



## Division of Bilingual Education and World Languages

### 2013 – 2014 SECONDARY- END OF THE YEAR PROCEDURES

➤ **EXIT CRITERIA for end of 2013 – 2014 school year:**

**Florida Board Rule requires that the exit from the ESOL program be based on the following instruments:**

- Grades 6-9 CELLA (proficient in all modalities) and FCAT level 3 or higher
- Grades 10-12 CELLA (proficient in all modalities) and FCAT reading passing score or an equivalent concordant score on ACT, SAT, or PERT.

➤ **EXIT CODES (Entered by ITS):**

GRADE	Codes	BASIS-OF-EXIT
6-9	I	CELLA-proficiency in all modalities FCAT Reading level 3 or >
10-12	J	CELLA-proficiency in all modalities FCAT Reading Passing score or an equivalent concordant score on ACT, SAT, or PERT

**ESOL levels updates** and exit information will be automatically done by ITS on the “J” screen in ISIS and WLEP using 2014 CELLA scores. All updates will take place prior to the beginning of the school year.

➤ **IMPORTANT REMINDERS:**

- ✓ **RETENTION**
  - ❖ Follow procedures stipulated in the Student Progression Plan on pages 72 - 83.
- ✓ **WLEP** - Reminders of what should have already occurred:
  - ✓ **ELL Student Plan**
    - ❖ Updated with the following information upon entry into the ESOL program:
      - Program Participation – updated with 2013 – 2014 information.
      - Signature, employee number, and date (student’s entry date of current school year) must be on the front page of 2013 - 2014 Individual Student ELL Plans).
    - ❖ **Program Update**
      - Extension of ESOL Services (Three Years or More Anniversary date in ESOL) when testing is required.
      - Former M-DCPS ELL student who enters without a current ESOL level/test.
    - ❖ **ELL Committee**
      - Extension of ESOL Services (Three Years or More Anniversary date in ESOL)
      - Retention
      - Not Making Adequate Progress
    - ❖ Post Program Reviews - must be current for all ELLs within the two-year monitoring period.
- ✓ **ELL STUDENTS WITH DISABILITIES (SWD)**
  - ✓ For students with disabilities (SWD) who participated in the Spring administration of the Comprehensive English Language Learning Assessment (CELLA) and there will be no changes to the SWD Individual Educational Plan (IEP), the ESOL Level update on the IEP can take place within the first semester of the school year but no later than the last school day in December.

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#### ✓ **SUMMER 2014**

##### ✓ **Professional Development**

❖ The Division of Bilingual Education and World Languages is offering professional development for ESOL teachers from June 10 through June 13, 2014. Please refer to the professional development calendar for registration.

##### ✓ **Admittance into Course**

❖ Part time, hourly 3100, 3110, and other non-full time contract teachers are not eligible for the summer professional development and stipend. Only certified full-time teachers eligible to attend the professional development and receive the \$ 100 daily stipend. Priority will be given to no more than two teachers per school, based on available space.

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➤ **COMPLIANCE** - Please refer to the checklist below for self- compliance monitoring:

#### ELL FOLDER CHECKLIST

Student Name and ID#	ESOL Level	Grade	Home Language Survey (completed, signed and dated)	Initial Assessment date, Entry date and ESOL Level match ISIS - J Screen	Other assessment(s) match ISIS/W-LEP/ELL Plan	Programmatic Assessment (Middle and High Schools)	Native Language Writing Sample for new ESOL Level 1 students (Middle & High)	Student's Schedule (s) (Middle and High School)	Copy of initial Parent Notification Letter	Copy(s) of annual updated Parent Notification Letter(s)	Copy(s) of Parent Notification of ELL Committee Meeting(s)	ELL Committee(s) -Check for signatures , dates and minutes attached to each	Procedures for Three Years or More in ESOL (Test and convene ELL Committee)	Updated W-LEP Plans	Florida CELLA Student Report(s) (annual)	AMAO Letter(s) (annual)