



TO: Secondary ESOL Teachers
SUBJECT: 2011-2012 OPENING SCHOOL YEAR INFORMATION AND REMINDERS

Welcome to a new and exciting year!

ESOL PROGRAM GUIDELINES AND PROCEDURES

- NEW- CELLA Online test modalities order has been rearranged to reflect the following order: **Listening, Speaking, Reading & Writing**. CELLA Online Administrators Users Guide may be accessed through the following link: http://bilingual.dadeschools.net/BEWL/CELLA/CELLA_admin_users_guide.pdf. There are also various training video clips to assist you in login in and administering the tests: http://www.awschooltest.com/news.php?viewStory=133#Teacher_Login
Continue to administer the CELLA Online Test to all incoming new students, who answer “yes,” to one or more of the questions on the Home Language Survey.
 - Please be aware that you should only list a student on the CELLA Online “My Class” roster, once the student is physically sitting in the testing room and is registered in your school. We are charged per student listed on your “my class” roster whether or not you assign a test and/or administer the test.
- Programmatic Assessment: Programmatic Assessment of new secondary ELL students is initiated at the school site upon initial registration. In addition to using the programmatic assessment to evaluate appropriate content course placement and advanced courses, school personnel should use school records, transcripts and other evidence of educational experiences to determine appropriate course selection.
- Letter of Participation - Copy of Letter of Participation in the ESOL program must be dated and signed by the principal. Keep all letters from previous years in the ESOL Program Records Folder. The Letter of Participation is posted at <http://bilingual.dadeschools.net/> on the left hand side, under Compliance Documents; **Parent Notices, FM #6577**.
- A copy of the student’s schedule must be printed (prior to FTE) and kept in the ESOL Program Records Folder. New schedules must be printed after changes or updates of ESOL courses. Keep all schedules from previous year(s).
- Accessibility of Students’ CELLA results via Control D Web Report Viewer #T0509470, by going through Intranet WEB Application and on the WLEP under Assessment Data tab on the top right hand side.

ISIS INITIAL ENTRY:

- 6-12 students who meet criteria for placement will enter with:
 - **“A”** (Listening/Speaking) if they either do not pass all sections or they do not pass the listening and speaking sections.
 - **“R”** (Reading/Writing) if they pass the Listening/Speaking sections and they do not pass either the Reading or Writing sections.
- ISIS
 - For 6-12 grade students the score is a four digit number. You enter the total score found on the “Individual Student Test Report”.

RE-ENTRY OF ELL STUDENTS

- Students who re-enter M-DCPS from another district in Florida should have appropriate ESOL documentation that determines their ESOL status.
 - Students who have documentation indicating that they have exited the ESOL program are to be exited via ELL committee. A copy of the ELL committee (meeting section) needs to be sent to your District Bilingual Supervisor.
 - Students who have not exited the ESOL program and have the CELLA State Assessment results will be placed accordingly.
 - Students with no documentation will need to be assessed with the CELLA Online Tests.
- The comment “Student has had interruption in ESOL instructional services” will appear on the “J” screen ONLY when the student re-enters from another country. The new ELL entry date will be used to determine the length of time in the ESOL program. However, the semester count will continue to be added to the original entry date.
- If a student re-enters from another city or state in the United States, the banner “Student has had interruption in ESOL Instructional services” will not appear on the J-Screen.
- Schools can update ESOL level for students with six semesters or more.
- The Division of Bilingual Education will update ESOL level for students with less than six semesters. This information must be submitted to your District Bilingual Supervisor for input.

WLEP

- In order to access WLEP teachers need to be given access to **Quad A-WLEP/WSPI**.

ELL COMMITTEE

- Functions of an ELL committee:
 - Three year or more (six semesters or more)
 - not making adequate progress
 - Post Program Review - a 1.0 grade point average drop
 - Other concerns
- Identify the members of the ELL Committee.
- Send a letter inviting parents to attend the ELL Committee meeting.
- Record recommendations in the WLEP.
- Print the completed section of the WLEP ELL Committee, under the “Meetings” tab, and have the members sign. File in the ESOL Program Records Folder.
- Maintain a log documenting ELL Committee meetings.

THREE YEARS OR MORE (SIX SEMESTERS OR MORE)

- Florida Department of Education will be advising on new procedures, Briefing will follow.

POST PROGRAM REVIEWS

- The student’s language arts teacher completes the Post Program Review section on the WLEP per guidelines. The language arts teacher indicates progress, inputs their employee number and clicks save.
- Convene an ELL Committee for students within the two-year monitoring period who have shown a decline of 1.0 point in the overall grade point average or when academic concerns are identified.

PACING GUIDES FOR ALL COURSES

- Available under Curriculum and Instruction link: http://curriculum_materials.dadeschools.net/pacing_guides/

DICTIONARIES (word-to-word)

- Instruction in the use of word-to-word dictionaries in the students’ heritage language/English language must be provided to students when it is age and grade appropriate. Dictionaries must be made available to students in ESOL and content class during the year, as well as for all district and state assessments as appropriate.

SCHEDULING

- The Developmental Language Arts through ESOL course should be waived for ELL students in grades 6-9 who scored level 3 in FCAT Reading and in grades 10-12 who met FCAT Reading graduation requirements and did not score proficient in CELLA.
- ELL students who scored proficient in CELLA and did not score FCAT achievement level 3 or higher in the 2011 administration of the FCAT, Reading, will continue to participate in the ESOL program as ESOL level IV.

MIDDLE SCHOOL COURSES

- M/J Language Arts 1-3 Through ESOL - Language Arts content courses scheduled by grade level, course codes:
 - Grade 6 100200002
 - Grade 7 100201002
 - Grade 8 100202002
- M/J Developmental Language Arts Through ESOL - language proficiency courses scheduled by ESOL level, course codes:
 - ESOL I 1002181L1
 - ESOL II 1002181L2
 - ESOL III 1002181L3
 - ESOL IV 1002181L4

SENIOR HIGH SCHOOL COURSES

- English 1-4 Through ESOL - Language Arts content courses scheduled by grade level, course codes:
 - Grade 9 100230002
 - Grade 10 100231002
 - Grade 11 100232002
 - Grade 12 100252002
- Developmental Language Arts Through ESOL - Language proficiency courses scheduled by ESOL level, course codes:
 - ESOL I 1002381L1
 - ESOL II 1002381L2
 - ESOL III 1002381L3

NEW BEGINNINGS PROGRAM (NBP) GUIDELINES AND PROCEDURES

- This program is designed for newly arrived (less than one year) secondary students entering M-DCPS who are ELL students and have limited or no prior school experience.
- In order to identify potential students for the New Beginnings Program at initial entry, all secondary ELL students who score ESOL level I in the M-DCOLPS-R should be administered a writing prompt in the students’ native language. Refer to http://bilingual.dadeschools.net/BEWL/New_Beginnings/NBP_registration.pdf
- If you can identify 15 or more students that meet the above criteria please contact the Bilingual Supervisor assigned to your Region.

HOME LANGUAGE ASSISTANCE PROGRAM (HLAP) PROCEDURES

- Allocation of personnel is based on 15 or more ELL students speaking the same home language.
- All schools meeting criteria requirements must offer the program.
- Teachers/Paraprofessionals assigned to this program are expected to assist ELL students using their home language in the core subject areas of mathematics, science, and social sciences.
- Available to ELL students in ESOL levels I-IV.
- **Tutoring logs** indicating services provided are to be kept at the school by the administrator in charge of supervising the program.
- HLAP personnel may not be used as substitutes or for any alternative instructional assignment.
- HLAP services **may not** be provided to students during ESOL classes.

CONTACT INFORMATION

Region/ Program	District Supervisors
North	Deland Innocent dinnocent@dadeschools.net
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Specialized Programs	Curriculum Support Specialist
Multi-Lingual Team	Martine DePaul mdepaul@dadeschools.net
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