

# KEYS Grace Academy Title III/ESL Handbook



**(2018/2019)**

**Keys Grace Academy Title III/ESL Program Handbook**  
**Table of Contents**

I.	Introduction	4
II.	Definition of EL	5
III.	Legal Responsibilities	
	A. Title I & Title III Requirements	5-7
	B. Federal Law	8
IV.	Procedures	
	A. Registration/Identification of ELs.	9
	B. Initial Assessment of ELs	9
	C. Eligibility for ESL/ Bilingual Services	10
	D. Exiting from Title III/ESL/Bilingual Program.	10
	E. Monitoring FLEP Students	11
	F. Placement in ESL Program	11
	G. Parent Notification	12-13
	H. ELs who are Struggling Learners	13
	I. Student Folder Content and CA-60	13
V.	Staff	
	A. Role of ESL Teachers	14
	B. Role of ESL/ Bilingual Paraprofessionals	14-15
	C. Role of Mainstream General Education Teacher	15
	D. Role of Special Services Staff	5-16
VI.	Parental Involvement	
	A. Parental Communications/Interpreter Services	16-17
	B. Parent Advisory Committee	17
	C. Code of Conduct	17
VII.	Personnel Practices	
	A. Posting	18
	B. Professional Learning	18
VIII.	Program Evaluation	18
APPENDIX A	Home Language Survey Questions, Included in Registration Packet	19
APPENDIX B	Parental Notification Letter & Parent Waiver	20-24

APPENDIX C	Descriptions of English Language Proficiency Levels	25-27
APPENDIX D	Complaints Regarding School Personnel	28
APPENDIX E	Definitions	29-32
APPENDIX F	Guidelines	33
APPENDIX G	Title III Funds	34-35
APPENDIX H	Language Instruction Educational Program	36-37
APPENDIX I	Non-discriminatory Practices	38
APPENDIX J	Program Entry and Exit Summary Chart	39

## I. INTRODUCTION

### Mission Statement

Keys Grace Academy Mission Statement is to prepare 21<sup>st</sup> Century students to think and succeed in a diverse, technological and ever-changing world through a partnership of homes, school and community.

The Keys Grace Academy 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.

Keys Grace Academy has prepared this handbook of program policies and procedures to ensure that the Title III/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)

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

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

(A) who is aged 3 through 21;

(B) who is enrolled or preparing to enroll in an elementary school or secondary school;

(C)(i) who was not born in the United States or whose native language is a language other than English;

(ii)(I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and

- (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual —
  - (i) the ability to meet the challenging State academic standards;
  - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
  - (iii) the opportunity to participate fully in society. (ESEA Section 8101(20))

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

### III. LEGAL RESPONSIBILITIES

#### A. Title I & Title III

##### PROGRAMS OF ENGLISH LEARNERS

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

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

- Identify and assess all potential EL students in a timely, valid, and reliable manner;
- Provide EL students with a language assistance program that is educationally sound and proven successful, consistent with *Castañeda v. Pickard* and the Supreme Court decision in *Lau v. Nichols*;
- Provide sufficiently well prepared and trained staff and support the language assistance programs for EL students;
- Ensure that EL students have equal opportunities to meaningfully participate in all curricular and extracurricular activities;
- Avoid unnecessary segregation of EL students;
- Ensure that EL students who have or are suspected of having a disability under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 are identified, located, and evaluated in a timely manner and that the language needs of students who need special education and disability

related services because of their disability are considered in evaluations and delivery of services;

- Meet the needs of EL students who opt out of language assistance programs;
- Monitor and evaluate EL students in language assistance programs to ensure their progress with respect to acquiring English proficiency and grade level content knowledge, exit EL students from language assistance programs when they are proficient in English, and monitor exited students to ensure they were not prematurely exited and that any academic deficits incurred in the language assistance program have been remedied;
- Evaluate the effectiveness of a school district’s language assistance program(s) to ensure that EL students in each program acquire English proficiency and that each program is reasonably calculated<sup>11</sup> to allow EL students to attain parity of participation in the standard instructional program within a reasonable period of time; and
- Ensure meaningful communication with parents of English Learners.

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

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

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

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

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

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

- Must screen each EL student upon enrollment with the WIDA Screener.
- Must assess each student who qualifies for and receives service each year using the WIDA ACCESS for ELLs.

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

### Assessments Required of EL Students:

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

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

- (7)Academic Assessments of English Language Proficiency - Each state plan shall demonstrate that local educational agencies in the state will, beginning not later than school year 2002–2003, provide for an annual assessment of English proficiency (measuring students' oral language, reading, and writing skills in English) of all students with limited English proficiency in the schools served by the state educational agency. (NCLB/ESEA Title I, Section. 1111(b)(7))
- ESSA requires states:
    - to the extent practical, provide content area assessments in an appropriate language and form for ELs (ESEA Section 1111(b)(2)(B)(vii)(III))
    - identify languages present to a significant extent in the state for which assessments are needed but not available and then work to develop those assessments (ESEA Section 1111(b)(2)(F))
  - ESSA allows states:
    - to provide partial exclusion from content area assessment participation and accountability for ELs enrolled in the US for 12 months or less (ESEA Section 1111(b)(3)(A))
  - Michigan has adopted the following exceptions for Newcomer ELs
    - **Year one** (living in the US for 12 months or less)
      - exempt from ELA assessment, student takes English Language Proficiency Assessment and is included in English Language Progress indicator
    - **Year two**
      - student takes ELA assessment and ELP assessment and is included in English Language Progress indicator
    - **Year three**
      - Student takes ELA assessment and ELP assessment and is included in Academic Growth and English Language Progress indicators
    - **Year four**
      - Student takes ELA and ELP assessments and is included in Academic Proficiency, Academic Growth, and English Language Progress indicators

## **B. Federal Law**

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

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

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

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

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

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

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

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

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

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

## **IV. PROCEDURES**

The following procedures are established for Keys Grace Academy 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 Keys Grace registration form. It is to be completed at the time of registration. The Administration is responsible for ensuring that a home language survey is completed for all students at the time of enrollment. The completed registration forms shall be placed in student's permanent (CA-60) files.



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

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

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

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

WIDA ACCESS for ELLs/WIDA Screener Score	Proficiency Levels WIDA Standards	Optional Multiple Indicators
6	Reaching	Early literacy assessment approved by MDE AIMSWeb – both CBM and MAZE subtests
5 – 5.9	Bridging	DIBELS Next Discovery Education Assessments DRA: Developmental Reading Assessment version 2
4 – 4.9	Expanding	Fountas & Pinnell iReady Diagnostic MLPP: Michigan Literacy Progress Profile
3 – 3.9	Developing	NWEA: Northwest Evaluation Association Star Early Literacy PSAT or SAT
2 – 2.9	Emerging	QRI-5: Qualitative Reading Inventory Scantron Performance Series SRI: Scholastic Reading Inventory
0 – 1.9	Entering	Star Early Literacy Star Reading Gates McGinitie* ITBS: Iowa Test of Basic Skills* Terra Nova*  *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 WIDA Screener is eligible for Title III/ESL Program Support. For a student scoring Reaching to continue receiving Title III/ESL/ Bilingual support services, the district takes into account additional multiple academic criteria as noted in the chart.

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

Scores from the WIDA ACCESS for ELLs are necessary, but not sufficient, for exiting students from the Title III/ESL program. A student who meets the minimum criteria established in the Michigan Department of Education English Learner Program Entrance and Exit Protocol may be exited from the Title III/ESL Program through a placement team review process. Students exited from the Title III/ESL Program must also be exited from the program in the MSDS and are then considered FEL (Former English Learner) for four years. FEL academic performance must be monitored for four (4) years. Criteria used to exit a student will be placed in the student’s CA 60.

### E. Monitoring Former English Learners (FELs)

The placement team who reviews the criteria for a student to exit from the program also determines if the student needs support services during the transition to the regular education program. Additionally, an ESL teacher or administrator 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 through monitoring report cards, assessments, and teacher comments every marking period all four years. Monitoring at Keys Grace will include the use of the following assessment tools:

Quarter 1 (Semester 1):

Direct Reading Assessment (Reading Specialist)  
Running Records( Classroom teacher)  
NWEA (Classroom teacher/testing administrator)  
MLPP K-2  
M-STEP 3-8  
Early Literacy Assessment & Mathematics  
PSAT 8th Math & ELA

Quarter 2 (Semester 1):

Direct Reading Assessment (Reading Specialist)  
Running Records( Classroom teacher)  
NWEA (Classroom teacher/testing administrator)  
MLPP K-2  
M-STEP 3-8  
Early Literacy Assessment  
PSAT 8th Math & ELA

Quarter 3 (Semester 2):

Direct Reading Assessment (Reading Specialist)  
Running Records( Classroom teacher)  
NWEA (Classroom teacher/testing administrator)  
MLPP K-2  
M-STEP 3-8  
Early Literacy Assessment & Mathematics  
PSAT 8th Math & ELA

Quarter 4 (Semester 2):

Direct Reading Assessment (Reading Specialist)  
Running Records( Classroom teacher)  
NWEA (Classroom teacher/testing administrator)  
MLPP K-2  
M-STEP 3-8  
Early Literacy Assessment & Mathematics  
PSAT 8th Math & ELA

If, during the four year monitoring period, it appears that the student is not succeeding in the regular education program, the staffing team will meet to determine if further assessment of the student is warranted, if the student will be re-entered 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 electronic files.

## **F. Placement in Title III/ESL Program**

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

The Keys Grace Academy Title III/ESL program provides language and academic content support to ELs through:

- SIOP Classroom Instruction (on-going professional learning for teachers)
- English as a Second Language Instruction
- Reading Support
- Content Classes (Bilingual Paraprofessional support)
- Content Tutorial (ESL/Bilingual), Oakland University students volunteer weekly
- Language Tutorial (Paraprofessional support)
- Title I Reading Specialist

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

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

**Eligibility criteria: WIDA score of a 1.0 – 1.9**

**Grades K-8**

**Pull out instruction by ESL teacher (45 min per day)**

**Push-in support services in content areas by ESL/Bilingual paraprofessionals (60 -90 min per day)**

**Test support (accommodations/support during all assessments)**

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

**Eligibility criteria: WIDA score of a 2.0 – 2.9**

**Grades K-8**

**Pull out instruction by ESL teacher (45 min per day)**

**Push-in support services in content areas by ESL/Bilingual paraprofessionals (60 -90 min per day)**

**Test support (accommodations/support during all assessments)**

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

**Eligibility criteria: WIDA score of a 3.0 – 3.9**

**Grades K-8**

**Pull out instruction by ESL teacher (60 min/week, divided in 2-3 sessions)**

**Push-in support services in content areas by ESL/Bilingual paraprofessionals (60-75 min/week)**

**Test support (accommodations/support during all assessments)**

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

**Eligibility criteria: WIDA score of a 4.0 – 4.9**

**Grades K-8:**

**English Learner support by an ESL teacher, (30 min per week), or as needed**

## **Paraprofessional support in content areas, as needed**

### **BRIDGING/Level 5:**

**Eligibility criteria: WIDA score of a 5.0 – 5.9**

**Grades K-8**

**Weekly consultations w/ ESL & classroom teacher**

**Students who score at the Bridging level on the WIDA and demonstrate proficiency on the criteria**

**in the Entrance/Exit Protocol are exited from the ESL program and considered FEL.**

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

Keys Grace Academy 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: (Arabic)

School Districts Must Inform Parents of:

- The reasons for identifying their child as an English Learner and for placing their child in a language instruction educational program;
- The child's current level of English proficiency, including how the level was assessed and the status of the child's academic achievement;
- The method of instruction that will be used in the program, including a description of all language programs;
- How the program will meet the educational strengths and needs of the child;
- How the program will help the child learn English and meet academic achievement standards;
- How the program will meet the objectives of an individualized education program for a child with a disability;
- The program exit requirements, including when the transition will take place and when graduation from secondary school is expected; and
- The parents' rights, including written guidance that (A) specifies the right to have their child immediately removed from a language instruction educational program upon request, (B) describes the options that parents have to decline to enroll their child in such a program or to choose another program or method of instruction, if available, and (C) assists parents in selecting among various programs and methods of instruction, if more than one program or method is offered. (ESEA Section 330 a-d)

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

When indicators suggest that an English Learner (EL) is having difficulties attaining linguistic, academic and/or social expectations, which are unrelated to the student's English Language Proficiency, the student will be referred to the school Child Study Team for intervention strategies. Periodic reviews will be conducted to determine the success or failure of the strategies. The Keys Grace Academy has an established protocol for referring students for

special education evaluations. These special intervention strategies must be utilized to determine what further strategies may be necessary. These special intervention strategies must be utilized to ensure that a student is not referred for formal Special Education Multidisciplinary Team evaluations when the lack of academic progress is primarily related to language background or a need for more Title III/ESL/Bilingual 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 English Learner 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 & WIDA Screener testing results
- Monitoring records

## **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 taught in the student's home language and English. 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 English Learners enrolled in their classes;
- teaches basic survival skills to the most limited English proficient students;
- assists general education staff about culture and language of the EL and the family;
- provides the mainstream teacher with the cultural and linguistic background of the language minority students in the class;
- works collaboratively with staff to develop curriculum;
- identifies, assesses, teaches, and counsels each EL; and
- provides staff development on English language instruction and cultural awareness.

### **B. Bilingual Parent Liaison**

The Bilingual Parent Liaison works with the parents/guardians of English Learners, their community, and the school. This bilingual expertise is valuable to Keys Grace because it provides a bridge between parents and school. Bilingual staff assists during enrollment when language is a barrier to gaining accurate vital information. They contact parents in writing or by

phone to announce important school events, schedule parent-teacher meetings, share student successes and challenges, ask for advice and support when disciplinary problems arise, and ask for parent volunteers for school activities. In addition, bilingual staff is often asked to share their own knowledge and expertise of the community from which they come with school colleagues and community groups.

### **C. Role of ESL/Bilingual Paraprofessional**

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

#### **Responsibilities of the ESL/ Bilingual Paraprofessional are to:**

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

### **D. 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/Bilingual 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 differentiated and accommodated;
- how to make appropriate accommodations for assessments; and
- how to assess achievement.

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

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

- suggests the type of help the EL needs to be successful in his/her class to the ESL teacher.

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

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

#### **Support Staff for English Learners:**

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

## **VI. PARENTAL INVOLVEMENT**

### **A. Wrap-Around Services provided at Keys Grace**

- Dental Services
- Health Services
- Community Garden
- Blanket and Turkey Drives
- Coat Drives (hats, gloves, and coats)
- Free Field trips
- Door-to-door school bus services
- Legal Aid
- Social Services/Life Skills
- Free backpacks and supplies
- Sensory Room, for students with specific needs
- Free uniforms

### **B. Parental Communication/Interpreter Services**

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

Many bilingual parents need interpreters (translators) to participate in school activities such as registering students and parent/teacher conferences. Certainly, the more informed parents are the more likely it is that they will be able to support their child's learning. However, many teachers and administrators may be unfamiliar with using an interpreter and may consequently be reluctant to make routine use of the parents' native languages. The following suggestions may facilitate successful communication when using an interpreter:

#### **Prior to the Meeting**



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

### **During the Meeting**

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

### **Following the Meeting**

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

## **C. ESL/Bilingual Parent Advisory Committee**

Send notification of ESL/Bilingual Parent Advisory Committee Meetings. If possible, send the letter in the parents' native language. Phone calls by bilingual staff to remind parents are very helpful. The Parent Advisory Committee is an excellent way to develop rapport and solicit questions and suggestions regarding student progress in your schools. It also serves as a strong

base for an International/Multicultural Task Force. Keep a roster of parents who attend and minutes and agendas of meetings.

#### **D. Code of Conduct**

The Code of Conduct is being 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**

Keys Grace Academy 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.

Keys Grace Academy will encourage the designation of ESL/Bilingual paraprofessionals as a distinct category. This will provide trained personnel and consistent instruction. Presently, the paraprofessionals are highly trained with specific skills to meet the needs of ELs.

#### **B. Professional Learning**

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

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

Training for regular education teachers on ESL/Bilingual topics will be provided, such as SIOP training.

### **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 in the enrollment packet.**

**KEYS GRACE ACADEMY ENROLLMENT APPLICATION 2018/2019**

Thank you for your interest in KEYS GRACE ACADEMY. In order for your child’s application to be processed, we require the following documents returned to the office of KEYS GRACE ACADEMY. Your child’s enrollment packet will be considered incomplete until we have received all of the necessary documents.

STUDENT NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

\_\_\_\_\_ GRADE APPLYING FOR : \_\_\_\_\_ IS YOUR CHILD A RETURNING STUDENT?

Please circle YES \_\_\_\_\_ NO \_\_\_\_\_

DOES YOUR CHILD HAVE A SIBLING WHO ATTENDS KEYS? \_\_\_\_\_

Please circle

YES \_\_\_\_\_ NO \_\_\_\_\_

**REGISTRATION CHECKLIST**

<b>Application for Enrollment</b>
<b>Request for Student Records</b>
<b>Internet/Computer Acceptable Use Policy</b>
<b>Photo Consent/Denial Policy</b>
<b>Household Information Survey</b>
<b>Transportation Request</b>

Records you must provide to the school before registration is complete:

- Certified copy of birth certificate
- Copy of child’s passport (if available)
- Copy of last report card from previous school
- Immunization record (available from child’s pediatrician)
- Copy Custody and/or Adoption Paperwork (if applicable)
- Parent Driver's License
- Current signed Lease or Mortgage Statement
- Current Utility Bill (gas or electric)
- Current DHS Paperwork





Educational Service Provider: Kalasho Empowerment of Young Scholars, LLC Academy School Board

President: Mr. Chris Kattola

Vice President: Dr. Ramy Alosachie

Treasurer: Mr. Edward Bajoka

Secretary: Mrs. Zainab Hazimi

Trustee: Ms. Farah Anoni

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? \_\_\_\_\_

**Signature** \_\_\_\_\_ **of** \_\_\_\_\_ **Mother/** \_\_\_\_\_ **Guardian**  
**Date** \_\_\_\_\_  
Signature of Father/Guardian \_\_\_\_\_  
Date \_\_\_\_\_

**Request for Student Records – KEYS GRACE Academy**

We have just enrolled the following student. Please forward all records, including medical records, social and psychological evaluations, and special education records that would assist us in placing and evaluating this student. Thank you.

**Student Information**

Student’s Full Name: \_\_\_\_\_  
Student’s Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_\_

**Previous District Information**

School Name: \_\_\_\_\_  
School District: \_\_\_\_\_  
School Address: \_\_\_\_\_  
School Phone Number: \_\_\_\_\_  
School Fax Number: \_\_\_\_\_  
Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**Parental Information and Approval**

Signature of Parent/Guardian: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

**KEYS GRACE ACADEMY  
27321 HAMPDEN ST.  
MADISON HEIGHTS, MI 48071**

(p) 248.629.7700 X4000  
(F) 248.542.1756  
WWW.KEYSGRACEACADEMY.COM

**Student Internet/Computer Acceptable Use Policy – KEYS GRACE Academy**

Internet services are available to all students for the purposes of instruction, curriculum support, and communication. E-mail, network, and Internet access is to be used ONLY for these purposes.

Students are expected to conduct themselves ethically and be mindful of all applicable laws and regulations. They should be familiar with procedures for accessing email and/or the Internet and have participated in training provided by the school. Students should have specific information objectives and/or search strategies formulated before they access the Internet. School policy states that ALL students must have a signed Acceptable Use Policy form on file before they are allowed to use the Internet independently.

The following are unacceptable uses of e-mail/Internet by students who access the network through school accounts using school-owned equipment and may result in the revocation of Internet privileges or, depending on the nature of the offense, detention or suspension.

Unacceptable use includes but is not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene, harassing, or insulting language
- Violating copyright laws or fair-use practices
- Trespassing in others' folders, documents, or files
- Using the network for commercial or political purposes



- Using the network to access inappropriate materials
- Intentionally damaging computers, computer systems, or computer networks
- Using another person's password
- Indiscriminate personal use – purchases, personal emailing, or “instant messaging”
- Downloading software without permission of school administration or network technician
- Other behaviors in violation of Academy policy, state statutes, or federal laws

Communication over networks is not considered private. Network supervision and security maintenance may require monitoring of directories, messages, or Internet activity. The Academy reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system.

**Student Internet/Computer Acceptable Use Policy – SIGNATURE MANDATORY**

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

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

I have read the Student Internet Acceptable Use Policy. I agree to follow the rules contained in this policy with an understanding that consequences could entail revocation of internet privileges, or depending on the nature of the offense, detention or suspension. I will receive a copy of this signed Policy and a copy will be kept in my file.

Student Signature: \_\_\_\_\_  
\_\_\_\_/\_\_\_\_/\_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**Photo Policy - Consent/Denial – KEYS GRACE Academy**

In an effort to keep the community up-to-date on events, the Academy will, on occasion, invite local media representatives into our school to photograph special programs and events. Media representatives register at the main office upon their arrival and are always escorted to the designated area from which they can take photos or video publications. We do not allow media representatives to interview students on school property unless academy personnel accompany them.

Academy personnel will also take pictures of classroom activities and/or individual students from time to time for either release to the local media, use in the Academy web site, or for Academy media or brochures. Identification of students is always limited to name, school, and grade, unless otherwise indicated.

**Please note: Permission to photograph a student either individually or in a group, and to use any photograph for any school purpose, is assumed until you specifically request your child's photo not be used.** This information will be kept on file in the student's records.

(Student's Full Name)

(Parent/Guardian Full Name)

I, \_\_\_\_\_, am the legal guardian of

\_\_\_\_\_

who will be in \_\_\_\_\_ grade in 2018-19, and:

I give my permission for my child's picture to be used in school-related or outside media publications.

**OR**

I DO NOT want my child's picture to be used in school-related or outside media publications.

Parent / Guardian Signature: \_\_\_\_\_

Date:

\_\_\_/\_\_\_/\_\_\_\_\_

## Medication Administration Permission Form – KEYS GRACE Academy

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

Date form received by the Academy: \_\_\_/\_\_\_/\_\_\_\_\_

Grade: \_\_\_\_\_ Class #: \_\_\_\_\_ Birth Date: \_\_\_/\_\_\_/\_\_\_\_\_

**TO BE COMPLETED BY THE PHYSICIAN**

Name of medication: \_\_\_\_\_

Dosage:	
** Medicine Type (circle one): Tablet / Liquid / Inhaler / Injection / Nebulizer / Other:	
Instructions: _____	
Start Date:	Stop Date:                      OR                      As Needed (via phone verification)
Restrictions/Side Effects:	
Storage Requirements:	
Physician Name:	Phone Number:

**\*\*FORM MUST BE SIGNED BY THE PHYSICIAN – See below**

**TO BE COMPLETED BY PARENT/GUARDIAN**

I request that my child, \_\_\_\_\_ receive the above medication at school according to the standard school policy.

I certify that my child, \_\_\_\_\_ is both capable and responsible, and I am requesting that he/she be allowed to self-administer the above medication at school according to the standard school policy.

**REQUIRED SIGNATURES**

**IMPORTANT NOTE:** A physician signature is required regardless of whether the medication is over-the-counter or prescription. So, for example, this would include Tylenol, cold or allergy medicine, etc.

Physician Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Telephone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Relationship (MUST be parent/guardian): \_\_\_\_\_

Telephone: \_\_\_\_\_

***Please circle any of the following conditions that apply to your child:***

**Diabetes      Seizures      Asthma      Food Allergy      Bee Sting Allergy      Heart  
Visual Impairment      Hearing Impairment      Other \_\_\_\_\_**

List

Allergies

---

---

---

Medication(s) taken at school and at home with time(s)

---

---

---

Physical Disabilities \_\_\_\_\_

---

---

---

Treatments needed for above condition(s) \_\_\_\_\_

---

---

---

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In the event of an emergency, I give the school authorities permission to have my child transported for emergency treatment if attempts to reach me have been unsuccessful. Also, the information on this card may be shared with the physician providing treatment and to the medical facility.

In an emergency for the health of my child, the school personal, physician, and hospital are authorized to render such treatment as may be deemed necessary.

## APPENDIX B PARENT LETTERS

### Parent notification and permission for services letter

Date \_\_\_\_\_

School \_\_\_\_\_

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

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

Dear Parent or Guardian,

KEYS Grace Academy 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 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?**

KEYS Grace Academy offers a transitional program with very intensive help for students with little or no English. As the student progresses in English, he or she will transition into the general education program.

Some options include programs as listed below:

- A structured research based program of teaching the English language through science, math, social studies and language arts.
- Small group instruction that aims at developing fluency and literacy in English.
- Computer assisted instruction that allows for individual learning, problem solving, and acceleration of students' language and skills.
- Use of students' home language as needed to assist students in understanding and acquiring new concepts in subject areas like math, science and social studies.
- 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.
- Any student who scores at the proficient levels on the WIDA and state/district tests will be recommended for exit.

We will monitor student progress for four 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 your child's teacher or school.

Sincerely,

Date \_\_\_\_\_

School \_\_\_\_\_

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

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

Dear Parents,

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

It is your right as a parent to withdraw your child from bilingual services. If you DO NOT want your child to receive the services, you can withdraw your child by filling out the information below and returning this letter to your child's school.

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

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

Sincerely yours,

ESL Team

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

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

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

\*\*Put original in the student's cumulative file and send one copy to the ESL teacher or Title III Coordinator



## APPENDIX C DESCRIPTIONS OF ENGLISH LANGUAGE PROFICIENCY LEVELS

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

Michigan English Proficiency Levels (WIDA English Language Proficiency Levels)	Description of English Learners (ELs)
Level 1 Entering	<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 (less than 30 days)</b> These students have not been assessed with the WIDA Screener and/or other tests used for placement.</p> <p><b>Beginning (Pre-production and early production)</b>                      Students initially have limited or no understanding of English. They rarely use English for communication. They respond non-verbally to simple commands, statements and questions. As their oral comprehension increases, they begin to imitate the verbalization of others by using single words or simple phrases, and begin to use English spontaneously (WIDA, 2012).</p> <p>At this earliest stage these students start to construct meaning from text with non-print features (e.g., illustrations, graphs, maps, tables). They gradually construct more meaning from the words themselves, but the construction is often incomplete (WIDA, 2012).</p> <p>They are able to generate simple written texts that reflect their knowledge level of syntax. These texts may include a significant amount of non-conventional features, invented spelling, some grammatical inaccuracies, pictorial representations, surface features and rhetorical features of the native language (i.e., ways of structuring text from native language and culture) (TESOL, 1999, p.20).</p>

<p><b>Level 2 Beginning</b></p>	<p><b>Early intermediate (Speech emergent)</b>  Students can comprehend short conversations on simple topics. They rely on familiar structures and utterances. They use repetition, gestures, and other non-verbal cues to sustain conversation (WIDA, 2012).</p> <p>When reading, students at this level can understand basic narrative text and authentic materials. They can use contextual and visual cues to derive meaning from texts that contain unfamiliar words, expressions and structures. They can comprehend passages written in basic sentence patterns, but frequently have to guess at the meaning of more complex materials. They begin to make informed guesses about meaning from context. They can begin to identify the main idea and supporting details of passages (WIDA, 2012)..</p> <p>Students can write simple notes, make brief journal entries, and write short reports using basic vocabulary, and common language structures. Frequent errors are characteristic at this level especially when student try to express thoughts that require more complex language structures. (State of Virginia, pp. 4-9)</p>
<p><b>Level 3 Developing</b></p>	<p><b>Intermediate</b>  At this level students can understand standard speech delivered in most settings with some repetition and rewording. They can understand the main ideas and relevant details of extended discussions or presentations. They draw on a wide range of language forms, vocabulary, idioms, and structures. They can comprehend many subtle nuances with repetition and/or rephrasing. Students at this level are beginning to detect affective undertones and they understand inferences in spoken language. They can communicate orally in most settings (WIDA, 2012).</p> <p>Students can comprehend the content of many texts independently. They still require support in understanding texts in the academic content areas. They have a high degree of success with factual information in non-technical prose. They can read many literature selections for pleasure. They can separate main ideas from supporting ones. They can use the context of a passage and prior knowledge to increase their comprehension. They can detect the overall tone and intent of the text (WIDA, 2012).</p> <p>Students can write multi-paragraph compositions, journal entries, personal and business letters, and creative passages. They can present their thoughts in an organized manner that is easily understood by the reader. They show good control of English word structure and of the most frequently used grammar structures, but errors are still present. They can express complex ideas and use a wide range of vocabulary, idioms, and structures, including a wide range of verb tenses. (Virginia, pp. 11-14)</p>

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

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

At KEYS Grace Academy, we believe in creating our policies to be fair to all students, staff, and families. Our policy applies to all students, staff, and families of KEYS.

When a complaint is made, the administrative team at KEYS will examine and review the issue, and this process needs time. If the event takes place on the bus, this requires teachers, paraprofessionals, drivers, students, parents, administrators, social worker, etc. to all follow through with the expectations and action plan.

All stakeholders, parents, guardians, employees understand the policy and process of a complaint. We do this by publicizing the policy to all students and their families, and staff at KEYS. Training is also provided to inform the staff and volunteers that work in the building.

Our policy states that the Principal and Vice Principal are responsible for investigating complaints. It is recorded that all staff, students, and volunteers must report their complaints to them. If the complaint involves one or both of them, the complaint must be issued to the President of the company, Nathan Kalasho, and our school board. Once a complaint is made, an incident report must be completed, and an investigation must take place within 3 days of the incident. Once an investigation is complete, a follow up report is required.

## APPENDIX E DEFINITIONS

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

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

### ***Bilingual Instruction***

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

### ***Bilingual Paraprofessional***

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

### ***Bilingual Program***

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

### ***Bilingual Teacher***

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

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

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

- Classroom Teacher

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

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

When concerns arise regarding a student's program, curriculum or placement, the team outlined above will address these issues at a Building Instructional Team meeting. The Building Instructional Team referrals may be requested by any staff member. The District ESL/Bilingual/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/ELD***

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

### ***ESL Programs***

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

***ESL Class Period***

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

***ESL Instruction***

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

***ESL Newcomers' Center***

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

***ESL Resource Center***

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

***ESL Student File***

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

***ESL Teacher***

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

***ESSA***

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

***FEL Students***

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

***Inclusion***

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

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

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

***Title III***

Title III is an entitlement program under the Elementary and Secondary Education Act. The purpose of Title III, Part A, is to help ensure that children and youth who are limited English proficient, Native

American and/or immigrants, attain English language proficiency, develop high levels of academic attainment in English, and meet the same challenging academic standards that all children are expected to meet. Title III funds are directed to states and eligible local districts or consortia through a formula grant allocation to:

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

***Woodcock-Muñoz***

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

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

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



## APPENDIX F 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 English Learner. Portfolio assessments that include a broad range of student work, teacher observations, and even audio and videotapes of the student's work will offer a vision of 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 English Learner'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 English Learner needs to be invited to participate.

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

## APPENDIX G TITLE III FUNDS

## Allowable Uses of Title III Funds

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

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

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

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

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

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

1. Title III funds may NOT be used to pick up a cost that was previously funded by general funds.
2. Title III may NOT supplant any other federal, state or local expenses.

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

### **Immigrant Program: Generally Allowable Expenditures:**

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

Allowable activities include:

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

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

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

## **APPENDIX H LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM**

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

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

**Eligibility criteria: WIDA score of a 1.0 – 1.9**

**Grades K-8**

**Pull out instruction by ESL teacher (45 min per day)**

**Push-in support services in content areas by ESL/Bilingual paraprofessionals (60 -90 min per day)**

**Test support (accommodations/support during all assessments)**

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

**Eligibility criteria: WIDA score of a 2.0 – 2.9**

**Grades K-8**

**Pull out instruction by ESL teacher (45 min per day)**

**Push-in support services in content areas by ESL/Bilingual paraprofessionals (60 -90 min per day)**

**Test support (accommodations/support during all assessments)**

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

**Eligibility criteria: WIDA score of a 3.0 – 3.9**

**Grades K-8**

**Pull out instruction by ESL teacher (60 min/week, divided in 2-3 sessions)**

**Push-in support services in content areas by ESL/Bilingual paraprofessionals (60-75 min/week)**

**Test support (accommodations/support during all assessments)**

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

**Eligibility criteria: WIDA score of a 4.0 – 4.9**

**Grades K-8:**

**English Learner support by an ESL teacher, (30 min per week), or as needed**

**Paraprofessional support in content areas, as needed**

#### **BRIDGING/Level 5:**

**Eligibility criteria: WIDA score of a 5.0 – 5.9**

**Grades K-8**

**Weekly consultations w/ ESL & classroom teacher**

**Students who score at the Bridging level on the WIDA and demonstrate proficiency on the criteria**

**in the Entrance/Exit Protocol are exited from the ESL program and considered FEL.**



## **APPENDIX I NOTICE OF NON-DISCRIMINATION**

### **NON –DISCRIMINATION POLICY**

KEYS Grace Academy School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. KEYS Grace Academy school District shall not discriminate in its employment practices or its educational programs and activities on the basis of race, creed, color, religion, national origin, age, sex, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic. All policies, regulations, and practices of the District shall be guided by this declaration.

## APPENDIX J PROGRAM ENTRY AND EXIT SUMMARY CHART

May change with updated Entrance and Exit Protocol.

<b>WIDA ELD Levels</b>	<b>WIDA Screener (Placement)</b>	<b>WIDA ACCESS for ELLs</b>
Level 1: Entering	1	1
Level 2: Emerging	2	2
Level 3: Developing	3	3
Level 4: Expanding	3-4	3-4
Level 5: Bridging	5	5
<b>Exit Criteria</b> <i>Students must reach 4.5 overall proficiency and 4.0 or higher in each domain in order to qualify to exit the ESL Program</i>		