

The Achievement School District commends the efforts of all school personnel in their efforts to implement effective language and content instruction for English Language Learners (ELLs). In making instructional decisions, staff must meet all compliance requirements, while implementing best practices for this diverse student group. To meet that goal, please be reminded of the following:

**ESL Identification:**

All newly enrolled families must complete a Home Language Survey (click [HERE](https://tnasd.sharepoint.com/OPM/StudentSupportServices/ESL%20Resources/Home%20Language%20Survey%20and%20Processing%20Information/ASD%20Home%20Language%20Survey%20v2_120722.pdf)). Title III mandates that once all Home Language Surveys have been checked for possible ELL status and appropriate students referred to the ESL teacher for assessment, the *Home Language Survey is to be kept in the student’s cumulative file. I will check for this form during auditing.*

* If a Home Language Survey already exists in the file:
	+ Do not add a second one
	+ Review the information for consistency between the two forms
	+ Call parents with any questions
		- Keep only the original form and shred the most recent form
* If there is not already a Home Language Survey in the file, insert the recently-completed form
* *All students with an indication on their home language survey of a language other than English who arrive after schools open, must be tested within 14 calendar days. If the student arrives and registers before school begins, you have 30 days to screen. If the student cannot be screened due to the absence of language because of a significant disability, please contact the Department of Education for additional guidance.*

Parental Notification and Rights

Schools shall communicate information related to testing, placement and ESL services to all parents on Non-English Language Background (NELB) students in the language that the parent can understand, to the extent practicable. Parents of ELLs must be informed of the right to refuse placement of their children in ESL programs.

To waive ESL services, parents MUST complete the ASD Parent Waiver of Student Services Form that must be kept in student’s cumulative folders for one school year. Parents who waive rights to ESL services do not waive English Language Proficiency testing for that child.

Administering the WIDA ACCESS Placement Test (W-APT):

In order to administer the W-APT, all ESL-certified teachers must pass the speaking portion of the ACCESS test. To take the speaking portion of the ACCESS test, please do the following:

* Go to <http://www.wida.us/>
* Then, go to the Download Library link (at top right)
* You will then see a green login button at top right.
* After clicking on this, you can enter your username & password *you created*.

If you have not done this yet, please begin this process by entering “*tennessee”*as the username & “*volunteer”* as the password. You will then be prompted to enter your personal information to set up your WIDA account.

* Once you've logged in using *your personal WIDA account:*
* You should then see two icons; Select the purple one that says ACCESS for ELLs/ Training, Quizzes, & Certification
* After doing this, you will see a dark green tool bar which holds two links  that you will be using.
* First, choose the SPEAKING TEST link- *Review all materials within this tab*.
	+ Speaking Test Rubric, Speaking Test Scoring Sheet, Speaking Scoring Notes, Tutorial video, etc.
* AFTER reviewing these materials, then go back to the dark green bar and select MY QUIZZES.
* Take the Speaking Portion of the ACCESS test.
* After answering those 17 questions, you will submit the test and receive immediate feedback as to whether or not you passed this quiz.
	+ If you do not pass, *please retake the quiz until you receive a passing score*.

Printing W-APT Materials from SharePoint.

The new English Language Screener (W-APT) materials have been uploaded to SharePoint [here](https://tnasd.sharepoint.com/OPM/Assessment/Documents/WIDA%20%26%20W-APT), organized in folders by grade band. It is the school’s responsibility to print and administer the screener

Using W-APT scores for placement guidance:

\*See the separate attached *WIDA Cut Score Placement* Word Document

**ESL Compliance Requirements**

* TN State Board of Education Policy 3.207 establishes minimum compliance requirements for schools serving students who are identified as English Language Learners (ELL). Approved service delivery models for ESL classes include the ESL pull-out model, push-in/collaborative teaching model, a sheltered content class and a scheduled ESL class period for middle and high school grades.
* Schools are required to document contact time with ELLs. This includes the hours of service on each ELL’s schedule in EIS.
* ELLs should have an individualized Language Support Plan (LSP), which will increase the effectiveness of mainstream teachers and other staff when working with ELLs.
* TN Department of Education has not mandated a policy, but instead suggest the following for placement:

|  |  |  |
| --- | --- | --- |
| Grade Band | Score | Suggested ESL Service Hours |
| For the Kindergarten and Grade 1 (first semester)  | 19 and below | One hour per day, 5 days per week |
| Grade 1 (second semester) through Grade 12 | 3.2 or below in any domain | One hour per day, 5 days per week.  |

*\* Note: After collecting and studying data from districts this year, TN Department of Education will convene to create policy.*

* Schools are required to maintain an updated list of ELLs in EIS, with the country of origin and dates of enrollment in US schools.
* Please adhere to the following coding format in EIS:

**MANADATORY: English Language Background (EIS Coding)**

|  |
| --- |
| **ELB Description** |
| “English Language Learner (ELL)”: Students whose first language is not English and who qualify for the services of an English as a Second Language “ESL” teacher.  |
|  “Non-English Language Background (NELB)”: Students whose first language is not English, and DO NOT qualify for the services of an ESL teacher.  |
| “English Native”: A student whose primary or native language is English. |
|  Transitional 1 the first year after scoring fluent in English. |
|  Transitional 2 the first year after scoring fluent in English. |
|  A student who was an L, 1, or 2 in grades 9, 10, or 11 is a “G” in all years after completion of “2” status. Note: If the student’s current status is L, 1, or 2, DO NOT use the “G” code. This code will only be used for graduation rate purposes. It is not a federally recognized ELL code and is not tied to ELL funding.  |
| Former English Language Learner |
| Waived ESL Services |