

WOBURN PUBLIC SCHOOLS
Woburn, Massachusetts



English Learners
Program Manual

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Program Description

- The goal of the English Learner (EL) Program in Woburn is to teach English Learners (ELs) to use English to achieve academically in all content areas.
- The program is designed to meet the educational needs of EL students and to develop each of the four language skills: listening, speaking, reading, and writing through grade-appropriate, content-based instruction.
- Eligible students will receive EL instruction by a certified EL teacher who will evaluate student performance in the EL classroom and provide classroom teachers with input regarding progress.
- The EL teacher and general education classroom teachers will collaborate on instruction regularly.
- The EL teacher will provide supplemental lessons as needed to ensure understanding of difficult concepts.
- The general classroom teacher will adapt appropriate curriculum materials for the EL student.
- EL students are entitled to modifications in content and grading to the extent that they can be successful.

Acronyms

ACCESS for ELLS	Assessing Comprehension and Communication in English State to State for English Language Learners
ESL	English as a Second Language
EL	English Learner
ESOL	English for Speakers of Other Languages
LEP	Limited English Proficient
FEL	Former English Learner
CLD	Culturally & Linguistically Diverse
ELD	English Language Development
BICS	Basic Interpersonal Communication Skills
CALP	Cognitive Academic Language Proficiency
SEI	Sheltered English Immersion/Instruction
L1	First/Native Language
L2	Second Language
SIOP	Sheltered Instruction Observation Protocol
SLIFE	Students with Limited or Interrupted Formal Education
MCAS	Massachusetts Comprehensive Assessment System
PARCC	Partnership for Assessment of Readiness for College and Careers
RETELL	Rethinking Equity and Teaching for English Language Learners
WIDA	World Class Instructional Design and Assessment
W-APT	WIDA ACCESS Placement Test

OPT-OUT and Waiver Procedures

OPT-OUT:

If, after testing, a student is found eligible for the EL Program, but the parent declines services, the following procedures must be followed:

1. Parent must sign OPT-OUT Form. This form can be found at:
<http://www.doe.mass.edu/ell/resources.html>

Student is not placed in EL Program, however:

2. Student must be reported as EL in SIMS until he/she attains English proficiency.
3. Student must be tested annually with ACCESS until he/she attains English proficiency.
4. Student must be monitored until English proficiency is attained, and 2 years after. Monitoring form can be found at link above.
5. Parent can change preference at any time, in writing.

Waivers:

There are a few circumstances under which a parent can request a waiver from the EL Program, one of which is for a child with special needs.

For a full explanation of waiver procedures, as well as waiver applications, go to link

above and read the Waiver Requirements and Procedures document.

Procedures for Exiting Students from the EL Program

In general, students who are able to participate meaningfully in all aspects of the educational program without the use of adapted or simplified materials should be considered as a candidate to exit the English Language Learners program. Performance on state-mandated tests, especially the ACCESS for ELLS, PARCC, and MCAS, should be considered when making the decision regarding the decision to exit a student from the program. A process for determining whether or not a student should exit the program is outlined below.

- 1) The EL teacher oversees the completion of an ELE Program Reclassification Form, which may include the following information:
 - a) Scores from tests that measure English proficiency, such as ACCESS and PARCC
 - b) Academic report card grades
 - c) Teacher comments
- 2) The EL teachers and classroom teachers meet to consider the reclassification of the student. A portfolio of the students' work should also be considered, if appropriate.
- 3) The teachers decide whether the student should remain in the program or exit from it. If a determination is made to release the student from the EL program, the EL teacher must plan to monitor that student's progress for a period of 4 years.
- 4) If a student exits the program, the EL teacher will notify parents by providing them with a report. If a student is released, the principal insures that the student's information in the Student Information Management is changed from LEP to FLEP (formerly LEP).

WIDA Performance Definitions and Can Do Descriptors

Click on the link below to access the performance definitions:

[WIDA Performance Definitions](#)

Click on the link below to access the Can Do Descriptors for each grade level:

http://www.wida.us/standards/CAN_DOs/

Monitoring of FEL (Former English Learner) Students

All students who have been exited from the ELL program at the Woburn Public Schools will be monitored for satisfactory academic progress for four years, and if necessary, will be offered additional language support. (See form on page 11).

Once the students have been exited from the program, the district has a system to monitor the success of the student in the mainstream program.

The EL instructors will be responsible for liaising with the mainstream teachers of the FEL (Former English Learner) students. A four year monitoring form will be completed by the mainstream teachers, in collaboration with the EL teachers, and associated documentation to support the information. Some of this information will include:

- Progress reports and report cards
- Test score documents (PARCC, MCAS, district assessments, etc.)
- Student participation in class and completion of daily work
- Teacher recommendations for continued academic progress
- Teacher feedback regarding areas of concern in the different curriculum areas
- Interventions already in place

The EL teacher and other members of the instructional team will try to determine the reasons for an individual student's lack of academic success. The student will be referred to the school's Student Staff Assistance Team if there is uncertainty as to whether this lack of progress is due to learning differences, disability, or language differences. The district will then provide additional services to develop English language skills and/or will provide additional services to address other academic problems.

Forms Used By The EL Program

Please click on this link: <http://www.doe.mass.edu/ell/resources.html> to access the following forms and helpful information:

Guidance on Identification, Assessment, Placement, and Reclassification of English Language Learners

Home Language Survey (and Translations)

Parent Notification Form (and Translations)

Program Folder Checklist

Reclassification Form (to be used when exiting students)

FEL Monitoring Form

Opt-out Form

Opt-out Monitoring Form

Waiver Requirements and Procedures

For Parent Letters to accompany the ACCESS Test Score Report (and Translations) go to:

<http://www.wida.us/assessment/access/ScoreReports/sampleletters.aspx>

For Parent Welcome Letters, see following pages.

Dear Parent/Guardian,

Welcome to the () school year. My name is (). I am your child's ESL teacher at the (). You can reach me at (), or by email at ().

As a participant in the English Learner (EL) Program, your child will receive direct English language instruction in addition to his or her other subject areas.

I have enclosed a copy of the school calendar for the year. Please note the dates of Parent/Teacher Conferences, and let me know if you need a translator. I encourage you to participate in the school by attending parent conferences and school events.

I look forward to working with your child this year and meeting you soon.

Sincerely,

Please return this page to your child's ELL teacher.

I am interested in participating in the following:

- ELL parent group
- Volunteer program at my child's school
- Being a translator for new families

Name:

Child's name:

Phone number:

Street address:

Email address:

Parent Welcome Letter (Arabic)

عزيزي الوالد أو الوصي، مرحبا بكم في السن-2016. اسمي (). أنا مدرس خبرني طفلك في (اسم المدرسة). يمكنك الوصول لي في (رقم الهاتف) أو عن طريق البريد الإلكتروني (عنوان البريد الإلكتروني). الرجاء زيارة صفحة

سوف تتلقى طفلك مباشرة للغة الإنكليزية بالإضافة إلى له أو لها، (ELL) كمشارك في برنامج المتعلم اللغة الإنكليزية من موضوع المناطق الأخرى.

لقد قمت بإرفاق نسخة من التقويم المدرسي للسنة. يرجى ملاحظة تواريخ "مؤتمرات" الآباء/المعلمين، واسمحو لي أن أعرف إذا كنت بحاجة إلى مترجم. وأهيب بكم للمشاركة في المدرسة بحضور الجلسات، وظائف المدرسة، أو عن طريق العمل التطوعي. الرجاء مراجعة الصفحة التالية للفرص

.وإنني أتطلع إلى العمل مع طفلك هذا العام، والاجتماع معكم في أقرب وقت

،مع خالص التقدير

Parent Welcome Letter (Haitian Creole)

Chè paran/gadyen,

akeyi pou ane lekòl (*school year*). Non mwen se (*name*). Mwen se ELL pwofesè pitit ou a (*school name*). Ou kapab jwenn mwen nan (*phone #*) oubyen pa kouryèl nan (*email*).

Kòm yon patisipan nan pwogram English Language elèv k ap aprann anglè (ELL), pitit ou ap resevwa enstriksyon dirèk lang Angle anplis li lòt sijè sa yo.

Mwen te mete andedan yon kopi kalandriye pou ane a. Souple note dat nan konferans paran/pwofesè se pou m' konnen si ou bezwen yon tradiktè. Mwen ankouraje w pou patisipe nan lekòl la pa tap patisipe nan reyinyon yo, fonksyon lekòl, oubyen le. Souple ale nan paj la kap vini pou opòtinite.

Mwen gade an navan pou travay ak pitit ou ane sa a e kontre ou talè.

Senseman

Parent Welcome Letter (Spanish)

Estimados padres,

Bienvenidos al curso (*school year*). Mi nombre es (*name*). Soy maestra de ELL en (*school*). Puede contactarme en el (*phone #*) o por correo electrónico a (*email*).

Como participante en el programa de aprendizaje del idioma inglés (ELL), su hijo recibirá instrucción directa en inglés además de sus otros temas.

Yo he incluido una copia del calendario escolar para el año. Tenga en cuenta las fechas de las conferencias de padre/maestro y déjeme saber si necesita un traductor. Os animo a participar en la escuela por asistir a las reuniones, funciones escolares, o como voluntario. Por favor vea la página siguiente para las oportunidades.

Estoy deseoso de trabajar con su hijo este año y conocerte pronto.

Atentamente,

Parent Welcome Letter (Portuguese)

Caros pais/encarregados de educação,

Bem-vindos ao ano letivo de (year). Meu nome é (name). A professora de ELL do seu filho na (school). Você pode me encontrar no (phone #) ou pelo e-mail (email).

Como um participante no programa aprendiz de língua inglesa (ELL), seu filho receberá instrução direta de língua inglesa além de suas outras áreas de assunto.

Mando uma cópia do calendário escolar para o ano. Por favor, observe as datas das conferências de pais e mestres e deixe-me saber se você precisa de um tradutor. Encorajo-vos a participar na escola, participando de reuniões, funções da escola, ou pelo voluntariado. Por favor, consulte a próxima página para oportunidades.

Estou ansiosa para trabalhar com seu filho este ano e conhecê-lo em breve.

Atenciosamente,