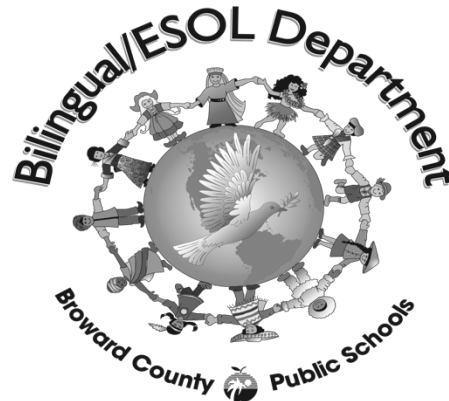


Bilingual/ ESOL Department & Charter Schools Management/Support Department

New Principals Meeting

<http://www.quia.com/pages/browardesoltraining/page20>

July 30, 2014



AGENDA

- Compliance with State and District Requirements
- Ready to Open Procedures
 - Required Materials (IPT)
 - ELLSEP Folders/Ellevation
 - Upcoming meetings
 - ESOL Terminology
- Resources Available

REQUIREMENTS

- Per Florida's authority for the implementation of the Consent Decree found in Section 1003.56, F.S, English Language Instruction for Limited English Proficient Students and Rules 6A-6.0900 to 6A-6.0909, F.A.C., Programs for Limited English Proficient Students.
- Per the FL State approved District ELL Plan
- Per your Charter contract with the sponsor

SIX MAIN AREAS OF THE META CONSENT DECREE

1. Identification and assessment
2. Equal access to appropriate programming
3. Equal access to appropriate categorical and other programming for ELLs
4. Personnel
5. Monitoring
6. Outcome Measures

Source: www.fldoe.org/aala/rules.asp

District ELL Plan Sections:

Section 1 - Identification

Section 2 - English Language Proficiency Annual Assessment(*Placement*)

Section 3 - Programmatic Assessment

Section 4 - Comprehensive Program Requirements and Student Instruction

Section 5 - Statewide Assessment

Section 6 - English Language Proficiency Assessment(*Exit*)

Section 7 - Monitoring Procedures

Section 8 - Parent/Guardian/Student Notification and Rights

Section 9 - The Parent Leadership Council

Section 10 - Personnel Training

Section 11 - Extension of Services

READY TO OPEN

- Identify an ESOL Contact and submit their name to jackie.alvarez@browardschools.com in the ESOL Department.
- Purchase required IPT Assessments
- Submit a request for ELLSEP Folders to esolrequests@browardschools.com.
- Participate in District trainings and meetings for ESOL.

REQUIRED MATERIALS



Oral/Aural K-6 Form G



Oral/Aural 6-12 Form E



Reading & Writing Form C

IPT 1 (Gr. 2-3)

IPT 2 (Gr. 4-6)

IPT 3 (Gr. 7-12)

ROLE OF THE ESOL CONTACT

- Attend all ESOL Curriculum Contact meetings.
- Disseminate information and correspondence received from the ESOL Department regarding ESOL Program Curriculum and Compliance
- Coordinate and convene the ELL Committee as needed and send notification inviting parents and other appropriate personnel

ROLE OF THE ESOL CONTACT

- Complete, maintain and update ELLSEP folders with all the appropriate supporting documentation.
- Collaborate with the Information Management Technician (IMT) to ensure correlation between ELLSEP folder and TERMS.
- Follow federal, state and School Board policies and regulations regarding ELLs and the ESOL Program.

ESOL CONTACT MEETINGS

- The ESOL Department will offer various meetings and professional development opportunities throughout the year. **Attendance is crucial!**
- Participants **must** sign in with their name, school name as well as **location number** to ensure accurate record keeping.

SAVE THE DATE

Opening of the Year ESOL Contact Meeting

Face-to-Face (required meeting)

Wednesday, August 13, 2014

8:00 a.m. – 11:00 a.m. or 12:00 p.m. - 3:00 p.m.

Ana G. Mendez University System

3520 Enterprise Way, Miramar, FL 33025

Adobe Connect (alternate meeting)

Thursday, August 14, 2014

10:00 a.m. or 3:00 p.m.

Session links will be sent via email

SAVE THE DATE

ESOL Contact Professional Development <i>New ESOL Contacts are required to complete both sessions.</i> <i>Additional sessions will be scheduled throughout the year as needed.</i>	
IDEA Proficiency Test (IPT) (Ne	Curriculum & Compliance s)
August 4th & 5th PD Full More dates will be advertised soon!!!	
8:30 a.m. – 11:30 a.m. Talent Development Trailer #4 3531 Davie Road, Davie, FL 33314 Wednesday, August 13, 2014 8:00 a.m. – 11:00 a.m. <u>or</u> 12:00 p.m. - 3:00 p.m. Ana G. Mendez University System 3520 Enterprise Way, Miramar, FL 33025 <i>Participants can attend the ESOL Contact Meeting in the morning and IPT Training in the afternoon, or vice versa.</i>	8:30 a.m. – 3:30 p.m. Talent Development Trailer #4 3531 Davie Road, Davie, FL 33314

All things ESOL available through the District's website



ESOL - English for Speakers of Other Languages

201 SW 172nd Avenue • Pembroke Pines • Florida 33029
Tel 754.321.2950

Broward County  **Public Schools**

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Future ESOL Training Requirement Courses

IMPORTANT INFORMATION! [Click here](#)

Upcoming Events

[View Full Calendar](#)
No Events

Broward Schools Latest News

- Flanagan High School Senior Named 2014 Math and Science Scholar
- End-of-Course Exam Results for 2013/14
- Perfect Attendance Awards and Best in Class Attendance Ceremony
- School Board Seeks Bond Essential for the Future of BCPS Students

Events Calendar

June 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	7
	8	9	10	11	12	14
	15	16	17	18	19	21
	22	23	24	25	26	28
	29	30				

July 2014

www.esol.browardschools.com

ESOL PARENT WEBSITE

Broward County Public Schools

Home | Calendar | Contact Us

ESOL Department for Parents

Translate Website
Select Language: Powered by Google Translate
Phone: (754) 321-2951
Fax: (754) 321-2975

HOME STAFF SCHOOL BOARD ESOL PROGRAM LEADERSHIP COUNCIL OUTREACH OFFICE RESOURCES FAQ LINKS

Welcome

Welcome to our website for bilingual parents of students in Broward County Public Schools. We have established this website to provide you with important information and resources about our educational system. This information will help you provide assistance to your child in achieving academic success.

SUMMER HOURS: MONDAY - THURSDAY FROM 8AM - 4PM. Call: 754-321-2951

This website contains information from the District website (www.browardschools.com) as well as important information from the ESOL Department (www.broward.k12.fl.us/esol).

Please return often to this website as it will be continuously updated with new and important information.

Recent News

- NEW! Florida Department of Education Campaign to Communicate with Parents
May 22, 2012
- Broward County School District now offers Follett eBooks from your school's library online 24/7 with FollettShelf
April 25, 2012
- Broward County School District announces Parents K-12 program
April 25, 2012

Calendar

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Click highlighted date for event details.

Important Dates To Remember:

SCHOOL STARTS
Monday, August 20, 2012

Holiday
Monday, September 3, 2012

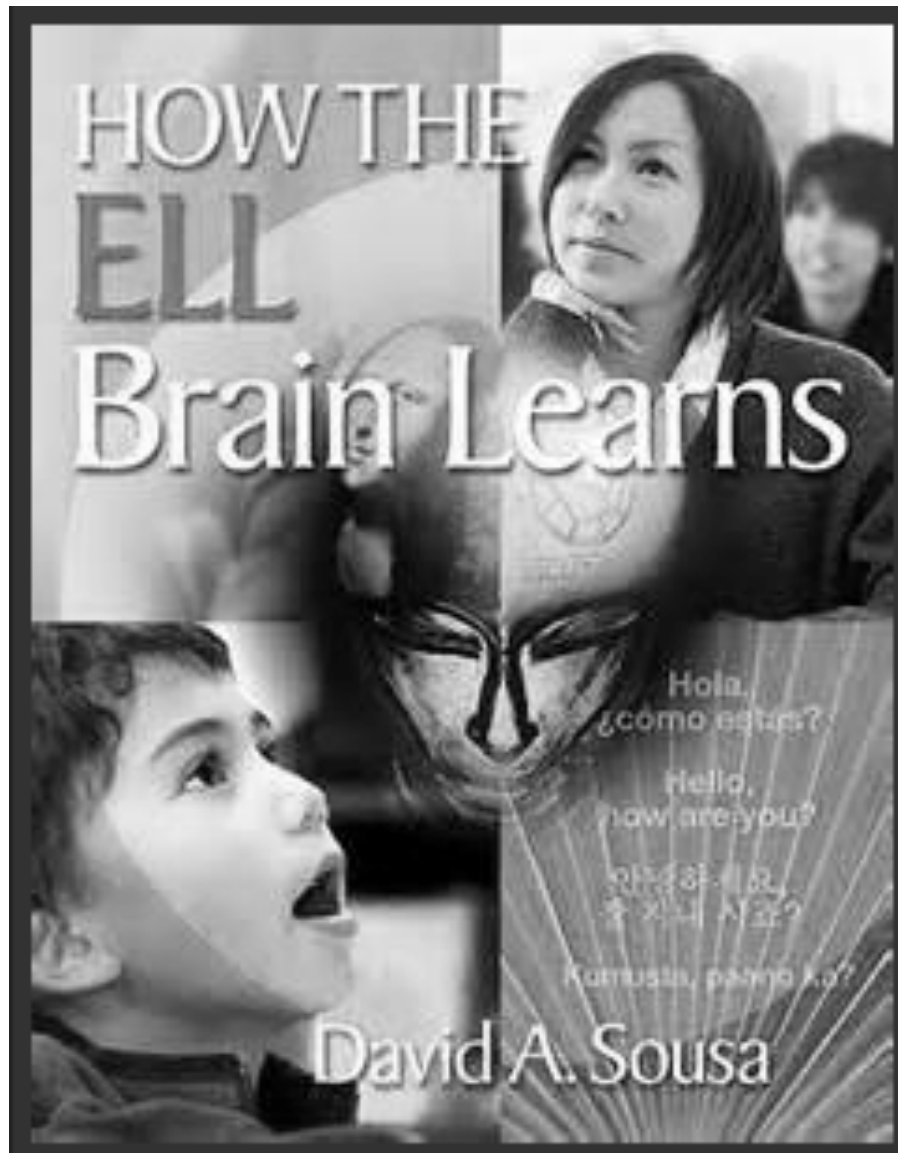
SAY OFF
Monday, September 17, 2012

SAY OFF
Monday, September 17, 2012

Early Release
Thursday, September 27, 2012

Hot Links

www.browardesolparents.com



HANDBOOK 2014 - 2015



www.esol.browardschools.com

Name _____			School _____	Year _____	Grade _____
(Last)	(First)	(Middle)		20 ____ 20 ____	
Date of Birth _____		Place of Birth _____		20 ____ 20 ____	
Student Language _____		Parent/Guardian Language _____		20 ____ 20 ____	
Home Language Survey Date *(REFDTE) _____				20 ____ 20 ____	
Date of Entry into U.S. School *(DEUSS) _____				20 ____ 20 ____	

Initial Placement Information Listening/Speaking Language Assessment (K – 12) Instrument _____ Assessment Date *(CLASS) _____ Reading/Writing Assessment (FES Grades 3 – 12) Instrument _____ Reading Percentile _____ Writing (Language) Percentile _____ Assessment Date *(CLASS) _____ ESOL Program Entry Date *(ENTRY K-12) _____ *Send home Parent Notification Letter (Form #4673)	Language Classifications Initial Language Classification _____ Date _____ From ____ to ____ or Status Unchanged ____ Grade ____ School _____ Date _____ From ____ to ____ or Status Unchanged ____ Grade ____ School _____ Date _____ From ____ to ____ or Status Unchanged ____ Grade ____ School _____ Date _____ From ____ to ____ or Status Unchanged ____ Grade ____ School _____ Date _____ From ____ to ____ or Status Unchanged ____ Grade ____ School _____ <u>Update *PLAN date to indicate most current Language assessment.</u>
--	--

1. **Sheltered Instruction/Self-contained classes-Language Arts** (Students receive Language Arts instruction with ELLs only)
2. **Sheltered Instruction/Self-contained classes-Basic Subject Areas** (Students receive math, science, social studies, and/or computer literacy instruction with ELLs only)
3. **Basic Mainstream/Inclusion-Language Arts** (Students receive Language Arts instruction with ELLs and non-ELLs using ESOL strategies)
4. **Basic Mainstream/Inclusion-Basic Subject Areas** (Students receive math, science, social studies, and/or computer literacy instruction with ELLs and non-ELLs using ESOL strategies)

GRADE _____ Option: 1 2 3 4 *PLAN Date: _____ *(mm/dd/year) Option: 1 2 3 4 *PLAN Date: _____ *(mm/dd/year) _____ ESOL Contact Signature	GRADE _____ Option: 1 2 3 4 *PLAN Date: _____ *(mm/dd/year) Option: 1 2 3 4 *PLAN Date: _____ *(mm/dd/year) _____ ESOL Contact Signature	GRADE _____ Option: 1 2 3 4 *PLAN Date: _____ *(mm/dd/year) Option: 1 2 3 4 *PLAN Date: _____ *(mm/dd/year) _____ ESOL Contact Signature	GRADE _____ Option: 1 2 3 4 *PLAN Date: _____ *(mm/dd/year) Option: 1 2 3 4 *PLAN Date: _____ *(mm/dd/year) _____ ESOL Contact Signature	GRADE _____ Option: 1 2 3 4 *PLAN Date: _____ *(mm/dd/year) Option: 1 2 3 4 *PLAN Date: _____ *(mm/dd/year) _____ ESOL Contact Signature	GRADE _____ Option: 1 2 3 4 *PLAN Date: _____ *(mm/dd/year) Option: 1 2 3 4 *PLAN Date: _____ *(mm/dd/year) _____ ESOL Contact Signature
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*Descriptors used in TERMS Database

esolrequests@browardschools.com

ELLSEP Folder Document Checklist

New ELLSEP Folder	Existing ELLSEP Folder
<i>For students who are new to the ESOL program, the following documents must be included when creating the ELLSEP Folder.</i>	<i>For students who are continuing in the ESOL program, in the same school or transferring from another, the following documents must be included EACH YEAR.</i>
☐ Home Language Survey	☐ Home Language Survey (original)
☐ Initial Oral Language Classification Assessment Form (Appendix F)	☐ Initial Oral Language Classification Assessment Form (Appendix F) (original)
☐ IPT Protocol Booklet	☐ IPT Protocol Booklet(s)
☐ K-TEA if applicable (Gr. 3-12)	☐ K-TEA if applicable (Gr. 3-12)
☐ Parent Notification of Student Placement (Appendix H)*	☐ Parent Notification of Continuation of Services in the ESOL Program (Appendix H)*
☐ A10 Panel (Signed and Dated)	☐ A10 Panel (Signed and Dated)
☐ Accommodations Checklist (Appendix O)	☐ Accommodations Checklist(s) (Appendix O)
☐ Flexible Setting Accommodation Letter when applicable (Appendix P)*	☐ Flexible Setting Accommodation Letter(s) if applicable (Appendix P)*
	☐ ELL Committee Invitation Letter(s) (Appendix M)*
	☐ CELLA Score Report(s)

ELLSEP Folder Documentation

SECTION A

Part 1 - General Information:

- ❖ Home Language Survey Date *(REFDTE) is the date a parent completes the registration form. This date is entered on TERMS on the A03 panel (date automatically defaults to the A23 panel).
- ❖ Date of Entry into U.S. School *(DEUSS) is the date that is necessary to calculate whether a student has attended a U.S. school for 3 full academic years. **Note:** remember that immigrant students may or may not be classified as ELLs.

Part 2 – Initial ELLSEP Folder:

- ❖ Complete the folder, sign and date, and ask the parent for their signature.
- ❖ If this is a replacement-folder, complete and check off replacement ELLSEP Complete the remaining sections of the folder with the information available on TERMS. Print the panels from TERMS and file in the folder.

Part 3 - Initial Placement Information:

- ❖ **Initial Placement Information** is completed based on initial testing results.
- ❖ ESOL Program Entry Date *(ENTRY) should reflect the date the student begins receiving ESOL instructional services.
- ❖ **Language Classification: *(CLASS)** Initial Language Classification is a district language proficiency indicator that the student receives upon initial assessment. This information is entered on TERMS on the A03 panel and will automatically default to the A23 panel.
- ❖ Assessment (IPT) must be updated and documented at least once each year.
- ❖ Update **PLAN** date to indicate most current language assessment.

Part 4 - Instructional Program Recommendations:

This section must be completed at the beginning of the school year.

- ❖ Identify the Instructional Program Model (see options 1, 2, 3 & 4)* for **all active** ELLs (LYs).
- ❖ Document the Instructional Program Model appropriate for the student for each school year. This needs to be updated if the Instructional Program Model changes during the school year. (e.g. If the student is changed from a sheltered class to a mainstream class).
- ❖ Print each student's schedule and file in the ELLSEP folder. The schedule requires a signature and a date (mm/dd/year).
- ❖ Update the **PLAN** date to indicate most current student schedule.

Alphabet Soup

LEP	ESOL	CELLA
CALP	BICS	IPT
FLSS	LY	ELL
LF	ZZ	META
K-TEA	ESOL Matrix	ELLSEP
NES	LES	FES

ESOL SUPPORT

Charter School Management/Support

Celina Chavez, ESOL Educational Specialist

Celina.chavez@browardschools.com

754-321-2135

Bilingual/ESOL Department

Vicky Saldala, Director

Leyda Sotolongo, Title III Coordinator

Samantha Uribe, ESOL Education Specialist

Melinda Jones, ESOL Education Specialist

Yvette Fernandez, Parent Outreach Specialist

754-321-2590