4. Test at least 95% of those students identified as EL in reading/language arts and math, required by all public school students in the state. The assessment should be designed to provide information on the proficiency of EL students to master English.
5. Assess in a language and a format most likely to elicit the above information and which would allow the state and local school district to make testing accommodations (such as developing an assessment in a student’s native language, providing translation help and/or conducting an oral test).
6. Report the tests scores of EL students as one of the subgroups to be disaggregated, and as part of the state, district and school test scores for all of the students.
7. Involve EL parents in the decision-making process of Title III programs and activities at both the state and local levels.

#### **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.**

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

- Must screen each EL student upon enrollment with the W-APT screener.
- Must assess each student who qualifies for and receives service each year using the ACCESS.
- How many EL students are attaining proficiency by the end of each school year;
- Show what percentage of the district's EL students:
  - Are making progress in English proficiency;
  - Have achieved English proficiency; and
  - Have transitioned out of the Title III program and are proficient enough to achieve academically in English.

### **Assessments Required of EL Students:**

- Allow LEP students, during their first year of enrollment in U.S. schools, to have the option of taking the reading/language arts content assessment in addition to taking the English language proficiency assessment. They would take the mathematics assessment, with accommodations as appropriate. States may, but would not be required to, include results from the mathematics and, if given, the reading/language arts content assessments in AYP calculations, which are part of the accountability requirements under NCLB. States must annually assess LEP students for English language proficiency K-12. The language assessments scores are not included in the state accountability system for AYP purposes. The English language proficiency assessment (WIDA ACCESS for ELLs) must be aligned to state English language proficiency standards (WIDA) which are linked to the approved state academic content standards.
- For AYP calculations, states are allowed up to two years to include in the LEP subgroup former LEP students who have attained English proficiency. Since LEP students exit the LEP subgroup once they attain English language proficiency, states may have difficulty demonstrating improvements on state assessments for these students. This is an option for states and would give states the flexibility to allow schools and local education agencies (LEAs) to get credit for improving English language proficiency from year to year.

### **III. LEGAL RESPONSIBILITIES:**

#### **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. 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 or home language other than English on the Home Language Survey, and is therefore potentially eligible for ESL services, the ESL teacher in the

building of attendance will be notified. The ESL staff will arrange for a prompt assessment of the student to determine eligibility for ESL services.

**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/ESL program services. Assessments assess a student’s language skills in listening, speaking, reading, writing, and comprehending in English using the *WIDA Assessing Comprehension and Communication in English State-to-State (ACCESS)* for ELLs or the *WIDA-ACCESS Placement Test (W-APT)*.

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/W-APT & Levels of Proficiency**

The following chart shows 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.

<b>WIDA ACCESS for ELLs/W-APT Score</b>	<b>Proficiency Levels WIDA Standards</b>	<b>Multiple indicators</b>
6	Reaching	AIMSweb – both CBM and MAZE subtests DIBELS Next
5 – 5.9	Bridging	Discovery Education Assessments DRA: Developmental Reading Assessment version 2 Fountas & Pinnell
4 – 4.9	Expanding	MLPP: Michigan Literacy Progress Profile NWEA: Northwest Evaluation Association Star Early Literacy
3 – 3.9	Developing	QRI-5: Qualitative Reading Inventory Scantron Performance Series SRI: Scholastic Reading Inventory Gates McGinitie*
2 – 2.9	Beginning	ITBS: Iowa Test of Basic Skills* Terra Nova*
0 – 1.9	Entering	*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.

**C. Eligibility for Title III/ESL Program Services**

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

#### **D. Exiting from Title III/ESL Program Services**

WIDA ACCESS for ELLs is necessary but not sufficient for exiting students from the Title III/ESL program. A student who scores Reaching on the ACCESS and meets the criteria of additional standardized and curriculum-based assessments identified by the district may be exited from the Title III/ESL Program through a placement team review process and monitored for two (2) years. This student is also exited from the program in the MSDS and considered FLEP (Formerly Limited English Proficient) for two years. Criteria used to exit a student will be placed in the student's CA 60.

#### **E. Monitoring Formerly Limited English Proficient Students (FLEP)**

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 ESL 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 every semester.

If, during the 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/ESL 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 ESL files.

#### **F. Placement in Title III/ESL 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. Refer to Appendix H for the Alternative Program Description, which is the guide for Title III program instruction described by level of language proficiency and level of instruction.

#### **Alternative Program Description (see APPENDIX H)**

#### **G. Parental Notification**

Oxford Community School District must inform parents of English Learners (ELs) identified for participation in the district's Title III/ESL 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 following languages:

- English
- Spanish
- Chinese

Title III School Districts Must Inform Parents of:  
ESEA Sec. 330 a-d

- The reasons for identifying their child as being limited English proficient and for placing their child in a language instruction educational program for LEP students;
- 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.

**School Districts are required to notify parents of student academic failure:**

Local school districts are required to provide notice to the parents of EL children participating in a ESL/Title III program of any failure of the program to help the child make progress on annual measurable achievement objectives. This notice is to be provided no later than 30 days after this failure occurs and must be provided in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand.

**H. ELs who are Struggling Learners**

When indicators suggest that an English Learner (EL) is having difficulties attaining linguistic, academic and social expectations, which are unrelated to the student's English Language Proficiency, the student will be referred to the school RTI Team for intervention strategies. Periodic reviews will be conducted to determine the success or failure of the strategies. Oxford Community School District has an established procedure 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/ESL 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.

**I. Student Folder Contents and CA-60**

Each ESL student will have a folder maintained by the ESL teacher at the building. The folder will contain:

- Home language survey *APPENDIX A*

- Parent notification letter *APPENDIX B*
- WIDA ACCESS for ELLs & W-APT testing results
- Monitoring records
- Record of placement decisions (Description of program for individual student, including type and amount of alternative program services)

## V. STAFF Roles

### A. ESL Teachers

The ESL teacher is certified in his/her teaching area and has an ESL endorsement. The ESL teacher has primary responsibility for providing English language instruction to the EL. The ESL teacher also shares the responsibility with mainstream general education teachers for ensuring that the EL receives content instruction while learning English.

The ESL teacher supports the instruction of the mainstream class by discussing the content using ESL, sheltered or content specific instruction. The ESL teacher is responsible for language development and content specific instructional support.

#### ESL 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 LEP students 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 ESL Paraprofessional

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

#### Responsibilities of the K-12 ESL paraprofessional are to:

- assist ESL teachers and mainstream teachers in providing content instruction and language development;
- meet regularly with ESL 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 ESL staff are the ones who decide:**

- what should be taught;
- how the mainstream class content should be supported by ESL/bilingual staff;
- what the essential concepts in the lessons are;
- how lessons should be modified;
- how to modify assessment; and
- how to assess achievement.

#### **In addition, the mainstream teacher:**

- is a full partner with the ESL 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 ESL 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 ESL teacher.

### **D. Role of Special Services Staff**

Special Services staff members are essential for the success of LEP students 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 LEP students:**

- work in conjunction with the ESL 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 LEP students become familiar with school culture and academic opportunities;
- have current language proficiency assessment accessible; and,
- provide academic information to parents/guardians.

## VI. PARENTAL COMMUNICATION

### A. Parental Communication/Interpreter Services

Parents of limited English proficient students 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. ESL Parent Advisory Committee**

Send notification of ESL 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**

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 ESL or bilingual positions.

Oxford Community School District will encourage the designation of ESL 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.

### **B. Professional Learning**

ESL staff meet regularly to update knowledge and skills, obtain additional training, and share information and materials.

ESL staff will have the opportunity to attend conferences and in-services inside and outside the district.

Training for regular education teachers on ESL issues will be provided.

## **VIII. PROGRAM EVALUATION**

A District Evaluation Committee will meet each spring to assess student progress using standardized test scores and writing samples. 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.

# APPENDIX A

## HOME LANGUAGE SURVEY 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?** \_\_\_\_\_



### ADMINISTRATION OFFICE

Timothy Throne, Superintendent

Kenneth Weaver, Assistant Superintendent of Curriculum & Instruction

Samuel Barna, Assistant Superintendent of Business and Operations

Nancy Latowski, Assistant Superintendent of Human Resources

Denise Sweat, Assistant Superintendent of Student Services

Date \_\_\_\_\_

School \_\_\_\_\_

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

WIDA Overall Proficiency Level: \_\_\_\_\_

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 ESL program of academic instruction that addresses the special English language needs of our students. Based on enrollment information, your student 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.

### **What are ESL support services?**

ESL support services are specialized programs funded by local, state and federal funds. Each year, we are required by federal legislation (No Child Left Behind) 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 ESL 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 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 ESL instruction 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’

Some options include programs as listed below:

- An English as a Second Language English 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.

**How do students exit the program?**

Our transitional model allows students to progress into general education steadily as they develop English Language Proficiency. Students can exit the program officially in a number of ways:

- The parent has the absolute right to withdraw their son or daughter from ESL services at any time. Please see the attached waiver of services form. **Please note that all ESL students are still required to take the WIDA state-mandated assessment in Feb/March.**
- Any student who scores at the proficient levels on the WIDA and state/district tests will be recommended for exiting the program.

We will monitor student progress for two years following exit from the ESL 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 ESL director, your child’s teacher, or school.

Sincerely,

Amy Lewan  
ESL Teacher / District Coordinator  
Oxford Community Schools  
[amy.lewan@oxfordschools.org](mailto:amy.lewan@oxfordschools.org)  
(248) 969-5100, ext. 4114

\*\*Please return the bottom portion of this sheet to your child’s school as soon as possible to indicate your preference for ESL services.

-----  
Oxford Community Schools’ English as a Second Language (ESL) Program  
Parent Response

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Student’s Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ **Yes**, I would like my child to participate in Oxford’s ESL program.

\_\_\_\_\_ **No**, I do **not** want my child to participate in Oxford’s ESL program.

Parent’s Name: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

*Building Secretaries: Please send inter-office to Amy Lewan at OHS.*

## **APPENDIX B Part Two: Parent Permission to Service/Waiver**



### **ADMINISTRATION OFFICE**

Tim Throne, Superintendent

Ken Weaver, Assistant Superintendent of Curriculum & Instruction

Sam Barna, Assistant Superintendent of Business & Operations

Nancy Latowski, Assistant Superintendent of Human Resources

Denise Sweat, Assistant Superintendent of Student Services

Date:

Dear Parent,

We understand that you would like to decline participation in the Title III program or particular EL services proposed for your child \_\_\_\_\_ (insert child’s name). EL 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 EL 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 EL 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 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 II program and EL services offered to my child.

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

I wish to decline (List program/services)

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---

---

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

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

\_\_\_\_\_  
Date

Sincerely,

Amy Lewan  
ESL Teacher / District Coordinator  
Oxford Community Schools  
[amy.lewan@oxfordschools.org](mailto:amy.lewan@oxfordschools.org)  
(248) 969-5100, ext. 4114

\*\*Please return to your child's school as soon as possible.

*Building Secretaries: Please send inter-office to Amy Lewan at OHS.*

## **APPENDIX B: Part Three: Parent Notification Before WIDA Testing**



**ADMINISTRATION OFFICE**

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

Dear Parent or Guardian,

All students who have a language other than English spoken at home must take a state test named WIDA ACCESS for ELLs 2.0. The home language survey on the enrollment form that was completed when your son/daughter enrolled in the Oxford Community School District tells us this information. Students who do well on the test and meet all state requirements can test out of future WIDA tests.

Students will take the test even if they are not in ESL/ELL classes. The test is for Reading, Writing, Listening, Speaking, and Comprehension in English. Students will take this test between February 8<sup>th</sup>, 2016 & March 25<sup>th</sup>, 2016. There may also be a day or two of test practice and preparation for your student during the school day. We will mail your child's test results to you when we receive them from the Michigan Department of Education.

If you have any questions, please contact Mrs. Amy Lewan at (248) 969-5100 ext. 4114 or by email at [amy.lewan@oxfordschools.org](mailto:amy.lewan@oxfordschools.org).

Sincerely,

**Mrs. Amy Lewan**  
ESL Teacher and District Coordinator  
Oxford Community Schools  
(248) 969-5100 ext. 4114  
[amy.lewan@oxfordschools.org](mailto:amy.lewan@oxfordschools.org)

## APPENDIX C

### Descriptions at 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.

Federal NCLB Categories of English Proficiency	Michigan English Proficiency Levels (WIDA English Language Proficiency Levels)	Description of English Learners (ELs)
<p style="text-align: center;"><b>BASIC (B)</b></p>	<p style="text-align: center;"><b>Level 1 Entering</b></p>	<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 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 ACCESS Placement Test (W-APT) 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>

<p style="text-align: center;"><b>LOW INTERMEDIATE (LI)</b></p>	<p style="text-align: center;"><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 style="text-align: center;"><b>HIGH INTERMEDIATE (HI)</b></p>	<p style="text-align: center;"><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>PROFICIENT (P)</b></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>ADVANCED PROFICIENCY (AP)</b></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>ADVANCED PROFICIENCY (AP)</b></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**

*Assessing Comprehension and Communication in English State-to-State (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 ESL teacher and ESL 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 ESL/Title III supervisor 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***

English as a Second Language (ESL) 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.

## ***FLEP Students***

Formerly Limited English Proficient (FLEP) student 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.

## ***NCLB Title III***

Title III is an entitlement program under No Child Left Behind Act of 2001. 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).

***W-APT (WIDA ACCESS Placement Test)*** 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.

### ***Woodcock-Muñoz***

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

***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 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.
- Bilingual 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 ESL/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 ESL/Bilingual teachers or tutors, other content area classes such as science and math may be crucial to maintaining student's interest in school.
- Consideration is given to alternative means of assessment for the LEP student. 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 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 encourage the LEP student's involvement in extra-curricular 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 LEP student 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 ESL/Bilingual file.

## APPENDIX G

### 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, enhances the ability of teachers to understand and use curricula, assessment measures, and instructional strategies **§3115(C)**

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.

### **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 **§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.

**Please note that we are planning to discuss with USED the conditions under which Title III LEP staff can service students during the day.**

## APPENDIX H

### Alternative Language Program Matrix

#### 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, & phone number: Ken Weaver, ken.weaver@oxfordschools.org; or Amy Lewan, amy.lewan@oxfordschools.org, 248-969-5100 ext 4114.

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>HS = 4 full class sessions each week for a weekly total of 4 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 = Pull-out (one-on-one and/or small group sessions).</p> <p>HS = Sheltered instruction in International English Immersion (IEI) course.</p>	<p>Elem/MS/Alternative Programs = HQ paraprofessionals who are supervised by and consult with an ESL endorsed teacher/coordinator.</p> <p>HS = Language Arts endorsed teacher (with ESL training) who is supervised by and consults with an ESL endorsed teacher/coordinator.</p>
2-Beginning and 3-Developing	<p>Elem/MS = 2 25-minute sessions each week for a total of 50 minutes; additionally, students are seen on as as-needed basis for assessments or particularly challenging assignments throughout the</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 = Pull-out (one-on-one and/or small group sessions).</p>	<p>Elem/MS/Alternative Programs = HQ paraprofessionals who are supervised by and consult with an ESL endorsed teacher/coordinator.</p> <p>HS = Language Arts who is an endorsed ESL, who is supervised by and consults with an ESL endorsed teacher/coordinator.</p>

	<p>week.</p> <p>HS = 4 full class sessions each week for a weekly total of 4 hours.</p>	<p>HS = Sheltered instruction in International English Immersion (IEI) course.</p>	
4-Expanding	<p>Elem/MS = 2 25-minute sessions each week for a total of 50 minutes.</p> <p>HS = Ideally, 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.</p> <p>Additionally, all students are seen on as 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).</p> <p>HS = Sheltered instruction in International English Immersion (IEI) course or pull-out (one-on-one and/or small group sessions) depending on student schedule and course availability.</p>	<p>Elem/MS/Alternative Programs = HQ paraprofessionals who are supervised by and consult with an ESL endorsed teacher/coordinator.</p> <p>HS = Language Arts endorsed teacher (with ESL training) who is supervised by and consults with an ESL endorsed teacher/coordinator.</p>
5-Bridging 6-Reaching	<p>Frequent meetings (at 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>Monitoring, including communication with content area teachers each semester for 2 years FLEP.</p>	<p>Pull-out (one-on-one and/or small group sessions).</p>	<p>Elem/MS/Alternative Programs = HQ paraprofessionals who are supervised by and consult with an ESL endorsed teacher/coordinator.</p> <p>HS = Language Arts endorsed teacher (with ESL training) who is supervised by and consults with an ESL endorsed teacher/coordinator.</p>

## **APPENDIX I**

### **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.

#### **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").

Nancy Latowski	Ken Weaver
Asst. Supt. of Human Resources	Assistant Superintendent of Curriculum
248-969-5004	248-969-5037
10 N. Washington Street	10 N. Washington Street
Oxford, MI 48371	Oxford, MI 48371
Nancy.latowski@oxfordschools.org	Ken.weaver@oxfordschools.org

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

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.

## APPENDIX J

**Title III Program Entrance and Exit Criteria Summary Chart**

<b>WIDA ELD Levels</b>	<b>W-APT (Placement)</b>	<b>ACCESS</b>	<b>Entrance and Exit Criteria</b>
Level 1: Entering	1	1	<b>Entrance Criteria:</b> <i>Placement in alternative language program of instruction</i>  <i>No exit until students reach Level 5-6 and meet additional criteria</i>
Level 2: Emerging	2	2	
Level 3: Developing	3	3	
Level 4: Expanding	3-4	3-4	
Level 5: Bridging	5	5	<b>Exit Criteria:</b> <i>WIDA ACCESS for ELLs Overall Proficiency Level 5 or higher</i> <b>AND</b> <i>WIDA ACCESS for ELLs Scores of 4.5 or higher in each domain of language: Reading, Writing, Listening, and Speaking</i> <b>AND</b> <i>Scores reflecting ‘on grade level’ proficiency in Reading AND Writing</i>