Date Received by FDOE

Bureau of Academic Achievement through Language Acquisition Florida Department of Education 325 West Gaines Street 501 Turlington Building Tallahassee, Florida 32399-0400 Contact Person: Mark Drennan Phone: (850) 245-0893 Email: mark.drennan@fldoe.org	DISTRICT PLA	Department of Education N FOR SERVICES TO ENGL AGE LEARNERS (ELLS)	FDOE INTERNAL USE ONLY						
(1) NAME OF THE DISTRICT:	(2) CONTACT NAME/TI	TLE:	(3) CONTACT PHONE:						
(4) MAILING ADDRESS:		(5) PREPARED BY: (If diffe	erent from contact person)						
(6) CERTIFICATION BY SCHOOL DISTRICT									
The filing of this application has been authorized by the School Board and the undersigned representative has been duly authorized to submit this plan and act as the authorized representative of the district in connection with this plan. I, , do hereby certify that all facts, figures, and representations made in this plan are true and correct. Furthermore, all applicable statutes, rules, regulations, and procedures for program and fiscal control and for records maintenance will be implemented to ensure proper accountability.									
Signature of Superintendent or Authorized Agency Head	Date Signed	Date of Govern	ning Board Approval						
(7) District Parent Leadership Council Involvemer			ing board rippiotal						
Name of Chairperson representing the District ELL Parent									
Contact Information for District PLC Chairperson: Mailing address: E-mail Address: Phone Number:									
Date final plan was discussed with PLC:	PLC 🗌 approved	not approved							
Signature of the Chairperson of the District PLC		Date Signed by PLC	Chairperson						
		Dr. Eric J. Smith, Commissic	oner, Fla. Dept. of Education						

Form ESOL 100 Rule 6A-6.0905, FAC.



#### DISTRICT ENGLISH LANGUAGE LEARNER PLAN ASSURANCES AND CERTIFICATION

School districts are required to abide by a set of assurances when developing and implementing programs and services to students classified as English Language Learners (ELLs), and are required to ensure school- and district- level personnel comply with all the requirements and provisions set forth in the laws, rules, regulations, and federal court orders listed below:

- The requirements set forth in Section 1003.56, Florida Statutes;
- The requirements set forth in Rules 6A-6.0900 6A-6.0909; 6A; 6A-6.09091; 6A-1.09432, Florida Administrative Code (FAC.), and other applicable State Board of Education Rules;
- The requirements of the No Child Left Behind Act of 2001;
- The requirements of the Consent Decree in the League of United Latin American Citizens et al. v. the State Board of Education, 1990;
- The requirements of the Florida Educational Equity Act, 1984;
- The requirements based on the Fifth Circuit Court decision in Castañeda v. Pickard, 1981;
- The requirements based on the Supreme Court decision in Plyler v. DOE, 1980;
- The requirements based on the Supreme Court decision in Lau v. Nichols, 1974;
- The requirements of the equal Educational Opportunities Act of 1974;
- The Requirements of Section 504 Rehabilitation Act of 1973;
- The requirements of the Office of Civil Rights Memorandum of May 25, 1970;
- The requirements of the Title VI and VII Civil Rights Act of 1964; and
- The requirements of the Office of Civil Rights Standards for the Title VI Compliance.

By signature below, I, \_\_\_\_\_\_, do hereby certify that procedures, processes and services that are described herein shall be implemented in a manner consistent with the requirements and provisions of the requirements set forth above.

Superintendent's Signature

Date Signed

## **SECTION 1: IDENTIFICATION**

#### 1) Enrollment Procedures

Describe the process or procedures that are followed to register ELLs and administer the Home Language Survey (HLS) and how these procedures compare to those that are followed for non-ELLs.

#### 2) Administration of the Home Language Survey

Describe how the HLS is administered at the schools in the district. Include in the description when this is done.

**2a)** Describe the procedures that are implemented for processing all affirmative responses to the HLS. \_\_\_\_\_

Identify the title	e of the personnel rea	sponsible for	processing	all affirmative	responses	to HLS.
Registrar	Guidance Counse	lor 🗌 Other	(Specify)			

#### 3) Provision of Understandable Communication

Describe	the	process	to	assist	parents	and	students	at	the	time	of	registration	who	do	not
speak En	glisł	n			-							-			

#### 4) Student Data Collection

Describe the procedures implemented for collecting and reporting student demographic data including, but not limited to, native language, country of birth, etc. \_\_\_\_\_

Identify the title(s) of the personnel responsible for collecting and reporting student demographic data.

Registrar Data Entry Clerk Other (Specify)

# SECTION 2: ENGLISH LANGUAGE PROFICIENCY ASSESSMENT (PLACEMENT)

#### 5) English Language Proficiency (ELP) Assessment

Indicate the title(s) of the personnel responsible for the English language assessment of potential ELLs in your district.

Registrar ESOL Coordinator/Administrator Other (Specify)

#### 6) Listening and Speaking Proficiency Assessment

Indicate the Listening and Speaking (Aural-Oral) assessment(s) used in your school district to identify a student as an English Language Learner (ELL). Also, indicate the publisher's cutscore by score type that determines the student eligible and in need of ESOL services.

Name of Listening and Speaking	INDICATE TH (ENTRY) D	E CUT SCORE ETERMINATIO		-
Instrument(s):	Grade Level	Raw Score <sup>(1)</sup>	Scale Score <sup>(2)</sup>	National Percentile <sup>(3)</sup>

(1) A raw score represents the number of points a student received for correctly answering questions on a test.

(2) A scale score is a raw score that has been converted to a scale. The conversion table provided by test publisher should be used to report the scale score, if the test results are not provided in terms of a scale score.

(3) A national percentile is the percentile rank provided by a national norm-referenced test that indicates the percentage of a referenced group obtaining scores equal to or less than the score achieved by an individual.

**6a)** Describe the English Language Proficient (ELP) assessment procedures that have been implemented for K-12 ELLs to determine their oral skills levels [i.e. Non-English Speaking (NES), Limited English-Speaking (LES), and Fluent English-Speaking (FES)]. Include personnel responsible for testing students, grading the assessments, and recording the ELL data.

**6b)** What procedures and safeguards have been implemented to ensure that the Listening and Speaking test is administered within 20 school days of the completion of the HLS with affirmative responses?

**6c)** Describe procedures that have been implemented when the Listening and Speaking test is not administered within 20 school days of the completion of the HLS with affirmative responses.

**6d)** Describe the assessment procedures that have been implemented for students in grades K-2 who score as fluent English-speakers on the Listening and Speaking test. \_\_\_\_\_

**6e)** Describe the assessment procedures that have been implemented for grades 3-12 ELLs who have scored limited English proficient (below the publisher's cut scores) on the Listening and Speaking test. \_\_\_\_\_

#### 7) Reading and Writing

Indicate the Reading and Writing assessment(s) used in your school district to identify a student as an English language learner. A norm-referenced test may report a student's score as a percentile. A score at or below the 32<sup>nd</sup> percentile one the reading or writing portion of a norm-reference test would qualify a student for entry into the ESOL program.

Name of Reading and Writing Instrument(s):

**7a)** What procedures and safeguards have been implemented to ensure that the Reading and Writing test is administered to students in grades 3-12 within one year of the Listening and Speaking test?

**7b)** Describe the procedures that are followed when the Reading/Writing test is not administered to students in grades 3-12 within the required timelines.

#### 8) ELL Committee Intervention

Describe the procedures that have been implemented by which the ELL Committee makes entry (placement) decisions. Include Web links (URLs) to form(s) used to document ELL Committee meetings or attach forms when sending the plan.

#### 9) Native Language Assessment

Have procedures been developed and implemented to assess ELLs in their native language? (Rule 6A-6.0901, FAC., defines native language as the language used by an individual of limited English proficiency).

🗌 Yes 🗌 No

If yes, describe the procedures implemented and list the instrument(s) used.

### SECTION 3: PROGRAMMATIC ASSESSMENT

#### **10)** Academic/Programmatic Assessment

Describe the procedures that have been implemented for determining the academic knowledge and abilities, and the prior academic experience of students identified as English language learners through the ELP assessments. Include Web links (URLs) to procedural documents as appropriate.

**10a)** Describe the procedures that have been implemented to address the placement of ELLs with limited or no prior school experience(s). \_\_\_\_\_

**10b)** Describe the procedures that have been implemented to address the placement of ELLs whose prior schooling records are incomplete or unobtainable. Include actions taken and/or methods used to locate student records. \_\_\_\_\_

#### 10c) Grade Level and Course Placement Procedures – Grades K-8

Describe the procedures that have been implemented and the personnel involved to determine appropriate grade level placement.

#### 10d) Grade Level and Course Placement Procedures – Grades 9-12

Describe the procedures that have been implemented to determine appropriate grade and course/class placement. Descriptions must include the process used for awarding credit to ELLs entering high school in 9<sup>th</sup>-12<sup>th</sup> grades who have completed credits in countries outside of the United States, but for which there is no documentation. Also, per Rule 6A-6.0902, FAC., include the process for awarding credit to students transferring from other countries for language arts classes taken in the student's native language and for foreign languages the

student may have taken (this may include English). Please provide a link if this information is explained in the Student Progression Plan.

#### 11) Re-evaluation of ELLs that Previously Withdrew from the School/District

Describe the procedures that have been implemented for re-evaluating ELLs who withdraw (or leave) from the district and re-enroll after having been either in another district, state, or out of the country. Include the length of time between the ELLs' withdrawal and re-enrollment after which a new English language proficiency assessment is to be administered.

#### 12) ELL Student Plan Development

Describe the procedures that have been implemented for developing the Student ELL Plan (formerly known as the LEP Student Plan). Include the title of the person responsible for developing the plan and a description of when and how the plan is updated.

**12a)** What procedures are used to ensure that the Student ELL Plans are updated to reflect a student's current services? List the title of the person responsible and provide link to the Student ELL Plan form, as appropriate. \_\_\_\_\_

#### **13) Parent Notification**

Indicate the process that has been implemented to notify parents/guardians of the placement of the ELL in the ESOL program.

Standard letter used by all schools in a language the parents/guardians understand, unless clearly not feasible.

Individual communication in a language the parents/guardians understand, unless clearly not feasible.

Other (Specify)

**13a)** List the languages used in the Parent Notification Letters (check all that apply):

English

Spanish

French

Haitian Creole

Portuguese

Vietnamese

Other (Specify)

## SECTION 4: COMPREHENSIVE PROGRAM REQUIREMENTS AND STUDENT INSTRUCTION

#### 14) Instructional Models

In addition to using ESOL strategies, which are required for use by teachers who have ELLs, indicate the instructional model(s) or approach(es) implemented in the district to ensure comprehensible instruction. Descriptions for each of these appear on page 50 of the 2008-

Form ESOL 100 Rule 6A-6.0905, FAC. Effective Date: to become effective with the effective date of Rule 6A-6.0905 as approved by the State Board of Education on March 17, 2009 2009 English Language Learner Database and Program Handbook, <u>http://www.fldoe.org/aala/pdf/08-09ELLDatabaseProg-handbook.pdf</u>. (Check all that apply)

Sheltered English Language Arts

Sheltered Core/Basic Subject Areas

Mainstream-Inclusion English Language Arts

Mainstream-Inclusion Core/Basic Subject Areas

One-Way Development Bilingual Education

Dual Language (Two-Way Developmental Bilingual Education)

**14a)** Describe how the instructional models are implemented in your district. Description should include the procedures that have been implemented to locally monitor fidelity of implementation for each instructional model at the school.

**14b)** As an attachment to this document, please list each school in your district and the instructional model(s) used in each. Please use Microsoft Word or Microsoft Excel to format the information.

**14c)** Describe the process that has been implemented to verify that instruction provided to ELLs throughout the district is equal in amount, sequence, quality, and scope to that provided to non-ELLs. \_\_\_\_\_

**14d)** Describe the method implemented throughout the district for use by instructional personnel to document the use of ESOL instructional strategies and the school level monitoring process used to verify the delivery of comprehensible instruction.

**14e)** Indicate the title of the person(s) responsible for ensuring that all ELLs are provided with comprehensible instruction in your district. *(Check all that apply)* 

Region Administrator(s)

District Administrator(s)

School Level Administrator(s)

Other (Specify)

**14f)** Indicate the progress monitoring tools that are being used to ensure all ELLs are mastering the grade level academic content standards and benchmarks, and the English Language Proficiency standards. *(Check all that apply)* 

Student Portfolios

FCAT Practice Tests

Other Criterion Reference Test (Specify)

Native Language Assessment (Specify) \_\_\_\_\_

\_\_ FCAT

Other (Specify)

#### 15) Student Progression

Have the district's standards and procedures for promotion, placement, and retention of ELLs been incorporated into the district's Student Progression Plan?

Yes No

If yes, indicate where in the Student Progression Plan these are described.

**15a)** Describe the district's Good Cause Policy(ies) and how these are implemented in your district when ELLs who have been enrolled in an approved ESOL program for fewer than 2 years are exempted from mandatory retention.

**15b)** Describe what role the ELL Committee has in the decision to recommend the retention or promotion of any ELL.

**15c)** Describe the procedures that have been implemented to notify parents of ELLs regarding retention or promotion decisions.

## SECTION 5: STATEWIDE ASSESSMENT

#### 16) Statewide Assessment

Describe the process that has been implemented to ensure that all ELLs participate in Florida statewide assessment program (FCAT, CELLA, etc), include the title of the person responsible for ensuring all ELLs are assessed.

**16a)** Describe the process that has been implemented to ensure all eligible ELLs are provided with appropriate test accommodations. Description should indicate the title of the school-level person responsible and include a description of how schools maintain documentation that each eligible ELL was provided with appropriate test accommodations.

**16b)** Do the current assessment policies adopted by the district allow for the implementation of alternative assessment of ELLs who have been enrolled in an approved ESOL program for 12 months or less?

🗌 Yes 🗌 No

If yes, describe the process for alternatively assessing ELL students.

Indicate alternative assessments for each core subject area that apply. *NOTE: If you would like to list multiple assessment instruments for a subject, separate each name with a comma.* For each core subject area either indicate alternative assessment, or list "N/A."

Reading:

Math:

Writing:

Form ESOL 100 Rule 6A-6.0905, FAC.

Science:

## SECTION 6: ENGLISH LANGUAGE PROFICIENCY ASSESSMENT (EXIT)

**17)** Describe the procedures that have been implemented to determine ELLs are ready to exit the district's ESOL program. Description should include exiting procedures for all language domains (listening speaking, reading and writing), grade-specific procedures, and required cut scores. \_\_\_\_\_

#### 17a) Listening and Speaking Proficiency Assessment

Indicate the Listening and Speaking (Aural-Oral) assessment instrument used in your district for determining whether or not a student is English proficient and ready for exit. Also, indicate the publisher's cut-score by score type that determines that the student is ready for exit.

Name of Listening and Speaking	INDICATE THE CUT SCORE USED FOR EXIT DETERMINATION BY TYPE OF SCORE					
Instrument(s):	Grade Level	Raw Score <sup>(1)</sup>	Scale Score <sup>(2)</sup>	National Percentile <sup>(3)</sup>		

(1) A raw score represents the number of points a student received for correctly answering questions on a test.

(2) A scale score is a raw score that has been converted to a scale. The conversion table provided by test publisher should be used to report the scale score, if the test results are not provided in terms of a scale score.

(3) A national percentile is the percentile rank provided by a national norm-referenced test that indicates the percentage of a referenced group obtaining scores equal to or less than the score achieved by an individual.

#### 17b) Reading and Writing Proficiency Assessment

Indicate the Reading and Writing assessment instrument(s) used in your district to determine whether or not a student is English proficient and ready for exit. A norm-referenced test may report a student's score as a percentile. Per Rule 6A-6.0903, FAC., if a norm-referenced test is used, a score at or above the 33<sup>rd</sup> percentile qualifies a student for exit. For exit criteria, refer to ELL: Basis of Exit Data Element at this link:

http://www.fldoe.org/eias/dataweb/database\_0809/st105\_1.pdf.

Name of Reading and Writing Instrument(s):

**17c)** Identify the title of the personnel responsible for conducting the exit assessments described above:

Registrar ESOL Teacher/Coordinator Other (Specify)

Form ESOL 100 Rule 6A-6.0905, FAC.

17d) Describe the process by which the ELL Committee makes exit decisions.

**17e)** Identify who is responsible for updating ELLs' exit data in the Student ELL Plan and who is responsible for ensuring this process is completed. Provide titles of person(s) responsible & briefly describe process.

**17f)** Identify the district policies in place for students who meet exit qualifications in the middle of a student grading period.

## Section 7: MONITORING PROCEDURES

**18)** Identify who is responsible for conducting the required two-year monitoring follow-up of former ELLs once they have exited the ESOL program.

18a) Explain how the ELLs' progress is documented in the Student ELL Plan.

**18b)** Indicate what documentation is used to monitor the student's progress. Check all that apply.

Report Cards

Test Scores

Classroom Performance

Other (Specify)

**19)** Describe the procedure(s) followed when the academic performance of former ELLs is not on grade level. \_\_\_\_\_

**20)** When former ELLs are reclassified as ELL and re-enter the ESOL program, who is responsible for initiating a new Student ELL Plan, updating the student data, and ensuring the appropriate placement? Include a description of the procedures/processes.

**21)** Describe the program delivery model and additional intervention strategies that will be implemented when former ELLs re-enter the ESOL program.

## Section 8: PARENT/GUARDIAN/STUDENT NOTIFICATION AND RIGHTS

**22)** Describe the procedures used by school personnel to provide assistance to parents/guardians of ELLs in their home language.

**22a)** Check the school-to-home communications that are sent by the district or school to parents/guardians of ELLs and that are in a language the parents/guardians understand:

Temporary placement

Delay in language proficiency testing

Results of language proficiency assessment

Program placement
Program delivery model options
State and/or district testing
Accommodations for testing (flexible setting)
Annual testing for language development
Growth in language proficiency (Listening, Speaking, Reading, Writing)
Exemptions from statewide assessment for students classified as ELL for one year or less by date of test
Retention/Remediation
Transition to regular classes
Extension of ESOL instruction
Exit from ESOL program
Post-reclassification (LF) monitoring
Reclassification of former ELL student
Invitation to participate in an ELL Committee Meeting
Invitation to participate in the Parent Leadership Council (PLC)
Special programs such as Gifted, ESE, dual enrollment, Pre-K, adult secondary courses, vocational education, magnet, charter schools, SES programs, and student support activities
Free/reduced price lunch
<ul> <li>Parental choice options, school improvement status, and teacher out-of-field notices</li> <li>Registration forms and requirements</li> </ul>
Disciplinary forms
<ul> <li>Information about the Sunshine State Standards and the ELP Standards</li> <li>Information about statewide assessments</li> </ul>
Information about community services available to parents
<ul> <li>Information about opportunities for parental involvement (volunteering, PTA/PTO, SAC)</li> <li>Other</li> </ul>
<b>23)</b> How does your district inform parents/guardians/ and ELLs of the Code of Student Conduct and students' rights and responsibilities?
Is the Code of Student Conduct Available in a language other than English?
If No, describe how the Code of Student Conduct is explained to parent/guardians and students in a comprehensible format. Include title of personnel responsible.

**24)** What provision(s) does your district have to train parents/guardians in order to promote parental and community participation in programs for ELLs? Explain.

**25)** How does your district provide parents/guardians information on schools' academic progress (school grade, AYP, etc.)? Explain.

**26)** How does your district provide parents/guardians information on the monitoring of program compliance (role of the Civil Rights Officer, complaint and appeal process, etc.)? Explain.

**27)** How are ELLs assured equal access to all programs and facilities that are available to non-ELLs? \_\_\_\_\_

#### Section 9: FUNCTIONS OF THE ELL COMMITTEE AND THE PLC

28) Specify the personnel required for an ELL Committee in your district.

**29)** Check the functions performed by the ELL Committees in your district. (Check all that apply)

Concerns/decisions regarding initial placement of student in K-2 who scored as fluent
English speaking on an aural/oral assessment, but progress in conventional class is
viewed as insufficient

Reclassification of former ELLs

Placement decisions for students in grades 3-12 scoring fluent English speaking on oral/aural and are at or below the 32<sup>nd</sup> percentile on reading and writing assessment

Review of instructional programs or progress (after one semester)

Parental concerns

] Exempting	students	classified a	as ELL fo	or one year	or less fro	m statewide	assessment
program							

Review of instructional program of LF students during 2-year post-reclassification period with consistent pattern of academic underperformance

Consideration of exiting a student who scored as fluent English speaking on aural/oral assessment, but at or below the 32nd percentile on reading and writing assessment

Referring an LF student being considered for reclassification to appropriate compensatory, special and supportive services, evaluations, and programs, if necessary

Referring an LY student being considered for extension of services to appropriate compensatory, special and supportive services, evaluations, and programs, if necessary
 Other (Specify)

**30)** Indicate the type(s) of Parent Leadership Councils (PLC) that exist in your district.

School Level District Level

Describe the functions and composition of PLCs in your district.

**30a)** According to Rule 6A-6.0904 FAC., the PLC is "composed in the majority of parents of limited English proficient students." If any of the PLCs in your district do not meet this condition, explain why and when you expect the PLC(s) to comply with this rule.

31) Indicate how your district involves the PLC in district/school committees.

32) Indicate how your district PLC was involved in the development of the District ELL Plan.

**32a)** Does the district PLC approve of the District ELL Plan? If no, then summarize in an attachment the concerns of the PLC, or attach a summary from the PLC itself.

## Section 10: PERSONNEL TRAINING

Timelines for Completion of the ESOL Training Requirements may be accessed at <u>http://www.fldoe.org/aala/timeline.asp</u>

**33)** Describe how teachers who are required to obtain ESOL training or certification are notified of training requirements and opportunities. Include who is responsible for issuing the notifications and how the notification process is documented.

**34)** Describe the process(es) implemented to track teachers' completion of ESOL training and/or certification requirements and include how documentation of completion is maintained.

**35)** Describe how the district provides the 60-hour ESOL training requirement for school-based administrators, and the tracking system that will be implemented.

**36)** Describe how the district will provides the 60-hour ESOL training requirements for Guidance Counselors, and the tracking system that will be implemented.

**37)** If instruction is provided in a language other than English, describe the procedures that are used to assess teachers' proficiency in the other language and in English. \_\_\_\_\_

**38)** According to Rule 6A-6.0904, FAC., a bilingual paraprofessional or teacher is required at schools having 15 or more ELLs who speak the same language. Describe the qualifications required by your district to serve as a bilingual paraprofessional. Also, describe in detail the job description and primary assignment, or provide the URL for your district's bilingual paraprofessional job description.

**39)** Describe district procedures implemented for training bilingual paraprofessional in ESOL or home languages strategies, including how documentation of training is maintained.

**40)** Describe the procedures used to determine the bilingual paraprofessional's proficiency in the target language.

## Section 11: TITLE III, PART A, NCLB - ACCOUNTABILITY

**41)** Describe how the district will hold elementary and secondary schools accountable for meeting the goals and objectives for increasing the English proficiency of current ELLs.

**42)** Describe how the district will hold elementary and secondary schools accountable for meeting the goals and objectives for increasing academic achievement of all current ELLs and former ELLs.

**43)** Describe the system improvement plan that has been developed for schools and the district when the district has failed to meet the AMAOs for two years. \_\_\_\_\_