

Division of Bilingual Education and World Languages

2007-2008 END-OF-THE YEAR PROCEDURES FOR ELEMENTARY ESOL PROGRAMS

The following information includes suggested dates and required procedures to assist you in the closing of the 2007-2008 school year. These procedures should be conducted in a timely manner according to District guidelines. As you review this information, please be advised that the acronym LEP (Limited English Proficient) has been substituted for the new acronym ELL (English Language Learner).

TESTING PROCEDURES

- **ALL** English Language Learners (ELL) students must be tested at the end of the school year.
- There must be at least a four (4) month interval in administration of the M-DCOLPS-R. Students who entered M-DCPS within the last four months prior to the end of the school year, do not need to be tested.

• *The only instrument approved by Miami-Dade County Public Schools for entry, update and exit purposes is the Miami-Dade County Oral Language Proficiency Scale-Revised (M-DCOLPS-R) Interview with Guidelines. The date recorded on the test should reflect the date when the students were actually tested.*

- Testing of English Language Learners (ELL) students may begin on **May 5, 2008**.
- **Pre-Kindergarten**
 - All Pre-K students who were tested with the M-DCOLP-R in 2007-08 must be assessed again at the end of this school year.
 - Pre-K students who achieve a score of 20, must have the following information entered on the “J” screen:
 - Assessment score, assessment date, and LEP status “N”.
 - The pre and post M-DCOLPS-R scores must be sent to the Division of Early Childhood Programs, by May 30, 2008, Mail Code 9613, attention Dr. Juanita de la Cruz, District Supervisor, Early Childhood Education.
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 - Pre-K students who achieve a **score less** than 20, must have the following information entered on the “J” screen:
 - Assessment score, assessment date, ESOL Level and LEP status “Y”.
 - The test answer sheets must be filed in the ESOL Program Records folder.
 - These students are not to be tested at the beginning of the 2008-2009 school year.
 - Students who were tested with the Pre-Kindergarten through Kindergarten First Semester Test/Answer Sheet (**yellow**) at the beginning of the school year will be tested with the **same** test/answer sheet at the end of the year.
- **Kindergarten** students who were tested with the Pre-Kindergarten through Kindergarten First Semester Test/Answer Sheet (**yellow**), will be tested with the Kindergarten Second Semester through Second Grade

Test/Answer Sheet (**pink**) at the end of the year.

- **Third Grade** students who were tested with the Kindergarten Second Semester through Second Grade Test/Answer Sheet (**pink**), will be tested with the Third through Fifth Grade Test/Answer Sheet (**green**) at the end of the school year.
- Teachers should start testing in the section that corresponds to the student's current ESOL level. The test administrator also needs to remember, that whenever a different grade level test/answer sheet is administered (e.g., from yellow to pink and pink to green.), the answers need to be recorded under the Initial Assessment column of the answer sheets.
- Schools should develop a plan to facilitate testing before school begins on August 18, 2008, especially for the incoming kindergarten students. This will enable office staff to place students in the appropriate class setting, in order to minimize class reassignments later in the school year. Please plan accordingly and order answer sheets in advance to ensure they are available for testing.

UPDATE PROCEDURES

- ESOL levels must be updated on the "**J**" screen of **ISIS**. This also applies to ELL students who **remain in the same ESOL level** as a result of end-of-the-year testing, as well as, for **those who changed levels**. All information entered in ISIS "J" screen requires a 24 hours rollover to be reflected in the WLEP. Please refer to WLEP Printing policy.
- Update ESOL levels in **Individual ELL/LEP Student Plan**:
 - The assessment information for students who scored Levels I through IV, needs to be recorded on the Individual ELL/LEP Student Plan under the section *ESOL Level and Program Update Information* or in the "Program Update" section of the **WLEP**.
 - All Kindergarten, first, and sixth grade students, as well as all new ELL students **must have a 2007-08 WLEP**.
- Updated ESOL level may be entered on the "J" screen immediately after testing.

Students in grade 5: The end of the year ESOL level update and exit information must be sent to the student services department chairperson at the receiving middle school prior to the end of the school year in order for ESOL students to be scheduled appropriately.

EXIT PROCEDURES

- All ELL students must obtain a raw score of 20, Level V, in the M-DCOLPS-R, Interview with Guidelines in order to be considered for exiting the ESOL program.
- K through Third Grade Students exit based only on M-DCOLPS-R
 - Basis of exit for these students is "A" (Aural-Oral).

- Fourth through Eighth Grade Students

Once students achieve a Level V in the M-DCOLPS-R, teachers must also administer the **MAT -7 Language and Reading Comprehension**, since FCAT NRT scores will not be available before June 5th, 2008.

- The **MAT-7** Language and Reading Comprehension **MUST** be administered by **May 23, 2008**, since there are no norms available for the conversion of student scores during the summer.
- **Scores at or above the 33rd percentile in both the Reading and Writing tests.**
 - Basis of exit for these students is “**R**.” (Reading/Writing)
- **Scores at or below the 32nd percentile in either or both the Reading and Writing tests.**
 - An ELL/LEP Committee **MUST** be convened in order to determine whether or not to exit a student.
 - If the ELL/LEP Committee recommends that the student will **exit** the program:
 - Basis of exit for the student is “**L**” (ELL/LEP Committee).
 - ⊖ The **exit information and the test date needs to be recorded** under the *Program Exit Information & ESOL Level and Program Update Information* sections of the Individual ELL/LEP Student Plan or the WLEP.
- If the ELL/LEP Committee determines that a student will **continue** in the program:
 - The “J” Screen of the ISIS file should reflect ESOL Level IV.
 - The information is recorded in the section *ESOL Level and Program Update Information* of the Individual ELL/LEP Student Plan or the WLEP.
- Print ELL/LEP Committee Meeting section with recommendations and have all present Committee members sign the document. Electronic signatures are not accepted.

- Exit information for all ESOL students may be entered on the “J” screen starting Thursday, May 29, 2008. The exit date to be entered on the “J” screen and ELL/LEP Plan is June 5, 2008. The exit date for the School Improvement Zone is June 11, 2008.

STUDENTS WITH SIX SEMESTERS OR MORE

- The English language needs of students who have not achieved an independent classification after three years or six semesters of instruction in the ESOL program, must be reviewed by the school’s ELL/LEP Committee to determine the best educational placement. The ELL/LEP Committee should consider, but not be limited to, the following options:
 - 1) Reading intervention strategies as outlined in the comprehensive research-based reading plan;
 - 2) Assignment to ESOL for a fourth year; and
 - 3) Referral to Child Study Team (CST/SST) for cooperative consultation, if appropriate.
- After the Fourth year or eight semesters, if the student has not achieved an independent classification, and is failing any of the core subject areas, referral to the CST/SST is required.
- All ELL/LEP Committees must be convened before the end of the school year.

PROCEDURES TO COMPLETE THE PROMOTION/RETENTION SECTION/FORM FOR ELL/LEP STUDENTS IN THIRD GRADE

- **All third grade** students must have information on promotion/retention documented on the Individual ELL/LEP Student Plan or WLEP. Please refer to the SPP for specific guidelines.
 - **Date: Month, day, and year must be documented at the time of the review.**
 - **Meets Sunshine State Standards in Reading**
 - Students can demonstrate performance by scoring a Level 2 or above in the FCAT (SSS) Reading component or via Assessment Portfolio.
 - The teacher should check (✓) the “promoted” box on the form.
 - **Does Not Meet Sunshine State Standards in Reading (✓the appropriate box)**
 - **Promoted:** A student who scores a Level 1 in the FCAT, may be promoted due to a good cause:
 - #1 – ELL less than two years (two full calendar years from the entry/re-entry date to the date the District receives the individual student results)
 - #2 – ESE exempt from participation in FCAT
 - #3 – Alternative standardized reading assessment (51% ile on FCAT (NRT)/SAT-9)
 - #4 – Student portfolio
 - #5 – ESE retained once
 - #6 – Previously retained twice
 - **Retained:** If the student scores a Level 1 in the FCAT, and does not meet any of the above criteria, the teacher should check (✓) the “retained” box.
 - ELL/LEP Committee **must** be convened for instructional program recommendations.
 - **Teacher Signature**

The teacher’s signature must be legible (not printed). The teacher that signs must be the one that identifies the area of deficiency, e.g. Language Arts/Reading/ESOL.
- **Other grades**

An ELL/LEP Committee **must** be convened for students that are retained in grades other than third grade. Please refer to page 18 of the SPP for retention guidelines of ELL students.

WLEP

- The WLEP Plan is to be completed for ALL K, 1, and 6 graders and all new English Language Learners (ELL) students that entered MDCPS this school year (2007-08).
- All updated information and plans must be placed inside the ESOL Program Records folder which must be included in the student’s Cumulative folder by **June 6, 2008**.

WLEP PRINTING POLICY

- A full copy of the WLEP reflecting current year’s information (07-08) should have been already printed and filed in the ESOL Program Records folder. If there is no current year’s WLEP copy in the ESOL Program Records folder, you must print and file a copy **before** updating end of the year testing information on ISIS.

- All students exiting ESOL must have a printed copy of a “full” WLEP on file before the last day of school.
- For student continuing in the ESOL program, no printing is required at this time, and electronic signatures (Employee ID Number) are accepted.
- Third grade retention section must be printed and attached to current year (07-08) WLEP.

Electronic Signatures

- Teacher ID number are the equivalent of an electronic signature for the purpose of documenting the post program review and any ESOL levels updates. This process has been approved by the Florida Department of Education, Office of Academic Achievement through Language Acquisition, Department of Education.
- Update all Post Program Reviews. Electronic signatures (Employee ID Number) are accepted.

SPED/ELL Students:

SPED-ELL students are serviced through the Department of Special Education. Initial placement of SPED-ELL students will require a review (conducted by the ESOL teacher) of the most recent OLPS-R proficiency level prior to the initial IEP meeting. If you have any questions, please contact Rosalia Gallo, District SPED/ESOL Supervisor, at 305-274-8889.

Thank you for your continued support. If you have any questions and/or require additional clarification, please call the district supervisor for Bilingual Programs:

Regional Center 1	Ms. Rosy Ugalde	305 995-4196
Regional Center 2	Mr. Edgardo Reyes	305 995-4186
Regional Center 3	Ms. Ofelia Gómez	305 995-2493
Regional Center 4	Ms. Cary M. Pérez	305 995-1962
Regional Center 5	Ms. Olga Carballo	305 995-2476
Regional Center 6	Ms. Lourdes Menéndez	305 995-2098
Charter Schools	Dr. Melina Castillo	305 995-2478
BISO and EFL	Ms. Toni Miranda	305-995-1904
Haitian-Creole Curriculum	Mr. Deland Innocent	305-995-2977