



# ENGLISH LEARNER POLICIES and PROCEDURES

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## **Acknowledgements:**

The Barona Indian Charter English Learner Plan was developed in collaboration with faculty and staff and the community as represented by the Board of Directors.

Barona Indian Charter also acknowledges the English Learner plan's format was developed originally from other districts and other charter schools.

## **Barona Indian Charter School Mission**

We strive to educate all students to reach the highest level of academic achievement through individualized teaching, small classroom settings, and culturally rich programs.

## **Barona Indian Charter School Vision**

Barona Indian Charter School empowers and equips students with the skills to achieve success in a rapidly changing world while maintaining the unique traditions and character of the Kumeyaay people. Our children soar to success, while standing on a culturally rich foundation with a global perspective, to become leaders that shape our future.

## **EL Master Plan Overview**

Barona Indian Charter School (BICS) is committed to working with teachers, support staff, students, parents, community members and administrators to provide the most effective instructional programs for English Learners. An English learner, also known as a limited English proficient student, refers to a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English (Education Code 306). With the different languages spoken by our students and families, BICS recognizes and celebrates the rich language and cultural diversity our students bring to our school. We are teaching students who are learning English, presenting an opportunity for the school to nurture and expand the diverse student population who are ultimately ready for high school, college and careers.

Our school is committed to closing the achievement gap for all students and we aim to provide our English learners with outstanding ongoing support through a cycle of instruction, assessment, monitoring, and evaluation. The purpose of the English Learner Master Plan is to define and describe the program of instruction and educational pathways for our students as well as provide support to staff. The Plan provides the foundation for English learner instructional programs to English fluency and reclassification. While the Plan contains Federal and State compliance guidelines, the emphasis is placed on student learning and achievement. Committed, motivated and knowledgeable staff assists the school, students, and parents with implementing program and policies for support EL students including:

- Identification, Assessment, and Placement
- Teaching and Learning
- Parent and Community Involvement
- Staffing and Professional Growth
- Monitoring Student Progress and Reclassification
- Program Evaluation and Accountability
- Funding and Resources

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## Section 1

### **Identification, Assessment and Placement**

One of our shared beliefs is that diversity is a valuable asset that strengthens and enriches our school community. English learners (ELs) belong to our school community, and it is our mission to educate and inspire them to succeed.

#### **The Home Language Survey (HLS)**

When a parent or legal guardian enrolls their child in Barona Indian Charter School (BICS) for the first time, the parent/legal guardian completes a Home Language Survey (HLS). Each completed HLS must include a parent's signature and date. If the HLS indicates English as the primary/native language, the student is classified as English Only (EO) and the process stops. If the HLS indicates a language other than English as the primary/native language and the student has obtained a California Statewide Student Identifier (SSID) for the first time, the student must take the Initial English Language Proficiency Assessments for California (ELPAC). Parents/guardians will be notified in writing that their child will be administered the Initial ELPAC within 30 days as well (See Appendix XI). The results of these assessments enable site personnel to determine the English language proficiency level of the student. All students including English only students must have a completed HLS on file.

The HLS will remain on file in the student's cumulative record. This information will assist the school in providing appropriate instruction for all students. Upon enrollment, primary language information is entered into the student information system. The parents have the right to amend the HLS at any time. However, if the student has already been administered the CELDT/ELPAC, any changes to the HLS will not affect the student's official language classification. If the parent amends the HLS prior to the Initial ELPAC administration, the school must honor the changes made while continuing to take reasonable doubt into consideration, given the probable impact of the change relative to the parent's or student's observed linguistic behavior.

#### **English Language Proficiency Assessment**

State regulations require that all students whose Home Language Survey indicates a language other than English on questions 1, 2, or 4 be assessed to determine their English language proficiency skills within 30 calendar days of initial enrollment, if new to California. The third question- the name of the language most spoken BY THE ADULTS at home- provides information for the school to consider but does not mandate assessment. The state-approved instrument used for language assessment is the English Language Proficiency Assessment for California (ELPAC). The ELPAC is used to assess language proficiency in English in the domains of listening, speaking, reading, and writing. The assessment determines the student's English Language Development (ELD) Standards Proficiency Level (Level 1 – Emerging, Level 2-3: Expanding, and Level 3-4: Bridging). The Initial ELPAC should be given only once for initial identification, and the Summative ELPAC for annual progress monitoring.

Students who enter BICS from other districts in California do not have to take the Summative ELPAC if they enrolled after the testing window. It is the responsibility of the Principal/Director to obtain ELPAC history from the previous district and articulate the information to the corresponding staff. Official test results are recorded in the school database and individual reports are filed in the student's cum file. This process allows for continuous uninterrupted service for transferring students.

Variations and accommodations in test administration may be provided pursuant to 5 CCR 11516-115167. Any student with a disability shall be allowed to take the test(s) with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or section 504 plan that are appropriate and necessary to address the student's individual needs. If he/she is unable to participate in the assessment or a portion of the assessment with such accommodations, he/she shall be administered an alternate assessment for English language proficiency as set forth in his/her IEP. (5 CCR 11516-11516.7)

## **English Language Proficiency Classification**

A student's initial language classification or status is determined by their overall performance of the INITIAL English language proficiency assessment, ELPAC. Based on the performance level, a student may be classified as follows:

### English Learner (EL)

Prior to Fall 2018 students who took the initial CELDT were classified as an EL if their overall performance level were Beginning, Early Intermediate, or Intermediate. As of Fall 2020, the ELPAC Data Entry Interface (DEI) will determine if students are ELs.

### Initial Fluent English Proficient (IFEP)

Prior to Fall 2018 students who took the initial CELDT were classified as Initial Fluent English Proficient (IFEP) if their overall performance level was Early Advanced or Advanced with listening and speaking skill area scores of Intermediate or higher (grades TK-1), and with Listening, Speaking, Reading, and Writing skill area scores of Intermediate or higher (grades 2-8). As of Fall 2020, the ELPAC Data Entry Interface (DEI) will determine if students are designated IFEP. This result can occur when the student enters school already fluent in English and the home language(s) or when the student has had minimal exposure to the other language(s) spoken at home. If the student is classified as IFEP, the ELPAC administration stops.

**NOTE:** Students classified as IFEP are not eligible to receive EL services and will receive grade-level instruction in an instructional program designed for Native-English and Fluent-English speakers.

## **Primary Language Proficiency Assessment**

Students designated as ELs on the basis of Initial ELPAC results must be assessed in their primary language within 90 calendar days of initial enrollment. Students initially assessed as Initially Fluent English Proficient (IFEP), based on Initial ELPAC results, are not to be assessed in their primary language. Students whose primary language is Spanish are given The Spanish Idea Proficiency Test (IPT). For the purpose of Initial Identification only the Oral Spanish IPT is required. Students could also be given The San Diego Observation Assessment Instrument (SDOAI). ELs who are unable to take either the Spanish IPT or the SDOAI are given a Primary Language Informal Assessment (See Appendix I) Unlike the ELPAC, the Spanish IPT and SDOAI are administered only once when the student is initially identified as an English Learner, except when needed for a Student Success Team (SST) referral.

### **SST Referral**

The primary language assessment is given if the SST referral is made more than six months after the date of an EL's initial primary language assessment. Updated language assessment information for SST referrals is for informational purposes only and the updated results are not to be entered into the school's database. "Re-tested for SST Referral" should be noted on any student test booklets or answer sheets used for this purpose, and those test booklets/answer sheets should be filed in the student's cumulative folder. The Principal/Director will participate in the SST meeting.

For an SST referral of a Spanish-Speaking EL in grades TK-2 the student is only given the Spanish Oral IPT. In grades 3-6 if the student is "fluent" on the Spanish Oral IPT then he/she is assessed with the Spanish Reading IPT. If the student is "competent" on the Spanish Reading IPT, then he/she is further assessed with the Spanish Writing IPT. In grades 7-8 the student is given all three parts unless he/she is completely unable to read or write in Spanish. For an SST referral of a student given the SDOAI in grades 3-8 must also be given the Primary Language Informal Assessment to gather information about his/her reading and writing skills in the primary language.

### **Non-Speaker Results**

Occasionally, when a primary language proficiency assessment is conducted, an EL will appear to have very little, if any, proficiency in his/her primary language (Level I-C on the SDOAI, or NSS on the Oral Spanish IPT), it is essential to verify whether the assessment results are accurate. If there is any doubt about the “Non-speaker” result, the bilingual assessor should re-administer the primary language assessment at a later date (within the 90-day timeline, if possible), paying special attention to ensure the testing environment is conducive to an accurate assessment result. If it is verified that the student truly has no primary language ability, the student's status may be changed to reflect his/her “English-Only (EO)” status in the California Longitudinal Pupil Achievement Data System (CALPADS) English Language Acquisition Status (ELAS). An explanation of the situation along with a completed “Confirmation of No Primary Language Other than English” (See Appendix II) form must be filed into student's cumulative folder, in the English learner folder with all other second language documents.

### **Initial/Annual Notification of Results for the English Proficiency and Primary Language Assessments**

Parents of students (ELs and IFEPs) who are administered the **Initial** ELPAC must receive official notification, within 30 calendar days of initial enrollment. The parent notification includes results of the Initial ELPAC results, primary language proficiency, the programs offered at BICS, and the student's initial placement. The notification is provided in English and Spanish (See Appendix III).

Parents of EL students who are administered the **annual** ELPAC must receive official notification within 30 calendar days of enrollment. This notification is also known as the Title III Letter. The parent notification includes the student's most recent assessed English language proficiency level and how such level was assessed, the student's most recent academic achievement information, program placement for the current school year, description of program services, reclassification criteria, and for ELs with a disability (on IEP) how the program will meet objectives. The notification is provided in English, Spanish and Somali (See Appendix IV).

A copy of either the initial or annual parent notification letter must be filed into student's cumulative folder, in the English learner folder with all other second language documents.

### **Placement**

An objective of BICS is that we will reduce the number of students who are not performing at the proficient or advanced levels in English Language Arts and Math by at least 50 percent. ELs face the additional challenge of rapidly acquiring the English necessary to participate in academic work that will lead them to grade level proficiency. All programs for ELs include English Language Development (ELD) and teaching strategies differentiated for each student's level of English language proficiency. These strategies are used to help each student reach proficiency in speaking, reading, and writing English, and succeed academically in all core subjects.

The state of California has adopted English Language Development (ELD) standards that provide a description of student expectations for each grade level and proficiency level. California law governing programs for English learners requires that all English Learners be placed in English language classrooms unless a parent exception waiver has been granted for an alternative program. An exception is Special Education where an IEP team determines placement. BICS offers the following programs:

#### **Structured English Immersion (SEI)**

English learners with less than reasonable fluency in English according to ELPAC (Emerging-low scale scores of Expanding for ELPAC) will be placed in SEI. The program goal is to develop English language proficiency and provide developmental access to the core curriculum through English using ELD, Specially Designed Academic Instruction in English (SDAIE) strategies when appropriate, and through instructional modifications to text,



teacher language, and other strategies designed to make instruction comprehensible to a non-English proficient student. At BICS the SEI program is embedded within the mainstream classroom. Instruction is delivered through a combination of resources along with the ELD teacher pull-out or push-in sessions. Under California Education Code 300-340, English Learners are to be instructed with an “overwhelming majority” of the content in English. Primary language may be used for clarification, support and reinforcement. The focus of the SEI program is to accelerate English Language Development in order to minimize academic deficits that may occur, as students are not yet proficient in the language of instruction.

### **Mainstream English Classroom (MEC)**

English learners with reasonable English language fluency according to ELPAC (Upper expanding-bridging for ELPAC) will be placed in the MEC program. Instruction focuses on the linguistics and literacy gaps typically found in students at these proficiency levels. English learners in this program receive ELD from a classroom teacher until they are reclassified to Fluent English Proficiency. English is the language of instruction for all subjects. Students may be placed in this program based on achievement on the ELPAC assessment or by parental request. Instruction also addresses the ELD standards in listening, speaking, reading and writing. For students at the Bridging levels of ELPAC, academic support is provided in the area(s) that prevent the student from being reclassified to fully English Proficient.

### **Special Education Placement**

The Individualized Education Plan (IEP) team determines program of each special education student, regardless of language proficiency. Placement choices for ELs who qualify for special education parallel those for English Only (EO) students. Those students being served through a Special Day Class (SDC) will receive ELD services through the SDC teacher. It is the responsibility of the team writing the IEP to include linguistically appropriate language development goals and objectives, assuring that language development needs are being addressed. ELs with disabilities take the ELPAC with accommodations and modifications specified in the IEP or 504 Plan. If the IEP specifies that the ELPAC is not the appropriate tool to measure proficiency in English (for example, a nonverbal child), an alternate assessment must be used.

### **Newcomer Program**

The goals of this instructional model are to acquire Expanding or Bridging Academic English language proficiency and to develop core academic skills and knowledge for immigrant students new to U.S. schools. This program ensures that newcomers are better prepared to participate, with support, in Sheltered and Mainstream English language classrooms. This model also supports acculturation to new school routines and communities. It is designed to foster literacy and academic skills in English to students who sometimes arrive with limited primary language literacy and formal schooling. Primary Language may be used for some core academic subject instruction when resources are available in the student’s native language. A newcomer in BICS is defined as a student enrolled in a U.S. school for fewer than two years and who is at beginning stages of English proficiency. This program is an intensive, specialized, where students participate in Mainstream English classroom with additional support as needed by the ELD Teacher.

### **Alternative Program**

Schools are required to offer the Alternative Bilingual Program if there are 20 or more approved requests at one grade level. We currently do not have enough requests at any grade level to offer an Alternative Program. See Appendix V for Parental Exception Waiver.

## **Parental Exception Waiver**

When allowed by law, the parent/guardian of an English learner may submit a request that his/her child be exempted from placement in an English Development program (Education Code 310-311). Each waiver request shall be considered on its individual merits with deference given to parent preference for student placement. A waiver request shall be granted in accordance with law unless the Principal/Director and educational staff have determined that an alternative program would not be better suited to the student's overall education development. If the Principal/Director or designee denies the waiver request, he/she shall provide a written justification to the parent/guardian describing the reasons for denial. A parent/guardian may appeal the decision in writing to the Board of Directors. The Board of Directors may consider the matter at its next regular meeting. The Board of Directors may decide not to hear the appeal, in which the Principal/Director's decision shall be final. If the Board of Directors hears the appeal, the Principal/Director shall send the Board's decision to the parent/guardian within seven working days.

## **The Waiver Process**

BICS letter describing the parental program selection process shall be provided annually to parents of all English learners (See Appendix IV). In order to submit a waiver, parents must personally visit the school. Parents unable to visit the school site may submit, along with their waiver, an affidavit of inability to fulfill the requirement to visit the school site (See Appendix VI). At that time, the school must provide:

- A written (oral, if requested) description of the educational opportunities available to their children
- A description of the educational material used in the programs
- An explanation of the program selection process
- An explanation of the process for parent to appeal if a waiver is denied

BICS must act upon all requests within 20 instructional days of the date filed, or within 10 calendar days of the expiration of the 30-day placement in Structured English Immersion, whichever is later. The school may not act upon any request before the 30-day placement has expired. Copies of all parental exception waivers shall be filed and given to the Principal/Director. Parental exception waivers are granted unless the Principal/Director and educational staff determined that an Alternative Bilingual Program would not be better suited for the students and evidence is provided to support such a claim. See Appendix VIII for the appeal process.

## Section 2

### **Teaching and Learning**

BICS ensures that all staff is implementing effective instructional strategies, integrating technology and utilizing assessment data to actively engage students to increase achievement on state standards, 21<sup>st</sup> century skills, and personal education plans. All students, including our ELs, must meet progress expectations in order to graduate from BICS ready not only for high school and college but also for their future careers. ELs must make consistent progress and achieve an additional goal: Become proficient in the academic uses of English with 21<sup>st</sup> century skills.

Therefore, the educational progress made by ELs in BICS can also be measured by the success of these objectives:

- Implementation of effective instructional practices that engage all students through relevant evidence-based, rigorous and personalized approaches.
- Engagement of all students in 21<sup>st</sup> century learning/assessment that leads to independence application, and transfer to high school, college, and career.
- Develop and implement a comprehensive, ongoing cycle of professional development aligned to BICS's mission and objectives, integrating effective instructional strategies, assessment models, and instructional technology.

#### **Context for Learning**

The implementation of the Common Core State Standards for English-language Arts, Literacy in History/Social Studies, Science and Technical Subjects (CCSS) substantively changed the focus and delivery of educational services in BICS. The CCSS challenges teachers not to simply teach information to students, but also to teach students what to do with that information. As students work within each subject area, they work as apprentices- apprentice writers, apprentice mathematics, apprentice historians and apprentice scientists. They learn how to think and use language as learners and budding experts within each discipline. The disciplinary language and literacy development of ELs is a shared responsibility among all teachers who teach English Learners. The CCSS make it clear that schools can no longer rely on just English Learner Instructional Specialists to take care of the language education of ELs or native speakers.

ELs must learn each content area and the ways of reasoning and communicating, all while becoming fluent in a second language. Additionally, they must grow in understanding and using English to reach a level of academic fluency. Students must be provided with multiple opportunities for developing their comprehension and use of language with both teachers and peers in the classroom. As EL students' progress through the grades, the cognitive demands in the core content become increasingly sophisticated, and teachers must attend to subject-specific reasoning processes and the complementary language features and practices that are embedded with them. Lessons based on the CCSS will be provided to support ELs as they move toward content proficiency.

The ELD standards goal for English Learners is clear. ELs must read, analyze, interpret, and create a variety of literary and informational text types. ELs contribute actively to class and group discussions, asking questions, responding appropriately, and providing useful feedback. They demonstrate knowledge of content through oral presentations, writing, collaborative conversations, and multimedia. They develop proficiency in their ability to shift language use based on task, purpose, audience, and text type. Classroom instruction will build strong context knowledge for ELs through curriculum that is robust, rigorous, and relevant to building career and college readiness. Teachers will utilize a variety of resources in addition to text (pictures, models, diagrams and technology) to organize information and to elicit student talk. ELs across all levels of language proficiency will engage in the 21<sup>st</sup> century skills of invention, critical thinking, information literacy, collaboration and self-direction.

## **Models of Instruction:**

### **English Language Development (ELD)**

ELD is a component of all programs options for ELs. ELD instruction is distinct but complementary to, and supportive of, English-language arts instruction. This is especially true as the California ELD standards are designed and intended to be used in tandem with CCSS and other state content standards, English-language arts and ELD, alike, address all four domains of language: speaking, listening, reading and writing. Oral language is a key building block for fluency in other domains, listening and speaking must be given full attention in any content area classrooms containing ELs, especially with the increased emphasis and new content standards on collaborative and presentational skills. These dimensions are therefore strongly called out in ELD standards and practice. Lesson and program design must reflect multiple and regular opportunities for oral language development and academic conversations. ELs will progress in their English Language acquisition, expand their collaborative, interpretive and productive language domains, and develop skillful writing in conjunction with regular and extended opportunities for academic conversations.

In order to build academic skills, classroom conversations need to emphasize student to student exchange, as well as small and whole group interactions, in addition to more traditional teacher to student interactions. The intent of ELD is to accelerate language learning in strategic ways by developing listening, speaking, reading and writing with robust and contextualized instruction. This includes many opportunities for students to engage in meaningful language practices at an appropriate level of change and complexity. Effective ELD improves access to reading/language arts and other core subjects by focusing on the language demands of the core subject. It does not replace a robust grade level appropriate reading/language arts program. It is instruction in addition to a standards-aligned program in reading/language arts program. ELD is considered by the state of California to be core instruction for ELs and not an elective or an instructional service from which students may opt out.

ELD instruction is researched and standards based, and systematically planned and structured via a scope and sequence of language progressions. It must be assessed and monitored by progress over time to ensure students learn English within a reasonable amount of time. ELD can be delivered during a dedicated ELD time but its content is derived from core subject areas students are currently studying. In addition to providing integrated ELD, teachers can provide additional ELD, either language lessons specially designed to meet the needs of newcomers or language lessons aligned to the CCSS or state content standards for other subject area.

Language lessons that are based on content standards use language objectives that are drawn from grade-level core curriculum in language arts, math, science, social science, etc., rather than from ELD standards. These language lessons are most appropriate for ELs students at Expanding or Bridging levels of proficiency. For students with Emerging levels of proficiency, the objective may be within reach when adapted to afford opportunities for language development within a student's individual level.

In order to accelerate the acquisition of academic English language skills, BICS is focused on providing ELD using dedicated ELD and language lessons aligned to the core curriculum. The CCSS require high levels of literacy, thinking and language use, and so corresponding ELD standards must be taught throughout the day in a content-rich and language-rich environment in order to narrow the achievement gap. By definition ELD must be based on the ELD standards. Therefore, teachers must develop specific, standards-based lessons that will not only propel content learning but will meet students at their individual language proficiency levels. Language instruction is integrated and reinforced repeatedly across content subject matter to support depth of understanding and application. The repetition occurs during core instruction. These lessons must be systematic so that teachers

can assure that the EL students in their classes have had full access to and make substantive growth in, the ELD standards for their grade and language proficiency level.

In our elementary model ELD might be taught solely by the classroom teacher or in tandem by the classroom, a grade level partner, or an English Learner Instructional Specialist. In our middle school grades, students may be enrolled in a core ELD, may be enrolled in a SDAIE English course and a supplemental ELD course. Long term ELs require an English support class specially designed to teach the features of academic English by reading and listening to increasingly complex texts. This support is provided through a four day a week elective for identified students in 6<sup>th</sup>-8<sup>th</sup> grade. Long term English learners, as defined by the State of California, are English Learners who are enrolled in 6<sup>th</sup> grade or higher, who have been enrolled in schools in the United States, for more than six years, and have remained at the same English language proficiency level for two or more consecutive years and scores far below or below basic of the state English-language arts standards-based achievement tests.

### **SDAIE-Specially Designed Academic Instruction in English**

Access to the core curriculum is an essential component to the BICS's instructional program for ELs. SDAIE is a methodology centered around four element-content, connections, comprehensibility, and interaction and designed to make core instruction comprehensible and grade level academic content accessible for ELs. All teachers who provide content instruction in English at any grade must use SDAIE methodology to provide core content areas for EL students, taking into account their level of language proficiency. Teachers must incorporate the use of additional researched-based strategies, techniques, and materials that will ensure comprehensibility, including primary language support as appropriate.

The primary purpose of SDAIE instruction is teaching skills and knowledge in the content areas, more specifically content identified in standards for English-language arts, math, science, social science, physical education, and the arts. A second goal of SDAIE instruction is to promote language development, especially what is called academic language. ELs are provided with access to well-articulated, standards-aligned core curriculum via many different scaffolding techniques and strategies. All teachers who teach content area instruction to ELs will use SDAIE strategies.

SDAIE is instruction that:

- Facilitates access to grade level content standards for ELs
- Contextualizes lessons so that ELs may use various resources, background knowledge, graphic organizers and other visuals, instructional discussions with peers, multi-media etc.-to gain full access to concepts and skills contained within grade level content standards
- Employs tasks that require students to revisit concepts through a variety of means; synthesize new concepts and skills; deepens understanding of the concepts and corresponding language while completing tasks
- Provides sufficient scaffolding
- Provides many opportunities for student interaction focused on the target learning objectives and language features
- Contains frequent checks for understanding that require all students to respond in order to monitor their progress
- Employs frequent formative assessments used to guide subsequent instruction
- Analyzes the language demand encompassed within the standards and teaches the language skills and concepts

### **English Learner Instructional Groupings**

Student placement in ELD and SDAIE classes will be a reflection of ELPAC scores as well as any assessments in the primary language, teacher judgements, and students' length of time in school. Services are provided based on resources and personnel. The school modifies their program as the EL population changes or the needs of the EL instructional program changes. EL support might take the form of providing assistance with data analysis, professional development or curriculum. Our classrooms are created heterogeneously with students of varying English proficiency levels in one class, teachers may group students within their classrooms or grade levels for ELD lessons so that one or more levels can be targeted at one time. Teachers are encouraged to arrange ELD lessons specifically for these proficiency levels, perhaps using a pull-out or push-in model. These students need lessons in basic, everyday English, which are more difficult to deliver using content-based ELD.

The goal of instructional grouping is to have one English proficiency level per group. However, the population of ELs may be too small to allow for the optimal grouping of one level per class. In those cases, students should be grouped with the fewest ELD levels together as possible. Students at adjacent grade levels but with the same English proficiency level may be grouped together for ELD instruction as long as the grades are within the ELD standards grade span. For example, ELD standards are grouped by grades TK-2, 3-5, and 6-8. Students at the same proficiency level in 2<sup>nd</sup> and 3<sup>rd</sup> grade would not be grouped together because their ELD standards fall in different clusters and because their language and academic needs are different assuming 3<sup>rd</sup> grade students have mastered reading. TK-2 students are expected to be learning to read while students in grades 3 and above are reading to learn. Students at the same ELD level in 3<sup>rd</sup> and 4<sup>th</sup> grade could be grouped together because their language and content learning objectives and standards fall within the same band.

### **Professional Development to Support Implementation of Instructional Programs for English Learners**

The school will provide ongoing professional development opportunities in both ELD and SDAIE instruction, along with quality instructional practices to administrators, teachers, and support staff. The professional development will be differentiated as needed. Topics could include research-based practices in both ELD and SDAIE, integrating ELD with core curriculum, implementing structures for serving ELs appropriately for the levels of English learners; integrating technology into instruction for ELs; and other subjects as the needs arise.

## Section 3

### **Parent and Community Involvement**

BICS believes that parents are a child's first teacher and are essential partners in the overall educational achievement of their children. The active involvement of parents and community members in the work of the schools is a high priority for the school and is essential to high achievement for all students, especially ELs. This chapter describes the basic level of parent participation as outlined in the California Education Code.

BICS recognizes that effective parent engagement and involvement is a critical component to the successful education of their children. As part of the school's effort to involve parents of ELs in the education of their children, the school has established policies and procedures for the English Learner Advisory Committees (ELAC). Through the ELAC parents of ELs have opportunities to be involved in their child's education, collaborate with staff, evaluate instructional services and provide recommendations.

#### **Parent Advisory Committee**

According to the California Education Code, each school with twenty-one (21) or more ELs must establish a functioning English Learner Advisory Committee (ELAC). The ELAC is an advisory committee whose purpose is to provide input and advice to the site administration. ELACs are not decision-making councils nor do they approve expenditures from any funding source. However, they do provide input and advice on school decisions and the use of funding sources dedicated to ELs.

Parents who serve on the ELAC are elected by parents/guardians of ELs and must make up at least the same percentage of the committee membership as their children represent of the student body. The school site is permitted to allocate appropriate financial resources for reasonable expenses that participating ELAC parents incur while carrying out their duties (transportation, childcare, translation services, meals, and training). (EC§52168 (b) (4)).

The ELAC is to meet regularly with the Principal/Director or designee to identify training topics needed to assist committee members in carrying out their legal responsibilities. The ELAC will make written recommendations to the School Site Council (SSC) and/or the Principal/Director for each of the following legally required training topics:

1. Comprehensive information about the development and implementation of the Single Plan for Student Achievement (SPSA), including analyzing student data and making recommendations regarding the allocation of fiscal resources based on the identified needs.
2. The design and development, content, purpose and results of a school-wide, comprehensive needs assessment.
3. Information regarding the attendance patterns and trends at the school; in addition to school attendance policies in order to understand the importance of regular school attendance.

**NOTE:** Orientation and election meetings must be held in addition to regularly scheduled meetings. In the absence of a quorum, meetings are informational only and do not count toward the required number of meetings. No official actions may take place at such meetings.

In addition to the above topics, the ELAC must also receive training and/or opportunities that will adequately prepare the committee members to understand how to make informed recommendations on other topics, including:

- Initial identification and placement of ELs
- Parent notifications, including initial enrollment, notification of initial assessment results, annual notifications, and Title III Annual Measurable Achievement Objectives (AMAOs)
- Assessment for ELs, including the ELPAC and California State Assessments
- Goals, rationale, structure and outcomes of the instructional programs for ELs at the school

- Monitoring the academic progress of RFEP students
- Participation in guided classroom observation demonstrating effective methodology that fosters language acquisitions and academic content knowledge for ELs
- any area of need identified in the annual needs assessment conducted as part of the mandated ELAC requirements

### **Implementation of the ELAC**

ELAC training will be offered during the fall of each year. The school is responsible for conducting ELAC parent training. The Principal/Director will ensure the ELAC committee be implemented. The Principal/Director will be a member of the ELAC and is responsible for establishing the ELAC. By October each year. The Principal/Director submits a schedule of ELAC meetings for the year (see Appendix VIII). Meeting dates and times will be scheduled in consultation with parents.

### **ELAC Meeting Template**

ELACs are required to complete the ELAC Committee Minutes Template. ELAC makes reports to the SSC, parent needs and site needs. For each agenda item, the ELAC records a summary of the item presented and advice and/or comments. See Appendix VIII for template.

### **ELAC Calendar of Activities-Legal Requirements**

Election of Members (August/September) -At the beginning of the year a notice is sent in English and primary languages(s) regarding a general meeting of EL parents. At this meeting information about ELAC is reviewed. Parents and staff are given the opportunity to volunteer to serve on the committee. Ballots are sent home to all EL parents to vote for the ELAC members. Anyone can volunteer to be on the ballot (administrators, staff members, English Only Parents), however, only parents of EL students can vote for committee members. Ballots are saved at the site as compliance documentation.

Training of Members (August/September) - First ELAC Meeting: The ELAC training PowerPoint that has been translated to assist in training members to become fully functioning. ELAC members must be given the opportunity to request any other training/information as they see fit throughout the year.

Completion of the school needs assessment (1<sup>st</sup> Meeting) - Each year ELAC members need to be given the opportunity to assist in the development and completion of a school needs assessment. Although the ELAC can develop their own needs assessment. The results of the needs assessment are used to develop agenda items for the "parent needs" portion of future ELAC meetings.

Parent Review and Comment on Programs and services for English Learners (2<sup>nd</sup>-3<sup>rd</sup> meetings) -This legal requirement allows parents to learn about EL program services (ELPAC, EL student data, ELD standards, ELD curriculum, primary language support, etc.) Often this information is presented by teachers who are providing ELD. It is important to record parent advice and comments after presenting this information and follow up on this advice.

Recommended Actions to Support Regular School Attendance (2<sup>nd</sup>/3<sup>rd</sup> Meetings) - During one of the ELAC meetings, the issue of school attendance must be addressed. This can be presented in a variety of ways-research related to school attendance, general information on how to report and clear absences, ADA information, SARB, etc. Parent advice and recommendations on how to improve attendance at school will be recorded.



Advice to School Site Council on the Single Plan for Student Achievement- SPSA (Every meeting) - The ELAC is given the same opportunity as the SSC to review student data-specifically EL student data regarding progress on AMAOs and student achievement in English-language Arts and Math. The SPSA will be presented to the ELAC as the opportunity for parents to give advice and recommendation, The ELACs advice and recommendations need to be recorded in the minutes of the SSC to show full compliance for this legal requirement.

Monitoring of ELAC Activities - All site documentation of ELAC activities (meeting notifications, agendas, sign-in sheets, ELAC training materials, ELAC membership list, etc.) must be kept at the site. The Principal/Director reviews the implementation of the ELAC throughout the school year in order to ensure that all requirements are met.

### **Delegation of ELAC Authority to the School Site Council**

The school's ELAC may delegate its authority to an established SSC, provided that the ELAC has first been constituted, trained on the mandated requirement, duly informed of the right to delegate these requirements, and have voted to delegate its authority to the SSC. Delegation of authority may not exceed two years.

In order for ELAC to delegate its authority to SSC, the following questions must all be answered in the affirmative:

1. Is the school's EL population less than 50% elementary or 25% secondary?
2. Has ELAC been duly constituted?
3. Has ELAC been fully informed of the option to delegate its authority at a regularly scheduled meeting?
4. Is ELAC informed of on and trained on their legal responsibilities before a vote to delegate takes place?
5. Has ELAC unanimously voted to delegate its authority to SSC at a regularly scheduled meeting and recorded this decision in the ELAC meeting minutes?
6. Has SSC been informed of all ELAC legal responsibilities at a regularly scheduled SSC meeting?
7. Did the SSC vote to accept all ELAC responsibilities at a regularly scheduled SSC meeting and recorded this decision in the SSC meeting minutes?

If the decision has been approved to delegate authority, the ELAC subcommittee will provide documented advice to SSC on EL Master Plan programs and services, reclassification, SPSA, language census, school needs assessment, importance of school attendance and categorical budgets, including Title III budgets. SSC members must receive training on and address all the ELAC legal responsibilities. The school must ensure that the ELAC representative (and alternate), chairperson remain and carry out their ELAC responsibilities.

**Additional Parent Outreach-** It is the school's goal to have parents, staff, students and community work as partners in the development, implementation and evaluation of the English Learner Program. The Principal/Director or designee shall encourage parent and community involvement in the development, implementation, and evaluation of English language development programs. In addition, to support students' English language development, the Principal/Director may provide an adult literacy program for parents/guardians and community members that leads to English fluency. Active involvement of parents is encouraged so that parents can be involved in the education of their children and be active participants in assisting their children to:

- Attain English proficiency
- Achieve at high levels in core academic subjects
- Meet challenging state academic standards expected of all students

The following types of activities may be carried out to further this goal:

- Whenever possible the school will provide translations and interpretations of school information.
- When 15% or more of the students enrolled at the school site speak a single identified primary language other than English, all notices, reports, statements, letters, and records sent to parents of such students are written in English and the primary language.
- Translators will be provided for meetings and conferences
- The school may employ a parent liaison to assist with parent outreach
- The school can encourage parent involvement by providing opportunities for volunteering and training on how parents can effectively support learning
- The school will provide ongoing staff development in the area of parent involvement and communication-including sensitivity to cultural backgrounds, needs and concerns,

Future goals for the school site would be to specifically involve the EL parent community:

- Increase the participation of diverse groups on site level decision-making groups
- Upgrade the school's website to include multilingual links for Spanish.
- Develop and initiate programs to recognize and celebrate diversity.

## **Section 4**

### **Staffing and Professional Growth**

#### **Staffing**

BICS ensures that all teaching personnel whose assignment includes EL students will hold appropriate certification to provide necessary instructional services to ELs. Through continuing recruitment, all newly hired teachers must show proof of proper certification to instruct ELs within their credentials assignment. Currently, all teachers in instructional assignments are fully authorized/certificated to teach ELs.

## **Section 5**

# **Monitoring Student Progress and Reclassification**

### **Monitoring Student Progress**

As the school works to narrow the achievement gap and forestall the growing number of long-term English learners (LTELs), monitoring student progress takes on increased significance. Student progress is monitored using school-adopted and state-mandated assessments. These assessments are used to determine progress in ELD and academic performance. Teachers and administrators can use the school's data and assessment management system to provide them with instant access to student information and assessment results. Pre-built, shared and custom reports alike provide data snapshots and longitudinal information. These reports can be disaggregated for English Only (EO), ELs, Initially Fluent English Proficient (IFEP), and Reclassified Fluent English Proficient (RFEP) status.

### **State Assessments**

ELs are administered formative and summative assessments equivalent to those used by EO and IFEP students in the mainstream program to monitor academic performance. Summative assessments such as the Smarter Balanced Assessments (SBAC), California Alternate Assessments (CAAs), California Modified Assessment (CMA) and California Science Test (CAST) are given to all students regardless of language and classification. ELs will be administered the ELPAC annually to measure language growth in English. These assessments are used by the school to monitor student progress and program effectiveness.

### **School-Adopted Assessments**

Formative assessments such as curriculum-embedded and/or school benchmarks in English Language Arts are taken in English in all programs. Student progress is monitored throughout the year using a balance of classroom and interim/benchmark assessments. Some of these assessments are common across classrooms including performance tasks, both written and oral. Ongoing formative classroom assessments will be used to adjust daily instructional tasks.

### **English Learner Student Data Profile**

Within the first 30 days of each school year, all teachers of English Learners have access to an EL student data profile for each of their ELs. The data profile will provide teachers with key information on the EL's:

- Overall ELPAC score
- ELPAC scores by domain (reading, writing, listening, speaking)
- Most recent SBAC scores for English-language Arts and Mathematics
- Most recent grades in English-language Arts and Mathematics
- Previous ELD level placement (ELPAC score and/or ELD course placement)
- Number of years in the United States
- ELPAC proficiency descriptors to identify areas of need and level of English fluency

### **Use of Assessment Data for Instructional Planning**

Placement decisions are made at the beginning of the school year, using ELPAC, SBAC, and school assessments. These assessments are used to identify students in need of benchmark, strategic and intensive interventions and assign students to instructional groups. Additionally, the EL Student Data Profile provides useful annual information to guide instruction and differentiation for each EL student. It also provides yearly baseline information for comparison purposes throughout the year.

As the school implements its school-wide assessment plan and formative assessments, ELs must be a central focus for ongoing assessment. Formative assessments are the key to continuous growth for ELs and skillful instruction by the teachers of ELs. Periodic curriculum-embedded assessments are used to review student progress every six to eight weeks,

plan modification in instruction and classroom interventions as appropriate. For teachers of ELs, formative assessments are a powerful tool for ensuring rapid, daily progress towards English language proficiency. When used with the EL Student Data Profile and guidance from the Teaching and Learning chapter from this master plan, teachers can focus lesson planning and differentiate instruction to meet the individual needs of each EL.

**English Learners at Risk—Benchmarks for English Learners**

It is the responsibility of teachers and administrators to ensure that ELs are making adequate academic progress during the school year and from year to year. It is essential that progress is monitored according to time since taking their initial CELDT/ELPAC. Students who do not meet expected growth are targeted for benchmark, strategic, and intensive interventions in parity to those provided to EO students. Parents must be notified when students are not meeting expected benchmarks.

The minimum progress expectations benchmarks have been defined to assist parents, educational personnel and students to understand what constitutes appropriate progress for the student's instructional program and when students require additional support. All ELs are monitored regularly to ensure adequate progress toward acquiring English proficiency and mastery of grade level academic content. When students fail to meet the expected progress benchmarks, interventions are provided to accelerate learning. It is important to examine the achievement of the student's "true peers" (similar language proficiencies, culture and experiential background) to determine if they are progressing or not. If several "true peers" are struggling, this is an indication that the core instruction is less than optimal for that entire group of students. When the progress of a particular student is substantially slower than the students' true peers, the student requires additional support in the form of an intervention.

It is suggested that immediately following ELPAC annual administration, each student is monitored according to the timeline of progress below:

<b>CELDT ELPAC</b>	<b>Beginning Level 1</b>	<b>Early Intermediate Level 1</b>	<b>Intermediate Level 2</b>	<b>Early Advanced Level 3 &amp; Level 4</b>	<b>Advanced Level 4</b>	<b>Reclassification</b>
Timeline towards reclassification (RFEP)	<b>Year 1➔</b>	Year 2	Year 3	Year 4	Year 5	Year 5
		<b>Year 1➔</b>	Year 2	Year 3	Year 4	Year 5
			<b>Year 1➔</b>	Year 2	Year 3	Year 4
				<b>Year 1*➔</b>	Year 2	Year 3
					<b>Year 1*➔</b>	Year 2
SBAC English Language Arts/Literacy	Standard Not Met	Standard Not Met	Standard Not Met or Standard Nearly Met	Standard Nearly Met or Standard Met	Standard Met or Standard Exceeded	Standard Nearly Met, Standard Met or Standard Exceeded
SBAC Mathematics	Standard Not Met	Standard Not Met	Standard Not Met or Standard Nearly Met	Standard Nearly Met or Standard Met	Standard Met or Standard Exceeded	Standard Nearly Met, Standard Met or Standard Exceeded
Reading Diagnostic	3 Grades Below their actual grade level	3 Grades Below their actual grade level	2 Grades Below their actual grade level	1 Grade Below their actual grade level	At Actual Grade Level	1 Grade Below or at actual grade level
Math Diagnostic	3 Grades Below their actual grade level	3 Grades Below their actual grade level	2 Grades Below their actual grade level	1 Grade Below their actual grade level	At Actual Grade Level	1 Grade Below or at actual grade level

## Promotion/Retention

ELs should not to be considered for retention based upon grade level English Language Arts standards until they have been enrolled in a US school for five years. Any student referred for retention should be discussed by the Student Success Team (SST).

## Reclassification

California Education Code (EC) Section 313 and the California Code of Regulations (5CCR) Section 11308 require that each English learner who 1) has demonstrated English language proficiency comparable to that of the average native English speaker and 2) who can participate effectively in a curriculum designed for pupils of the same age whose native language is English be reclassified as Fluent English Proficient (RFEP). BICS recognizes the importance and irreversibility of this item and has established the following criteria and process to fully address this obligation.

Once a student has demonstrated that he/she is ready to participate fully in all English instruction without special support services, the student is ready for reclassification. Readiness is determined through a variety of multiple measures including:

Evaluation	Minimum Scores
English Language Proficiency Assessment (ELPAC)	Overall Performance Level 4 with Oral & Written language Performance Level of 3 or higher. Subcategories of Listening, Speaking, Reading and Writing may not be at a Beginning level.  *Subject to change by the California Department of Education
Basic Skills in ELA	ELA assessments that show at grade level results (SBAC, DRA, NWEA etc.)
Parent Consultation	Parent is consulted and provided an opportunity to agree/disagree with the recommendation to reclassify the student.
ELA Teacher Evaluation	Teacher confirms that student can perform grade level work independently without need for English Language development or sheltered content instruction.

## Reclassification Process

BICS has established a reclassification process as the culmination of the student's EL program. Students are Reclassified Fluent English Proficient (RFEP) using the reclassification form (See Appendix IX). The process will happen twice; before the window of the Summative ELPAC opens and in May if test results are in. Since SBAC scores are part of the school criteria, students are not generally considered for reclassification until third grade. Exceptional cases can be made for first and second graders who are performing at or above grade level proficiency—for example, students who are identified for Gifted and Talented Education (GATE) or students who are performing at the advanced level in English Language Arts (ELA).

The Principal/Director/Administrative Designee collects objective assessment data and disseminates to each teacher a list of English learners who meet the RFEP criteria. Principal/Director/Administrative Designee then distributes a form to the teacher(s) of each reclassification candidate requesting the teacher to 1) conduct an evaluation of the student's achievement in the core content areas, and 2) recommend or deny the student's reclassification to fluent English proficient. Consultation of the student's parents will be done by at least one of the following: 1) personal conference, 2) in writing, or 3) by telephone. A face-to-face conference with the student's parents or guardians is the optimum and desired method of consultation. A site committee may include, but not be limited to, a classroom teacher, a reading/resource

teacher, and the Principal/Director/Administration Designee. The committee must review and sign the Reclassification Form. The signed documentation must be placed in the students cum folder and the school's database must be updated.

### **Monitoring Progress and Follow-Up Procedure**

The progress of ELs and Reclassified students is examined annually in comparison with the data of the average native English speaker. A process of evaluating the effectiveness of program elements is used to examine the impact of programs on student learning. Students who have been reclassified as RFEP are monitored for a minimum of four years to ensure correct classification, placement, and additional academic support as needed. (20 U.S.C. § 6841[a][4][5]; 5 CCR § 11304) Follow-up forms (See Appendix X) are given to the current ELA teachers at least once a year; however, the school is encouraged to monitor progress of reclassified students on a regular basis. Students having difficulty in the core curriculum have access to the support services and interventions offered to EO students.

The Principal/Director/Administrative Designee coordinates the monitoring of reclassified students. If a student is not making satisfactory progress after reclassification, the Principal/Director/Administrative Designee must meet with the classroom teacher(s) to develop an intervention instructional plan with specialized support. Appropriate intervention measures may include, but are not limited to, any of the following:

- Student/teacher/parent conference
- After school tutoring
- Specialized reading, writing, or math instruction
- Content-based language development support classes
- Primary language support
- Placement in reading, writing, or math support class
- After-school academic support
- Intervention/intersession classes
- Extended day and year opportunities

A copy of the follow-up form is filed into student's cumulative folder, in the English learner folder with all other second language documents.

## **Section 6**

### **Program Evaluation and Accountability**

To evaluate the effectiveness of the school's educational program for English learners, the Principal/Director/Administrative Designee shall report to the Board of Directors, at least annually, regarding the progress of English learners who are at risk of being classified as long-term English learners, the achievement of English learners on standard-based tests on core curricular areas, and a comparison of current data with data from at least the previous year. The Principal/Director/Administrative Designee also shall provide the Board of Directors with regular reports from the school's English Learner Advisory Committee (ELAC).



## **Section 7**

### **Funding and Resources**

The funding and resources for the EL program will be aligned with the Single Plan for Student Achievement and the Board of Directors approved LCAP.

**Section 8**  
**Appendixes**

Appendix I



# Barona Indian Charter School



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## Primary Language Informal Assessment

The Informal Assessment is to be used when no formal primary language assessment instrument or test is available. Information from this assessment should be used for initial identification purposes.

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

Information provided by (check one):  
 Student  
 Parent  
 Other (specify): \_\_\_\_\_

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

Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_

Language(s) other than English shown on Home Language Survey (HLS): \_\_\_\_\_

1. How many years of school has the student attended? \_\_\_\_\_
2. Where was this school(s) located? \_\_\_\_\_
3. What is the highest grade that the student reached? \_\_\_\_\_
4. What language(s) does the student use with friends and/or brothers and sisters?  
\_\_\_\_\_

5. Can student read in \_\_\_\_\_?  Yes  No  
(Language shown on HLS)

6. Can student write in \_\_\_\_\_?  Yes  No  
(Language shown on HLS)

7. Is student being taught \_\_\_\_\_ privately?  Yes  No  
(Language shown on HLS)

8. If so, who is teaching? \_\_\_\_\_



# Barona Indian Charter School



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## Confirmation of No Primary Language Other than English

Dear Parent/Guardian:

Thank you for helping us by completing the Home Language Survey (HLS). On the Survey, you indicated that a language other than English is frequently spoken in your home. In accordance with California Law, we have tested your son/daughter in English and in the language noted on the Home Language Survey.

Our test results suggest that your son/daughter does not speak any language other than English. If you agree with our findings, we will enroll him/her in a regular English instructional program and change his/her English Language Acquisition status from English Learner (EL) to English Only (EO).

We would appreciate you completing this form and returning it to school as soon as possible. Please feel free to contact us if you have any questions or concerns.

Sincerely,

*Julie Cushman*

Principal/Director

-----  
Please check only one box:

- My son/daughter does speak a language other than English
- My son/daughter does NOT speak a language other than English.

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

Student ID: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Please return this section to school as soon as possible. Thank you.



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## INITIAL PARENT NOTIFICATION LETTER

### Federal Title I or Title III and State Requirements

To the parent(s)/guardian(s) of: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Primary language: \_\_\_\_\_

**Dear Parent(s) or Guardian(s):** When your child enrolled in our school, a language other than English was noted on your child’s Home Language Survey. The law requires us to test your child’s English and primary language proficiency. The results of this test are used to decide the best program placement for your child. We are required to inform you of the test results, our program recommendation, and all the placement options available for your child. We have also listed the information our school uses to decide when a student is ready to exit the English learner program. (20 United States Code [U.S.C] Section 6312[e][3][A][i],[vi])

### Language Assessment Results

Domain	Initial English Language Proficiency Assessments for California (ELPAC) Performance Level  (Novice English Learner, Intermediate English Learner or Initial Fluent English Proficient (IFEP))	Primary Language Proficiency Level		
		Spanish IPT	SDOAI	Informal Assessment
Overall		Date Administered: _____		
Oral Language		Designation:		
Written Language		Non-Speaker      Limited Speaker Fluent Speaker		

Based on results of the Initial English Language Proficiency Assessments for California (ELPAC) your child has been identified as an:

- English learner (EL) with less than reasonable fluency in English** who will be placed in the Structured English Immersion (SEI) program.
- English learner (EL) with reasonable fluency in English** who will be placed in the Mainstream English Cluster (MEC) program.
- Initial Fluent English proficient (I-FEP) student** who will be placed in the school’s general program.

Check if applicable:

- Individualized Education Program (IEP) on file**

A description of how your child’s recommended program placement will meet the objectives of the IEP is attached.

### Description of Program Placement Options and Goals for English Learners

All programs include English Language Development (ELD) and teaching strategies differentiated for each student’s level of English language proficiency. These strategies are used to help each student reach proficiency in speaking, reading and writing English, and succeed academically in all core subjects.

- **Structured English Immersion (SEI):** Students who score at **less than reasonable fluency** are placed in an SEI program and are taught overwhelmingly in English. Some assistance may be provided in the primary language. Students are taught ELD and other core subjects by authorized teachers using district-adopted textbooks and supplementary materials. Instruction is based on ELD and grade-level content standards.
- **Mainstream English Cluster (MEC):** Students who score at **reasonable fluency** in English are placed in an MEC program. They are taught ELD and other core subjects by authorized teachers using district-adopted textbooks and supplementary materials. Instruction is based on ELD and grade-level content standards. Students receive any additional instruction needed for them to be reclassified as fluent English proficient.
- **Alternative Program (ALT):** Students with an approved “Parental Exception Waiver”\* are taught core subjects in their primary language. They receive instruction in ELD in English. Teachers must receive special training to work in such a program. They use district-adopted

textbooks and supplementary instructional materials. Instruction is based on ELD and grade-level content standards. Students receive any additional instruction needed for them to be reclassified as fluent English proficient.

**NOTE: At any time during the school year, you may have your child moved into the English Language Mainstream Program.** Parents of ELs have a right to decline or opt their children out of school district’s EL program or out of particular EL service(s) within an EL program (*20 United States Code Section 7012(a)(8), and 5 CCR Section 11301[b]*). However, LEAs are still obligated to provide the student with language acquisition services (*5 CCR Section 11302*) until the student is reclassified.

**\* Parents/Guardians have the right to request a “Parental Exception Waiver” for an alternative program.**

California law gives parents the right to request that their child be placed in an Alternative Program. To do so, you must visit your child’s school to apply for a “Parental Exception Waiver” each year. Your child must meet **one** of the following requirements: a) knows English and performs academically at least at fifth grade level; b) is ten years of age or older; or c) is a student under ten years of age who has been in an English language classroom for 30 calendar days and has special needs. Schools must offer the Alternative Bilingual Program when waivers are approved for 20 or more students of the same language group and in the same grade.

**Reclassification (Exit) Criteria**

The goal of the English learner program is for students to become fully proficient in English and to master state standards for academic achievement as rapidly as possible. The reclassification criteria for Barona Indian Charter is listed below:

<b>Required Criteria</b> (California Education Code [EC] Section 313 [F])	<b>LEA Criteria</b>
English Language Proficiency Assessment (ELPAC)	Overall Performance Level 4 with Oral & Written language Performance Level of 3 or higher. Subcategories of Listening, Speaking, Reading and Writing may not be at a Beginning level.  *Subject to change by the California Department of Education
Basic Skills in ELA	ELA assessments that show at grade level results (SBAC, DRA, NWEA, etc.)
Parent Consultation	Parent is consulted and provided an opportunity to agree/disagree with the recommendation to reclassify the student.
ELA Teacher Evaluation	Teacher confirms that student can perform grade level work independently without need for English Language development or sheltered content instruction.

Please call Mrs. Julie Cushman, the Principal/Director, at (619) 443-0948 ext. 300 if you would like to schedule a parent conference to discuss your child’s options for program placement.



# Barona Indian Charter School



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## ANNUAL PARENT NOTIFICATION LETTER

### Federal Title I or Title III and State Requirements

To the parent(s)/guardian(s) of: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Primary language: \_\_\_\_\_

**Dear Parent(s) or Guardian(s):** Your child continues to be identified as an English Learner. Each year, we are required to assess your child and notify you of your child’s proficiency level in English. We must also describe available language acquisition program options for which you may choose the one that best suits your child. This letter also contains the criteria for a student to exit the English Learner program. (20 United States Code [U.S.C.] Section 6312[e][3][A],[vi])

### Language Assessment Results

(20 U.S.C. Section 6312[e][3][A][ii])

Composite	Scale Score	Performance Level			
Overall		1	2	3	4
Oral Language		1	2	3	4
Written Language		1	2	3	4

Domain	Performance Level		
Listening	Beginning	Somewhat/Moderately	Well Developed
Speaking	Beginning	Somewhat/Moderately	Well Developed
Reading	Beginning	Somewhat/Moderately	Well Developed
Writing	Beginning	Somewhat/Moderately	Well Developed

Based on these results, your child has been identified as an:

- English learner (EL) with less than reasonable fluency in English** and assigned to the Structured English Immersion (SEI) Program.
- English learner (EL) with reasonable fluency in English** and assigned to the Mainstream English Cluster (MEC) Program.

Check if applicable:

- Individualized Education Program (IEP) on file**  
A description of how your child’s recommended program placement will meet the objectives of the IEP is attached.

### Academic Achievement Results

Skill Area	Date	Performance Level			
Reading Diagnostic					
Math Diagnostic					
CAASP ELA		Standard Not Met	Nearly Met	Met	Exceeded _____
CAASP Math		Standard Not Met	Nearly Met	Met	Exceeded _____

## Description of Program Placement Options and Goals for English Learners

All programs include English Language Development (ELD) and teaching strategies differentiated for each student’s level of English language proficiency. These strategies are used to help each student reach proficiency in speaking, reading and writing English, and succeed academically in all core subjects.

- **Structured English Immersion (SEI):** Students who score at **less than reasonable fluency** are placed in an SEI program and are taught overwhelmingly in English. Some assistance may be provided in the primary language. Students are taught ELD and other core subjects by authorized teachers using district-adopted textbooks and supplementary materials. Instruction is based on ELD and grade-level content standards.
- **Mainstream English Cluster (MEC):** Students who score at **reasonable fluency** in English are placed in an ELM program. They are taught ELD and other core subjects by authorized teachers using district-adopted textbooks and supplementary materials. Instruction is based on ELD and grade-level content standards. Students receive any additional instruction needed for them to be reclassified as fluent English proficient.
- **Alternative Program (ALT):** Students with an approved “Parental Exception Waiver” \* are taught core subjects in their primary language. They receive instruction in ELD in English. Teachers must receive special training to work in such a program. They use district-adopted textbooks and supplementary instructional materials. Instruction is based on ELD and grade-level content standards. Students receive any additional instruction needed for them to be reclassified as fluent English proficient.

**NOTE: At any time during the school year, you may have your child moved into the English Language Mainstream Program.** Parents of ELs have a right to decline or opt their children out of school district’s EL program or out of particular EL service(s) within an EL program (*20 United States Code Section 7012(a)(8), and 5 CCR Section 11301[b]*). However, LEAs are still obligated to provide the student with language acquisition services (*5 CCR Section 11302*) until the student is reclassified.

**\*Parents/Guardians have the right to request a “Parental Exception Waiver” for an alternative program.** California law gives parents the right to request that their child be placed in an Alternative Program. To do so, you must visit your child’s school to apply for a “Parental Exception Waiver” each year. Your child must meet **one** of the following requirements: a) knows English and performs academically at least at fifth grade level; b) is ten years of age or older; or c) is a student under ten years of age who has been in an English language classroom for 30 calendar days and has special needs. Schools must offer the Alternative Bilingual Program when waivers are approved for 20 or more students of the same language group and in the same grade.

### Reclassification (Exit) Criteria

The goal of the English learner program is for students to become fully proficient in English and to master state standards for academic achievement as rapidly as possible. The reclassification criteria for Barona Indian Charter is listed below:

Required Criteria (California Education Code [EC] Section 313 [F])	LEA Criteria
English Language Proficiency Assessment (ELPAC)	Overall Performance Level 4 with Oral & Written language Performance Level of 3 or higher. Subcategories of Listening, Speaking, Reading and Writing may not be at a Beginning level.  *Subject to change by the California Department of Education
Basic Skills in ELA	ELA assessments that show at grade level results (SBAC, DRA, NWEA, etc.)
Parent Consultation	Parent is consulted and provided an opportunity to agree/disagree with the recommendation to reclassify the student.
ELA Teacher Evaluation	Teacher confirms that student can perform grade level work independently without need for English Language development or sheltered content instruction.

Please call Mrs. Julie Cushman, the Principal/Director, at **(619) 443-0948 ext. 300** if you would like to schedule a parent conference to discuss your child’s options for program placement.



# Barona Indian Charter School



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## Parental Exception Waiver Request

For school year: \_\_\_\_\_  Initial Request  Renewal Request

Parent/Guardian: Please complete the top portion of this form:

<i>Student's Name (Last)</i>	<i>(First)</i>	<i>(Middle)</i>
<i>Birth Date:</i>	<i>Grade:</i>	<i>Student ID:</i>

I have been informed of the program options for my child and the educational material to be used in each program, and I request that my child participate in an alternative bilingual program. I understand the waiver must be requested annually and in person, and expires at the end of each school year. I understand that I will be informed of the Principal/Director's decisions regarding this request.

\_\_\_\_\_  
Parent/Guardian (signature) Telephone Number Date

\_\_\_\_\_  
Parent/Guardian (please print) Address

**PLEASE DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY**

*School Staff: Please sign and date below to verify receipt of this form. After signing, provide a copy to parent.*

\_\_\_\_\_  
Staff Member Signature and Position Date

**Principal/Director's Response:** The principle and educational staff have reviewed this waiver request for the student named above to participate in an alternative bilingual program. The request for a waiver is:

**APPROVED**

Reason for Approval:

- It is the informed belief of the school Principal/Director and educational staff that an alternative program of instruction would be better suited to your child's rapid acquisition of English language skills.
- Student already is proficient in English as demonstrated by standardized tests.
- Language assessment results, previous academic experience, and personal information indicate that the student has special needs (see accompanying "needs" document for a more detailed explanation) for which an alternative bilingual program would be better suited than other program options.

**DENIED**

Reason for Denial:

\_\_\_\_\_  
\_\_\_\_\_

*\*You have a legal right to appeal this decision. Detailed information on the Appeal Process in Appendix VI of BICS EL Master Plan.*

\_\_\_\_\_  
Principal/Director Date



# Special Needs Inventory

Students Name: \_\_\_\_\_

ID# \_\_\_\_\_

The school Principal/Director and educational staff is of the informed belief that your son/daughter has a special need(s) that indicates a bilingual (or other alternate) program would promote and/or support his or her academic development. Boxes checked below indicate the applicable special needs.

## Educational

---

- Previous Educational Experience:** English learners who lack the age-appropriate years of education need to learn academic subjects rapidly in order to meet grade-level expectations. Learning in a bilingual program will provide for rapid academic progress while your child acquires English Language skills.
- Linguistic/Academic Profile:** English learners are those students who have not yet attained full academic language proficiency in English. Learning in a bilingual program that includes instruction through the primary language and English will provide for efficient access to core curriculum as well as promote the acquisition of English.
- Other:** \_\_\_\_\_

## Physical

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- Hearing Impairment:** English learners who are hearing impaired are at a particular disadvantage when learning in a language they do not understand. Assessment has indicated that instruction that incorporates your child's native language would be beneficial.
- Visually Impaired:** Learning through English language immersion instruction depends upon the ability of students to see the instructional material, the instructional methods, and the instructor. Assessment has indicated that instruction that uses your child's native language is recommended.
- Other:** \_\_\_\_\_

## Emotional/Psychological

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- Behavior Disorder:** English Learners with behavioral disorders who do not understand sufficient English to take direction will best be taught through instruction that uses the student's native language.
- Other:** \_\_\_\_\_

\_\_\_\_\_  
School Principal/Director

\_\_\_\_\_  
Date



# Barona Indian Charter School

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## Parental Exception Waiver Affidavit

I, \_\_\_\_\_, parent of \_\_\_\_\_, understand that if I choose to have my son or daughter enrolled in a bilingual or other alternate program, I must personally visit the school to be fully informed of the educational opportunities available to my child and the educational materials used in those educational programs. I understand that I am required to personally visit the school in order to apply for a program alternative.

It would be an extreme hardship for me to personally visit the school because \_\_\_\_\_

I have been provided information on the program options for my child as well as the instructional materials and consider that I have been fully informed. I have completed the Parental Exception Waiver Request application and am returning it to the school.

If you have any questions, please call me at home at \_\_\_\_\_ or at work \_\_\_\_\_ (Telephone number)

at \_\_\_\_\_. (Telephone number)

Please print:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Apt. No.

\_\_\_\_\_  
City Zip Code

**\*\*\*Affidavit of inability to fulfill requirement to visit school site to request a parental exception for a program alternative\*\*\***



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## Appeal Process

In the event that a Parental Exception Waiver is denied, parent/guardian must be informed in writing as to the specific reason(s) for the denial and the process for appealing the decision. Each case must be decided on its own merits. The appeal process includes the following steps:

➤ **Step 1 - Appeal to Principal/Director**

- ◆ The Principal/Director provides to the parent/guardian a written explanation for the denial of the Parental Exception Waiver, including any relevant student information and achievement data. The rationale must focus on the individual student.
- ◆ If the parent/guardian contests the decision, a conference with the parent/guardian, Principal/Director, and other appropriate educational staff is held. Every attempt to resolve the situation should be made at the site level. At or immediately following the conference, parents/guardians are notified of the determination to uphold or change the original decision to deny the waiver.

➤ **Step 2 - Appeal to the Board of Directors**

- ◆ If the parent/guardian is not satisfied with the Principal/Director's determination, the parent/guardian may submit a parental exception appeal letter to the Board of Directors. The letter should include the specific facts regarding the process and the rationale of the parent/guardian.
- ◆ The Principal/Director will also submit a copy of the denied "Parental Exception Waiver" form to the Board of Directors, along with any relevant documentation related to the process and timelines followed, specific facts and allegations, and achievement data and other information used to support the decision denying the application.
- ◆ The Board of Directors may consider the matter at its next regular meeting. The Board of Directors may decide not to hear the appeal, in which the Principal/Director decision shall be final. If the Board of Directors hears the appeal, the Principal/Director shall send the Board of Directors' decision to the parent/guardian within seven working days.
- ◆ If the denial is upheld, the parent/guardian has the option to consult with personal legal services for a review panel hearing or a hearing at a regularly scheduled, closed session of the Board of Directors
- ◆ If the denial is upheld and the parent/guardian still wishes to be heard before the Board of Directors, the panel prepares and submits its finding to the Board of Directors prior to the hearing. The parent/guardian is scheduled for up to three (3) minutes to present his/her case at the Board of Directors' closed session. Translation services are provided upon request.
- ◆ The Principal/Director is notified in advance of the date and time of the hearing and of the opportunity to make a presentation at the closed session.
- ◆ Following the hearing, the Board of Directors makes determination and notifies parents/guardians and Principal/Director of the decision. No further appeal of this decision is available.

**Record Keeping.** Accurate records regarding Parental Exception Waivers requested, granted, rescinded, and denied must be maintained at the site. In addition, this information must be entered in the school's data system.



# Barona Indian Charter School



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## ELAC Minutes Template

### Barona Indian Charter

English Learner Advisory Committee (ELAC)

*(Insert Date)*

*(Insert Time)*

**Legal Task to be addressed:** *Write what the legal task will address here.*

#### Minutes

**In attendance:** *Write the name, position and if they are EL parents here*

**Meeting called to order at (time) by (name of individual). Meeting was held in (place).**

I. New Business

II. Old Business

III. Closing

a) Next ELAC Meeting – Legal Task (*Write which legal task will be address next meeting here*)  
(Date) at (Time).

Meeting Adjourned by (*Name of Individual*) at (*Time*).



# Barona Indian Charter School



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## English Learner Reclassification Profile

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

Grade \_\_\_\_\_ Teacher/English Teacher \_\_\_\_\_

### STEP 1: ELPAC

**Required:** Overall Performance Level 4 with Oral and Written language Performance Level of 3 or higher. Subcategories of Listening, Speaking, Reading and Writing may not be at a Beginning level. **\*\*Subject to change by the California Department of Education\*\***

ELPAC Date:	Overall	Oral Language	Listening	Speaking	Written Language	Reading	Writing
Proficiency Level							
Scale Score							

### STEP 2: Basic Skills in ELA

Assessments Used	Assessment Results	Assessment Date

### Step 3: Classroom/English Teacher Recommendation

Based upon my analysis of this student’s performance in my class, I have determined that the student is able to be successful in grade level core subject matter areas in a regular program designed for native and fluent speakers of English.

\_\_\_\_\_  
 Recommending Teacher’s Signature

*If the teacher does NOT recommend the student for reclassification, please have him/her explain why on a separate page and attach it to the profile.*

### STEP 4: Preliminary Parent Consultation

Parents should be given the opportunity to consult about the reclassification process. At this stage, it is important to be clear with parents that the Charter School’s approval is a necessary step before reclassification is complete.

### STEP 5: Charter School’s Reclassification Decision:

The reclassification is:       Approved       Not Approved

Charter School Administrator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STEP 6: Final Parent Consultation/Notification

Date \_\_\_\_\_ Method (Circle):    U.S. Mail    Student-Delivered    Phone    Conference    Email

### Step 7: Record Keeping and Data Entry

The original form should be filed in the student’s cum folder and the ELA status needs to be updated on Infinite Campus.



# Barona Indian Charter School



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## RECLASSIFICATION FOLLOW-UP MONITORING REVIEW REQUIRED BY STATE OF CALIFORNIA COMPLIANCE ITEM NO. EL14

Student \_\_\_\_\_ Date \_\_\_\_\_  
Last First

ID# \_\_\_\_\_ Grade \_\_\_\_\_ ELA Teacher \_\_\_\_\_

Student's RFEF Date \_\_\_\_\_ Assessment used for RFEF \_\_\_\_\_

### Monitoring of Student Progress

*(Teacher Completes)*

Current grade in:

(Elementary) Literacy \_\_\_\_\_ Math \_\_\_\_\_ or (Secondary) English \_\_\_\_\_ Math \_\_\_\_\_

Attendance (number of days absent this school year) \_\_\_\_\_

*(Teacher Completes)*

Writing Samples  Satisfactory  Not Satisfactory

Overall Progress in English Language Arts Coursework  Satisfactory  Not Satisfactory

Comments regarding factors affecting student's achievement or non-achievement: \_\_\_\_\_

**Analysis of the above information demonstrates that the student is:**

- Highly Proficient**
- Progressing Satisfactorily**
- Not Progressing Satisfactorily (Create and attach copy of Learning Contract)**

Please return to \_\_\_\_\_ by \_\_\_\_\_  
Principal/Director Date



# Barona Indian Charter School

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## English Language Proficiency Assessments for California (ELPAC) Initial ELPAC Computer-based Assessment Parent and Guardian Notification

Dear Parent/Guardian:

You indicated that your child's primary or home language is not English when registering your child for school. In California public schools, all students entering school for the first time will be assessed with the Initial English Language Proficiency Assessments for California, or "Initial ELPAC," if their home language is not English.

The Initial ELPAC is the test used to determine if a student is an English learner or is fluent in English. This required test will help identify students who need help learning English. This is important so they can get the support they need to do well in all school subjects.

Based on the Home Language survey results, **your child WILL be assessed with the Initial ELPAC.**

You are an important part of your child's education. To help your child get ready for the test, you can:

- Read to your child, or have them read to you on a regular basis.
- Use pictures and ask your child to tell you what they see, or what is happening in each picture.
- Provide your child with opportunities to use language outside of school.
- Talk with your child's teacher about your child's listening, speaking, reading, and writing skills to help support their progress.

To learn more about the ELPAC, go to the California Department of Education Parent Guide to Understanding the ELPAC Web page at [https://www.elpac.org/s/pdf/ELPAC\\_Parent-guide-to-understanding-elpac-en.pdf](https://www.elpac.org/s/pdf/ELPAC_Parent-guide-to-understanding-elpac-en.pdf) For a copy in other languages please go to <https://inet2.cde.ca.gov/cmd/translatedparentaldoc.aspx?docid=10408-10414>

You also can look at sample test questions on the ELPAC practice tests, which can be found on the ELPAC Web site at <https://www.elpac.org/resources/practicetests/>.

If you have any questions about your child taking the Initial ELPAC, please contact **Julie Cushman** by phone (619) 443-0948 ext. 300 or email [jcushman@mybics.org](mailto:jcushman@mybics.org)

Sincerely,

*Julie Cushman*

Principal/Director