

Keys Grace Academy Title III/ESL Handbook



(2026/2027)

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I. INTRODUCTION

Mission Statement

Keys Grace Academy Mission Statement is to prepare 21st Century students to think and succeed in a diverse, technological and ever-changing world through a partnership of homes, school and community.

The Keys Grace Academy seeks to provide every child, regardless of national origin or native language, quality, and meaningful educational instruction. Consequently, students who are English Learners (ELs) are provided instructional services through an English as a Second Language (ESL) program which is designed to meet their unique needs.

Keys Grace Academy has prepared this handbook of program policies and procedures to ensure that the Title III/ESL Program in the district is consistent throughout the district.

The information contained herein has been compiled using the following sources:

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Michigan Department of Education
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Title III Handbook

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II. DEFINITION OF ENGLISH LEARNERS (ELs)

ESSA Definition of an "English Learner" Student

The term “English learner,” when used with respect to an individual, means an individual:

- (A) who is aged 3 through 21;
- (B) who is enrolled or preparing to enroll in an elementary school or secondary school;
- (C)(i) who was not born in the United States or whose native language is a language other than English;
- (ii)(I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and
- (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual —
 - (i) the ability to meet the challenging State academic standards;
 - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
 - (iii) the opportunity to participate fully in society. (ESEA Section 8101(20))

To be classified as EL, an individual must meet the criteria of A, B, C and D in the definition above. To meet the criteria for C, an individual can meet the criteria of any of i, ii or iii. If the criterion to meet C is ii, then the individual must meet the criteria of both I and II. To meet the criteria for D, an individual must be denied one of the three listed (i or ii or iii).

III. LEGAL RESPONSIBILITIES

A. Title I & Title III

PROGRAMS OF ENGLISH LEARNERS

Under Title VI of the Civil Rights Act of 1964 and the EEOA, all States and LEAs must ensure that ELs can participate meaningfully and equally in educational programs and services. Students who meet the protocol requirements as English Learners (ELs) must be provided a language assistance program services, in addition to the basic/core education services (adopted by the local board of education) that all students in the LEA receive. This language assistance program services must provide meaningful access to the core curriculum and provide direct English language instruction. The intensity of language assistance program services provided is directly related to the individual student's level of proficiency. The less English proficiency a student has, the more intense his or her program of language assistance program services should be. The language assistance program services could include research-based models such as bilingual education, ESL/ELD programs, and/or sheltered instruction. These federally required language assistance program services ensure that ELs have equitable access to the basic, local board of education-adopted curriculum provided to all students, and acquire English language proficiency.

To meet their obligations under Title VI and the EEOA, LEAs must, for example:

- Identify and assess all potential EL students in a timely, valid, and reliable manner;
- Provide EL students with a language assistance program that is educationally sound and proven successful, consistent with *Castañeda v. Pickard* and the Supreme Court decision in *Lau v. Nichols*;
- Provide sufficiently well prepared and trained staff and support the language assistance programs for EL students;

- Ensure that EL students have equal opportunities to meaningfully participate in all curricular and extracurricular activities;
- Avoid unnecessary segregation of EL students;
- Ensure that EL students who have or are suspected of having a disability under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 are identified, located, and evaluated in a timely manner and that the language needs of students who need special education and disability related services because of their disability are considered in evaluations and delivery of services;
- Meet the needs of EL students who opt out of language assistance programs;
- Monitor and evaluate EL students in language assistance programs to ensure their progress with respect to acquiring English proficiency and grade level content knowledge, exit EL students from language assistance programs when they are proficient in English, and monitor exited students to ensure they were not prematurely exited and that any academic deficits incurred in the language assistance program have been remedied;
- Evaluate the effectiveness of a school district’s language assistance program(s) to ensure that EL students in each program acquire English proficiency and that each program is reasonably calculated¹¹ to allow EL students to attain parity of participation in the standard instructional program within a reasonable period of time; and
- Ensure meaningful communication with parents of English Learners.

WHAT YOU NEED TO KNOW

Title III funds are to be used to provide language instruction educational programs — defined as courses in which EL students are placed for the purpose of attaining English proficiency, while meeting challenging State academic content and student academic achievement standards. These programs may make use of both English and the child’s native language to enable the child to develop and attain English proficiency, but school districts are required to “use approaches and methodologies based on scientifically-based research.” Each school or district using Title III funds must implement an effective means of outreach to parents of EL children. They must inform parents about how they can be active participants in assisting their children to learn English, achieve at high levels in core academic subjects and meet State standards.

Title III Schools and School Districts Must:

- Describe in their Title III application to the state how the district has consulted with teachers, researchers, administrators, and parents, and others in developing their Title III plan.
- Inform parents of a child identified for participation in a Title III program within 30 days after the beginning of the school year. For a child who enters school after the beginning of the school year, the school must inform parents within two weeks of the child's placement in such a program.
- Communicate with parents in an understandable and uniform format, which means communicating the same information to all parents, and in a method that is effective.

Title III funds may be used for supplementing NOT supplanting school district and/or school activities. (See APPENDIX G)

What Academic Information Does Your School District Have to Track About Their EL Students?

- Must screen each EL student upon enrollment with the WIDA Screener.
- Must assess each student who qualifies for and receives service each year using the WIDA ACCESS for ELLs.
- Title I requires that States and Local Education Agencies (LEAs) annually report on ELs' progress in achieving English language proficiency, attainment of English language proficiency, academic achievement, and high school graduation rates. (ESEA Section 1111(h)(1), (h)(2)). Under Title III, there are additional reporting requirements. LEAs must report to their States on:
 - Title III programs and activities
 - Number and percentage of ELs making progress toward English language proficiency
 - Number and percentage of ELs who attain proficiency and exit LIEPs
 - Number and percentage of former ELs who meet academic content standards (for 4 years)
 - Number and percentage of ELs who have not exited LIEPs after 5 years as an EL
 - Number and percentage of ELs with IEPs

Assessments Required of EL Students:

Title I Law requires that all EL students are assessed annually.

(b)Academic Standards, Academic Assessments, and Accountability –

(7)Academic Assessments of English Language Proficiency - Each state plan shall demonstrate that local educational agencies in the state will, beginning not later than school year 2002–2003, provide for an annual assessment of English proficiency (measuring students' oral language, reading, and writing skills in English) of all students with limited English proficiency in the schools served by the state educational agency. (NCLB/ESEA Title I, Section. 1111(b)(7))

- ESSA requires states:
 - to the extent practical, provide content area assessments in an appropriate language and form for ELs (ESEA Section 1111(b)(2)(B)(vii)(III))
 - identify languages present to a significant extent in the state for which assessments are needed but not available and then work to develop those assessments (ESEA Section 1111(b)(2)(F))
- ESSA allows states:
 - to provide partial exclusion from content area assessment participation and accountability for ELs enrolled in the US for 12 months or less (ESEA Section 1111(b)(3)(A))
- Michigan has adopted the following exceptions for Newcomer ELs
 - **Year one** (living in the US for 12 months or less)

- exempt from ELA assessment, student takes English Language Proficiency Assessment and is included in English Language Progress indicator
- **Year two**
 - student takes ELA assessment and ELP assessment and is included in English Language Progress indicator
- **Year three**
 - Student takes ELA assessment and ELP assessment and is included in Academic Growth and English Language Progress indicators
- **Year four**
 - Student takes ELA and ELP assessments and is included in Academic Proficiency, Academic Growth, and English Language Progress indicators

B. Federal Law

There exists a substantial body of Federal law which establishes the rights of the LEP student and which defines the legal responsibilities of school districts serving these students. Note: the term Limited English Proficient (LEP) is a historic term where English Learner (EL) is currently accepted term and is therefore used throughout this document. EL is meant to counter the negative connotations of Limited English Proficient. Administrators and school boards who are responsible for local policies and programs can turn for guidance and direction to this body of law. It includes the following:

1868 Constitution of the United States, Fourteenth Amendment

“... No State shall ... deny to any person within its jurisdiction the equal protection of the laws.”

1964 Title VI of the Civil Rights Act of 1964

“No person in the United States shall, on the ground of race, color, or national origin be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.”

Two U.S. Supreme Court rulings, one interpreting the Fourteenth Amendment and one interpreting the Civil Rights Act of 1964, have exercised considerable influence over the educational rights of language minority students. These cases may be summarized as follows:

1974 Lau v. Nichols

The U.S. Supreme Court ruled that a school district’s failure to provide English language instruction to LEP students denied them meaningful opportunity to participate in the district’s educational program in violation of Title VI of Civil Rights Act of 1964; the Court further noted that equality of opportunity is not provided by giving the LEP student the same facilities, text books, teachers, and curriculum which non-LEP students receive.

1982 Plyler v. Doe

The U.S. Supreme Court ruled that the Fourteenth Amendment to the U.S. Constitution prohibits states from denying a free public education to undocumented immigrant children regardless of their

immigrant status. The Court emphatically declared that school systems are not agents for enforcing immigration law and determined that the burden undocumented aliens may place on an educational system is not an accepted argument for excluding or denying educational service to any student.

IV. PROCEDURES

The following procedures are established for Keys Grace Academy to meet the requirements of Title I and Title III.

A. Registration/Identification Using Home Language Survey

The Home Language Survey approved by the Michigan Department of Education (APPENDIX A) is included in the Keys Grace registration form. It is to be completed at the time of registration. The Administration is responsible for ensuring that a home language survey is completed for all students at the time of enrollment. The immigrant questionnaire is also included. The completed registration forms shall be placed in student's permanent (CA-60) files. Before the school year begins, registration staff has training on the home language survey and immigrant questions.

If a student is identified as speaking a primary language other than English or as having a language other than English spoken in the home, as reported on the Home Language Survey, the student may be eligible for ESL/Bilingual services. The registration secretary will input the information from the survey in the registration paperwork into MISTAR. The Pupil Accountant then receives the student registration paperwork and creates a CA60. The Pupil Accountant will put in any necessary immigrant information into MISTAR so they are correctly coded in MSDS. If any languages other than English were submitted to the questions, the ESL Coordinator in the building of attendance will be notified through MISTAR. The ESL/Bilingual staff will arrange for a prompt assessment of the student to determine eligibility for ESL/Bilingual services. Once screened, the EL Coordinator will input the program into MISTAR so that the student is correctly coded as an EL. If at anytime the student's family opts the student out of language services, EL Coordinator will change the student's code to 15 for refused services.

Upon enrollment, students will answer the following questions:

- Was the child born outside the US or Puerto Rico? Yes/No
- If yes, when did the student first enter US schools?

The Pupil Accountant reviews all new enrollee paperwork. If the first question is marked YES, the second question is reviewed. If the child entered US schools within 30 cumulative academic months from the enrollment date, the student is identified as immigrant in MiSTAR and reported in Michigan Student Data System (MSDS) as code 9130 during the following count days.

- In grades K-2 students can be automatically identified as they are in their first 3 years in US schools.
- Outside of K-2, there must be an interview process to determine where the students are in their 30 cumulative months. The bilingual enrollment secretary will ask the families these questions while enrolling the students. If an additional translator is needed, (s)he will contact one of our in-house translators for this purpose.

The Pupil Accountant will de-identify the student once the 30 academic months have passed in MiSTAR.

B. Initial Assessment for Program Eligibility

Within ten (10) school days of enrollment in our district, a student who is identified as potentially eligible on the Home Language Survey must be assessed to determine if they are eligible for Title III/ESL program services. Assessments assess a student's language skills in listening, speaking, reading, writing, and comprehending in English using the WIDA ACCESS for ELLs or the WIDA Screener.

In August before the school year begins, EL Coordinator and EL teachers get certified through WIDA training for student screeners. In January, general education teachers and paraprofessionals get training on WIDA ACCESS and MDE Assessment Security because assessments are given in the classrooms with general education teachers as proctors.

EL Coordinator will input their start of service date in MISTAR when putting in the LEP Program. The start date will be the date screener test was scored (within 1 school day of screener completion) and services start the day after the program goes into MISTAR. EL Coordinator will contact the appropriate EL instructor to alert them of the new student. Notification letters are sent by EL Coordinator within 3 school days.

WIDA ACCESS for ELLs/WIDA Screener & Levels of Proficiency

Assessment Coordinator will send out a full assessment calendar at least 5 days before the start of the school year with dates by grade for WIDA ACCESS testing in February. EL Coordinator will ensure all proctors are trained in the WIDA portal by end of January. EL Coordinator will keep all testing materials (including test tickets) locked and secured. Coordinator will pass out appropriate tickets to teachers on the day of the assessment they are administering. Any students who are absent the day of testing will be marked absent by the Assessment Coordinator and student test tickets will be kept for a make-up day by either the coordinator or proctor. Assessment Coordinator will track student test completion and through DRC and student rosters. Any students who did not complete testing will be noted in their file with reasons why. Any students whose parents refused testing will also be noted in the student file.

The following chart shows level of proficiency correlated to the WIDA Standards. It may assist in determining the level of the student's proficiency and the student's placement into grade level or courses with appropriate ESL language and academic support.

WIDA ACCESS for ELLs/WIDA Screener Score	Proficiency Levels WIDA Standards	Optional Multiple Indicators
6	Reaching	AIMSweb – both CBM and MAZE subtests DRA: Developmental Reading Assessment version 3 iReady Diagnostic MLPP: Michigan Literacy Progress Profile PSAT or SAT
5 – 5.9	Bridging	
4 – 4.9	Expanding	
3 – 3.9	Developing	

2 – 2.9	Emerging	
0 – 1.9	Entering	

C. Eligibility for Title III/ESL Program Services

A student who scores Entering through Bridging on the WIDA ACCESS ELLs or WIDA Screener is eligible for Title III/ESL Program Support. For a student scoring Reaching to continue receiving Title III/ESL/ Bilingual support services, the district takes into account additional multiple academic criteria as noted in the chart.

D. Early Childhood Transition Students

Keys Grace Academy has an intentional systematic process for welcoming potential English Learner students into Kindergarten via transition meetings. Considerations for potential English Learners transitioning from Keys Grace’s Early Childhood Program(s) include: the language proficiency of the child and the prior supports utilized in the pre-k program. The district’s EL teacher will conduct a transition meeting to make a plan for potential English Learners as they transition from the pre-k program(s) into Kindergarten.

E. Exiting from Title III/ESL Program Services

Scores from the WIDA ACCESS for ELLs are necessary, but not sufficient, for exiting students from the Title III/ESL program. A student who meets the minimum criteria established in the Michigan Department of Education English Learner Program Entrance and Exit Protocol may be exited from the Title III/ESL Program through a placement team review process. Students exited from the Title III/ESL Program must also be exited from the program in the MSDS and are then considered FEL (Former English Learner) for four years. FEL academic performance must be monitored for four (4) years. Criteria used to exit a student will be placed in the student’s CA 60. EL Coordinator will using FEL monitoring in MISTAR.

F. Monitoring Former English Learners (FELs)

The placement team who reviews the criteria for a student to exit from the program also determines if the student needs support services during the transition to the regular education program. Additionally, EL Coordinator is designated to monitor the student’s progress (such as grades, attendance, and standardized test scores). The designated staff member assesses the student’s progress through monitoring report cards, assessments, and teacher comments every marking period all four years. Data is input into MiSTAR in FEL Monitoring by EL Coordinator. Both state and district data will be included. When necessary, teacher comment/concerns/other pertinent information will be added. Monitoring at Keys Grace will include the use of the following assessment tools:

Trimester 1:

Direct Reading Assessment (Reading Specialist)

DRA3 (Classroom teacher)

iReady Diagnostic (Classroom teacher/testing administrator)

MLPP K-3 (grades 4-8 as needed)

Trimester 2:

Direct Reading Assessment (Reading Specialist)

DRA3 (Classroom teacher)

iReady Diagnostic (Classroom teacher/testing administrator)

MLPP K-3 (grades 4-8 as needed)

Trimester 3:

Direct Reading Assessment (Reading Specialist)

DRA3 (Classroom teacher)

iReady Diagnostic (Classroom teacher/testing administrator)

MLPP K-2 (grades 4-8 as needed)

M-STEP 3-8

PSAT8 Math & ELA

If, during the four year monitoring period, it appears that the student is not succeeding in the regular education program, the staffing team will meet to determine if further assessment of the student is warranted, if the student will be re-entered into the Title III/ESL program, or if other services are appropriate.

A record of monitoring, as well as any placement changes resulting from the monitoring will be placed in the student's CA-60 and ESL electronic files.

G. Placement in Title III/ESL Program

Keys Grace Academy provides an instructional program to meet the language and academic content needs of English Learners (ELs) enrolled in the district. The instructional needs of students at different levels of language proficiency and prior schooling are met differently. Below is the guide for Title III/ESL program instruction described by level of language proficiency and level of instruction. For returning students, previous year's WIDA scores are reviewed for placement. EL Coordinator meets with EL staff to create groups for push-in and pull-out to reflect this.

The Keys Grace Academy Title III/ESL program provides language and academic content support to ELs through:

- SIOP Classroom Instruction (on-going professional learning for teachers)
- English as a Second Language Instruction (pull-out and push-in instruction)
- Reading Support
- Content Classes (Bilingual Paraprofessional support) in all K-8 classes
- Title I Reading Specialist
- After School Tutoring and Sports (at least 2 after school tutoring sessions dedicated to newcomer ELs)

Language Instruction Educational Program (LIEP) Description (APPENDIX H)

ENTERING/ Level 1:

Eligibility criteria: WIDA score of a 1.0 – 1.9

Grades K-8

Pull out instruction by ESL teacher (40 min per day)

Push-in support services in content areas by ESL/Bilingual paraprofessionals (60 -90 min per day)
Test support (accommodations/support during all assessments)

BEGINNING/Level 2:

Eligibility criteria: WIDA score of a 2.0 – 2.9

Grades K-8

Pull out instruction by ESL teacher (40 min per day)

Push-in support services in content areas by ESL/Bilingual paraprofessionals (60 -90 min per day)

Test support (accommodations/support during all assessments)

DEVELOPING/Level 3:

Eligibility criteria: WIDA score of a 3.0 – 3.9

Grades K-8

Pull out instruction by ESL teacher (60 min/week, divided in 2-3 sessions)

Push-in support services in content areas by ESL/Bilingual paraprofessionals (60-75 min/week)

Test support (accommodations/support during all assessments)

EXPANDING/Level 4:

Eligibility criteria: WIDA score of a 4.0 – 4.9

Grades K-8:

English Learner support by an ESL teacher, (30 min per week), or as needed

Paraprofessional support in content areas, as needed

BRIDGING/Level 5:

Eligibility criteria: WIDA score of a 5.0 – 5.9

Grades K-8

Weekly consultations w/ ESL & classroom teacher

Students who score at the Bridging level on the WIDA and demonstrate proficiency on the criteria in the Entrance/Exit Protocol are exited from the ESL program and considered FEL.

H. Parental Notification (See APPENDIX B)

Keys Grace Academy must inform parents of English Learners (ELs) identified for participation in the district's Title III/ESL program.

- no later than 30 days after the beginning of the school year for students who enter at the start of the school year.
- within the first two weeks (10 school days) of attendance for children who have not been identified as English Learners (ELs) prior to the beginning of the school year.

Parent Notification letters are available in the following languages: English, Arabic, and Farsi.

Documents are translated at least 2 weeks prior to the start of the year by in-house interpreters.

By the 20th day of school, the EL Coordinator will pull the current list of EL students and create the parent notification letters. Letters and WIDA test scores (for returning students) or WIDA screener scores (for new students) will be given to the administrative assistant to be mailed home to families by US Mail. Once completed, task will be marked off the yearly checklist.

School Districts Must Inform Parents of:

- The reasons for identifying their child as an English Learner and for placing their child in a language instruction educational program;
 - The child's current level of English proficiency, including how the level was assessed and the status of the child's academic achievement;
 - The method of instruction that will be used in the program, including a description of all language programs;
 - How the program will meet the educational strengths and needs of the child;
 - How the program will help the child learn English and meet academic achievement standards;
 - How the program will meet the objectives of an individualized education program for a child with a disability;
 - The program exit requirements, including when the transition will take place and when graduation from secondary school is expected; and
 - The parents' rights, including written guidance that (A) specifies the right to have their child immediately removed from a language instruction educational program upon request, (B) describes the options that parents have to decline to enroll their child in such a program or to choose another program or method of instruction, if available, and (C) assists parents in selecting among various programs and methods of instruction, if more than one program or method is offered. (ESEA Section 330 a-d)
- Parents choosing to opt-out their child will be called to schedule a meeting with EL staff, and if still choosing to opt-out, sign the appropriate form (Appendix B).

I. ELs who are Struggling Learners

When indicators suggest that an English Learner (EL) is having difficulties attaining linguistic, academic and social expectations, which are unrelated to the student's English Language Proficiency, the student will be referred to the school Child Study Team for intervention strategies. Periodic reviews will be conducted to determine the success or failure of the strategies. Keys Grace Academy has an established protocol for referring students for special education evaluations. These special intervention strategies must be utilized to determine what further strategies may be necessary. These special intervention strategies must be utilized to ensure that a student is not referred for formal Special Education Multidisciplinary Team (including the EL Coordinator and an EL Teacher) evaluations when the lack of academic progress is primarily related to language background or a need for more ESL support services. In the event the various strategies are not successful, the student may be referred for a special education evaluation. The student may require an evaluation administered in his/her native language.

J. Student Folder Contents and CA-60

Each English Learner will have a folder maintained by the ESL teacher at the building. The folder will contain:

- Home language survey ***APPENDIX A***
- Parent notification letter ***APPENDIX B***
- WIDA ACCESS for ELLs & WIDA Screener testing results
- Record of placement decisions

V. STAFF Roles

A. ESL Teachers

The ESL teacher is certified in his/her teaching area and has an ESL endorsement. The ESL teacher has primary responsibility for providing English language instruction to the EL. The ESL teacher also shares the responsibility with mainstream general education teachers for ensuring that the EL receives content instruction while learning English.

The ESL teacher supports the instruction of the mainstream class by discussing the content using ESL, sheltered or content specific instruction taught in the student's home language and English. The ESL teacher is responsible for language development and content specific instructional support.

ESL teacher:

- provides content instruction and language development;
- assumes the same functions as the mainstream teacher when they are the teacher of record in the classroom;
- meets regularly with the mainstream teacher to determine the academic needs of English Learners enrolled in their classes;
- teaches basic survival skills to the most limited English proficient students;
- assists general education staff about culture and language of the EL and the family;
- provides the mainstream teacher with the cultural and linguistic background of the language minority students in the class;
- works collaboratively with staff to develop curriculum;
- identifies, assesses, teaches, and counsels each EL; and
- provides staff development on English language instruction and cultural awareness.

B. Bilingual Parent Liaison

The Bilingual Parent Liaison works with the parents/guardians of English Learners, their community, and the school. This bilingual expertise is valuable to Keys Grace because it provides a bridge between parents and school. Bilingual staff assists during enrollment when language is a barrier to gaining accurate vital information. They contact parents in writing or by phone to announce important school events, schedule parent-teacher meetings, share student successes and challenges, ask for advice and support when disciplinary problems arise, and ask for parent volunteers for school activities. In addition, bilingual staff is often asked to share their own knowledge and expertise of the community from which they come with school colleagues and community groups.

C. Role of ESL/Bilingual Paraprofessional

The ESL/Bilingual paraprofessional supports and reinforces the English language acquisition and content instruction provided by ESL/Bilingual teacher and mainstream teachers.

Responsibilities of the ESL/ Bilingual Paraprofessional are to:

- assist ESL/Bilingual teachers and mainstream teachers in providing content instruction and language development;

- meet regularly with ESL/Bilingual teachers and mainstream teachers to determine the academic needs of ELs enrolled in their classes;
- assist teaching basic survival skills to the most limited English proficient students;
- inform general education staff about culture and language of the ELs and their families;
- provide mainstream teachers with cultural and linguistic background of the language minority students in their classes;
- provide input to staff regarding curriculum development;
- assist in identification, assessment, teaching, and counseling each EL; and
- assist in providing staff development on English language instruction and cultural awareness.

D. Role of Mainstream General Education Teacher

The mainstream teacher into whose class the student is enrolled has primary responsibility for the instruction of the EL. The student spends a significant part of the day in the mainstream classroom with this teacher and classmates. Because of this, the mainstream teacher is responsible for the delivery of the curriculum to ALL students in his/her class. The mainstream teacher does not accomplish this alone.

The mainstream teacher and the ESL/Bilingual staff are the ones who decide:

- what should be taught;
- how the mainstream class content should be supported by ESL/bilingual staff;
- what the essential concepts in the lessons are;
- how lessons should be differentiated and accommodated;
- how to make appropriate accommodations for assessments; and
- how to assess achievement.

In addition, the mainstream teacher:

- is a full partner with the ESL/Bilingual staff in educating ELs in his/her class;
- demonstrates sensitivity and awareness of cultural and linguistic differences;
- individualizes instruction to meet the needs of each student;
- uses visuals/hands-on activities to facilitate learning;
- provides materials for the ESL/Bilingual staff that support the mainstream instruction;
- helps language minority students make friends and be part of the social interaction in the classroom;
- promotes intercultural discussion; and,
- suggests the type of help the EL needs to be successful in his/her class to the ESL teacher.
- provides lessons, outlines, and/or resources to classroom paraprofessionals for instruction
- creates groups of students for the paraprofessional to support/instruct during class time

E. Role of Special Services Staff

Special Services staff members are essential for the success of English Learners in elementary, middle, and high schools in Keys Grace Academy. Counselors, social workers and curriculum support personnel are a very new phenomena for many ELs and their families. The role of the special services staff needs to be explained to bilingual parents and students so that the bilingual families will have a complete understanding of that person's role in the school and will be able to utilize his/her expertise.

Support Staff for English Learners:

- work in conjunction with the ESL/Bilingual and mainstream staff to provide appropriate scheduling of students;
- need to develop an awareness of the culture and language abilities of language minority students;
- provide social and academic guidance to help English Learners become familiar with school culture and academic opportunities;
- have current language proficiency assessment accessible; and,
- provide academic information to parents/guardians.

VI. PARENTAL INVOLVEMENT

Keys Grace will host family engagement events 3 times per year (one fall, one winter, one spring).

Parents will be notified 2-3 weeks prior to the event and RSVP slips (available in multiple languages) will be sent home. For families needing transportation, busing is available. In-person translators will be available at all family events.

For our newcomer families, small group meetings will be held monthly and directed by both our family liaisons and community partners.

Phone calls home will be made (by our translators) after small group meetings for feedback on the seminars and parental involvement of future seminar topics.

A. Wrap-Around Services provided at Keys Grace

- Dental Services
- Health Services
- Community Garden
- Blanket and Turkey Drives
- Coat Drives (hats, gloves, and coats)
- Free Field trips
- Door-to-door school bus services
- Legal Aid
- Social Services/Life Skills
- Free backpacks and supplies
- Free uniforms

B. Parental Communication/Interpreter Services

Parents of English Learners will receive readily understood notices of school programs and activities impacting their child's education. Note:  Language Access Plan

Many bilingual parents need interpreters (translators) to participate in school activities such as registering students and parent/teacher conferences. Certainly, the more informed parents are the more likely it is that they will be able to support their child's learning. However, many teachers and administrators may be unfamiliar with using an interpreter and may consequently be reluctant to make routine use of the parents' native languages. The following suggestions may facilitate successful communication when using an interpreter:

Prior to the Meeting

1. Accurately determine the parents' native language prior to the meeting and identify an interpreter (may be an adult family member) who is fluent in that language. Note that it may be important to determine the particular dialect of the family to use an interpreter who can easily communicate.

2. Send notices for school meetings and conferences home in English on one-side and student's native languages (when possible) on the other. Keep a generic file of these notices with blanks for times and dates.
3. Talk with the interpreter prior to meeting parents to clarify his/her role. In most cases, interpreters should not be active participants in the conversation. Rather, they should simply translate the participant's statements. The teacher or administrator should make it clear to parents at the beginning of the conference that this is the role the interpreter will play. In situations where it is appropriate for interpreters to be active in the conversation (for example, when the interpreter is a bilingual paraprofessional who also works with the student), the teacher or administrator should explicitly invite the interpreter to join in the discussion.
4. Prepare for the meeting by talking with the interpreter about the anticipated content that will be discussed. In this way, interpreters can clarify vocabulary and school terms that may not be familiar.
5. Do not rely on children to interpret for their parents. This reverses the roles in families — parents feel like children and children feel like they have more authority than they should. It is also difficult for most children to translate and children are very reluctant to translate anything negative about themselves to parents. Do not put them in this role.

During the Meeting

1. Show respect to parents by addressing them directly and allowing the interpreter to simply interpret your words. Sit so that you speak directly to the parents rather than to the interpreter. Often, it works well to place the interpreter to your side rather than between you and the parent.
2. Speak at a normal rate and volume.
3. Keep the group limited to a small number of people. Introduce each person and the role each plays in relation to the child.
4. Stop periodically and ask if there are any questions.
5. Support your statements with examples of student work that parents can take with them and examine further.
6. Do whatever you can to encourage parents' further school visits and participation in school activities.

Following the Meeting

1. Clarify any confusing interactions with the interpreter. Ask for feedback and suggestions on the interpreting process from the interpreter.
2. Make a record of significant information discussed. It is helpful to do this in both languages so that parents could have easy access to information. Sending a follow-up letter in the language of the parent.

C. ESL/Bilingual Parent Advisory Committee

Send notification of ESL/Bilingual Parent Advisory Committee Meetings. If possible, the letter is sent in the parents' native language. Phone calls by bilingual staff to remind parents are used. The Parent Advisory Committee is an excellent way to develop rapport and solicit questions and suggestions regarding student progress in your schools. It also serves as a strong base for an

International/Multicultural Task Force. Keep a roster of parents who attend and minutes and agendas of meetings.

D. Code of Conduct

The Code of Conduct is being translated into the major languages and distributed to parents of ELs. This will assure that students and parents are informed in their first language.

VII. PERSONNEL PRACTICES

A. Postings

Keys Grace Academy will, when seeking new applicants for all content area positions, actively recruit those people speaking the language of our student population. This is recommended for all vacancies, not just ESL or bilingual positions.

Keys Grace Academy will encourage the designation of ESL/Bilingual paraprofessionals as a distinct category. This will provide trained personnel and consistent instruction. Presently, the paraprofessionals are highly trained with specific skills to meet the needs of ELs.

B. Professional Learning

ESL/Bilingual staff will meet regularly to update knowledge and skills, obtain additional training, and share information and materials. ESL/Bilingual staff will also attend weekly PLC meetings with general education teachers. Professional learning schedule for the school year is sent out in August by PL Coordinator. Calendar of PL will include a minimum of 3 topics that revolve around ELs (content and language objectives, sentence stems, bilingual paraprofessional support strategies, etc) for general education staff members.

ESL/Bilingual staff will have the opportunity to attend conferences and in-services inside and outside the district.

Training for regular education teachers on ESL/Bilingual topics will be provided, such as SIOP training. PL Coordinator to keep agenda of PLC meetings and PL days. Staff input from MOECS surveys are shared with presenters. Principal and EL Coordinator will debrief with staff about PL during small group PLC meetings.

VIII. PROGRAM EVALUATION

A District Evaluation Committee (EL Coordinator, Principal, MTSS Coordinator, EL teachers) will meet each spring to assess student progress using standardized test scores and writing samples. They will also assess the program's effectiveness, resources and staff needs. This committee will make any necessary program recommendations to the Superintendent, Executive Director of Instruction and the Board of Education. Monitoring data such as district-wide test results, dropout and retention rates, and grades will be included in the periodic program evaluation. EL Coordinator will complete the EL Program Review every Spring by the beginning of June. Committee will meet again to review the year's most recent WIDA scores after they are mailed out in August. Decisions on placement of students into a different program will be finalized by the second week of school at the latest. EL Coordinator to record the programs in MISTAR and track and FELs in the FEL tracking system in MISTAR.

APPENDIX A HOME LANGUAGE SURVEY QUESTIONS

Home Language Survey Questions

Michigan welcomes families of all language backgrounds. Speaking more than one language is a valuable asset! Please answer the two questions below. If your response to either question is a language other than English, the school district will give an assessment to see if your student may benefit from English language support.

What language is used most at home? _____

What language is used most by the student? _____

Immigrant Student Identification Questions

Was the child born outside of the US/ Puerto Rico? ____ Yes ____ No

If yes, what is the first date of enrollment in school in the United States? _____

APPENDIX B PARENT LETTERS

Student Name _____

School Year _____

WIDA Overall Proficiency Level: _____



Dear Parent or Guardian,

KEYS Grace Academy is committed to providing instructional and enrichment programs that will meet the needs of all students in our schools. We have developed an ESL program of academic instruction that addresses the special English language needs of our students. Based on enrollment information and testing/screening, your student is eligible for services that support classroom instruction and provide additional opportunities for your student's academic growth and language proficiency. This letter is intended to clarify information about the program and options for your child.

What are ESL support services?

ESL support services are specialized programs funded by local, state and federal funds. Each year, we are required by federal legislation to inform you of the services we are providing for your child. The purpose is to enable students to read, write and communicate in the English language as well as learn subject matter at the same time. The teachers are specially trained to help students acquire language and subject matter skills that are based on the state and district curriculum standards and benchmarks. Our testing indicates that our students in the program are making progress at every grade level.

How are students identified as having limited English proficiency?

Many students are potentially eligible for services in the ESL program. Students are eligible for services if they are identified on the Home Language Survey as having a first language other than English or if a language other than English is spoken regularly in the home. A state language proficiency screener assessment determines services needed. The state mandates the administration of the English Language Proficiency assessments (WIDA ACCESS Placement Test and/or WIDA ACCESS for ELLs) to determine student's listening, speaking, reading, and writing skills. Results determine eligibility for service as well as student progress.

How can I find out my child's language proficiency level?

Your child's proficiency level is located at the top of this letter. Please contact your child's teacher for a full explanation of your child's scores or progress made.

What types of programs are available?

KEYS Grace Academy offers a transitional program with very intensive help for students with little or no English. As the student progresses in English, he or she will transition into the general education program.

Some options include programs as listed below:

- A structured research based program of teaching the English language through science, math, social studies and language arts.
- Small group instruction that aims at developing fluency and literacy in English.
- Computer assisted instruction that allows for individual learning, problem solving, and acceleration of students' language and skills.
- Use of students' home language as needed to assist students in understanding and acquiring new concepts in subject areas like math, science and social studies.
- Opportunities to be included in all district interventions, enrichment and accelerated programs

Your child has been selected for a program based specifically on his or her learning needs. Please talk to your child's teacher at parent conferences or by making an appointment if you wish specific information about your child's progress. If your child also qualifies for additional support with an IEP, he/she will be eligible for both the Special Education Program and English Language Development Program through coordinated opportunities.

How do students exit the program?

Students are expected to exit the program and be on the path to on time graduation in 5-7 years.

Students can exit the program officially in a number of ways:

- The parent has the absolute right to withdraw their son or daughter from ESL services at any time.
- Any student who scores at the proficient level (4.8) on the WIDA and state/district tests will be recommended for exit.

Students are not exclusively pulled out into an ESL program. Students who receive services still spend the majority of their school day in the general education classroom but also receive additional English services in either a pull-out or push-in method.

We will monitor student progress for four years following exit from the ESL program. Report cards and test results will be used to monitor progress. This information will be used to determine further support for your child. If you need any further information, please contact your child's teacher or school.

If you do not wish to have your child take part in English Language services, please email lindsay.lapointe@keysacademies.com or call the school at 248-629-7700. Please note that even if English Language Services are refused, students are required to take the WIDA ACCESS assessment annually.

Thank you,

ESL Team



Dear Parents or Guardians,

We are honored to partner with you! You are receiving this letter because your child qualifies for supplemental services in our English Learner (EL) Program. Within this program, we provide unique opportunities for students and families that have a home or native language other than English. The diverse backgrounds of our students adds to the richness of our schools, and we encourage you to embrace, celebrate, and maintain your native languages and cultural identities as there are numerous economic, cognitive, collective, and personal benefits.

To protect the civil rights of our emerging bilingual and multilingual students, and in compliance with federal and state requirements, all public schools are required to assess the English language proficiency of all students who have a home and/or native language other than English. Your student qualifies for our EL Program based on these scores:

Grades K-12 WIDA Screener*

Reading: _____

Writing: _____

Listening: _____

Speaking: _____

*Possible scores are 1.0 (beginning) - 6.0 (reaching proficiency). A student is eligible for ELD services if they score below 5.0 in any domain.

These services are offered to support the unique strengths and needs of your child within our ELD Program:

- Direct instruction from an English as a Second Language (ESL) certified teacher
- Content area tutorial
- Computer-assisted instruction to increase academic language skills
- Supports from interventionists
- Accommodated assignments and assessments
- After school and summer tutoring

Your child will have meaningful access to all grade-level core curriculum in order to be on a path to on-time graduation. If your child also qualifies for additional supports with an IEP, he or she will be eligible to receive both services through the Special Education Program and the EL Program through coordinated opportunities.

With these educational services, we would expect your child to exit from the EL Program within 5-7 years. In order to measure growth and determine program eligibility, your child will take an annual English language proficiency assessment (WIDA). Once your child scores 4.8 on the WIDA Access or P2 on the WIDA Alternate Access, your child may exit the EL program.

As a parent or guardian, you have the right to refuse any or all of the services in the EL Program. If you have questions or concerns about the program, please set up a meeting with the ELD teacher at your child's level. An annual EL Services Waiver will be provided upon request; however, your child will continue to be required to participate in the annual English language proficiency assessment.

Thank you for the privilege and honor of serving your child on the path to English proficiency and academic success with Keys Grace Academy. You are an essential partner in your child's education, and we look forward to your involvement and support throughout the year!

Sincerely,

ESL Team



Dear Parent,

We understand that you would like to decline participation in the Title III program or particular EL services proposed for your child _____ (insert child's name). EL services are specifically designed to help your child obtain English language proficiency as well as acquire grade-level content. However, as stated in our conversation, you have the legal right to opt your child out of the program or particular services.

If you still wish to opt your child out of the Title III program or particular EL services, please initial next to each item on the checklist below. Doing so will indicate that you fully understand and agree with each statement. After you have initialed next to each of the statements, please sign, date, and return the form to your child's school. We will keep this document on file stating that you have declined or do not want these indicated EL services for your child.

_____ I am aware of my child's English language assessment score and other information about my child's current academic progress, and understand why he/she was recommended for additional English language instruction.

_____ I am familiar with the Title III program and services the school has available for my child.

_____ I have had the opportunity to discuss the available Title III program and services with the school.

_____ I understand that the school believes its recommendation is the most academically beneficial for my child.

_____ I understand that my child will still be designated an "English Learner" and have his or her English proficiency assessed once per year until he/she no longer meets the definition of an English Learner. All of this information has been presented to me in a language I fully understand.

I, _____ (insert name), with a full understanding of the above information, wish to

_____ decline all of the Title III program and EL services offered to my child.

_____ decline some of the Title III program and/or particular EL services offered to my child.

I wish to decline (List program/services)

Parent's Signature

Child's Name

Date

APPENDIX C DESCRIPTIONS OF ENGLISH LANGUAGE PROFICIENCY LEVELS

To meet the instructional needs of English learners (ELs) in Michigan, six (6) levels of English language proficiency are used to more accurately describe student proficiency in listening, speaking, reading, writing skills. Included in the table below is a general description of the characteristics of ELs at each level of proficiency.

Michigan English Proficiency Levels (WIDA English Language Proficiency Levels)	Description of English Learners (ELs)
Level 1 Entering	Students with limited formal schooling Level 1 may include students whose schooling has been interrupted for a variety of reasons, including war, poverty or patterns of migration, as well as students coming from remote rural settings with little prior opportunity for sequential schooling. These students may exhibit some of the following characteristics: pre- or semi-literacy in their native language; minimal understanding of the function of literacy; performance significantly below grade level; lack of awareness of the organization and culture of school. (TESOL, 1997, p.21) Because these students may need more time to acquire academic background knowledge as they adjust to the school and cultural environment, English language development may also take longer than other EL beginning students at Level 1. Level 1 students may lack sufficient English literacy for meaningful participation in testing even at the most minimal level. Recently arrived student (less than 30 days) These students have not been assessed with the WIDA Screener and/or other tests used for placement. Beginning (Pre-production and early production) Students initially have limited or no understanding of English. They rarely use English for communication. They respond non-verbally to simple commands, statements and questions. As their oral comprehension increases, they begin to imitate the verbalization of others by using single words or simple phrases, and begin to use English spontaneously (WIDA, 2012). At this earliest stage these students start to construct meaning from text with non-print features (e.g., illustrations, graphs, maps, tables). They gradually construct more meaning from the words themselves, but the construction is often incomplete (WIDA, 2012). They are able to generate simple written texts that reflect their knowledge level of syntax. These texts may include a significant amount of non-conventional features, invented spelling, some grammatical inaccuracies, pictorial representations, surface features and rhetorical features of the native language (i.e., ways of structuring text from native language and culture) (TESOL, 1999, p.20).

Level 2 Beginning	Early intermediate (Speech emergent) Students can comprehend short conversations on simple topics. They rely on familiar structures and utterances. They use repetition, gestures, and other non-verbal cues to sustain conversation (WIDA, 2012). When reading, students at this level can understand basic narrative text and authentic materials. They can use contextual and visual cues to derive meaning from texts that contain unfamiliar words, expressions and structures. They can comprehend passages written in basic sentence patterns, but frequently have to guess at the meaning of more complex materials. They begin to make informed guesses about meaning from context. They can begin to identify the main idea and supporting details of passages (WIDA, 2012).. Students can write simple notes, make brief journal entries, and write short reports using basic vocabulary, and common language structures. Frequent errors are characteristic at this level especially when student try to express thoughts that require more complex language structures. (State of Virginia, pp. 4-9)
Level 3 Developing	Intermediate At this level students can understand standard speech delivered in most settings with some repetition and rewording. They can understand the main ideas and relevant details of extended discussions or presentations. They draw on a wide range of language forms, vocabulary, idioms, and structures. They can comprehend many subtle nuances with repetition and/or rephrasing. Students at this level are beginning to detect affective undertones and they understand inferences in spoken language. They can communicate orally in most settings (WIDA, 2012). Students can comprehend the content of many texts independently. They still require support in understanding texts in the academic content areas. They have a high degree of success with factual information in non-technical prose. They can read many literature selections for pleasure. They can separate main ideas from supporting ones. They can use the context of a passage and prior knowledge to increase their comprehension. They can detect the overall tone and intent of the text (WIDA, 2012). Students can write multi-paragraph compositions, journal entries, personal and business letters, and creative passages. They can present their thoughts in an organized manner that is easily understood by the reader. They show good control of English word structure and of the most frequently used grammar structures, but errors are still present. They can express complex ideas and use a wide range of vocabulary, idioms, and structures, including a wide range of verb tenses. (Virginia, pp. 11-14)

Level 4 Expanding	Transitional Intermediate At this level students' language skills are adequate for most day- to-day communication needs. Occasional structural and lexical errors occur. Students may have difficulty using and understanding idioms, figures of speech and words with multiple meanings. They communicate in English in new or unfamiliar settings, but have occasional difficulty with complex structures and abstract academic concepts (WIDA, 2012). Students at this level may read a wide range of texts with considerable fluency and are able to locate and identify the specific facts within the texts. However, they may not understand texts in which the concepts are presented in a de-contextualized manner, the sentence structure is complex, or the vocabulary is abstract. They can read independently, but may have occasional comprehension problems (WIDA, 2012). They produce written text independently for personal and academic purposes. Structures, vocabulary and overall organization approximate the writing of native speakers of English. However, errors may persist in one or more of these domains (listening, speaking, reading, and writing) (TESOL, 1999, p. 21).
Level 5 Bridging	Proficient At this proficient level students demonstrate English proficiency similar to native speakers. They use specialized or technical language of the content areas. Students at this level write using a variety of sentence lengths of varying linguistic complexity in extended oral or written discourse, including stories, essays or reports (WIDA 2012). Students at this level may read a wide range of texts with considerable fluency and are able to locate and identify the specific facts and draw conclusions within the texts. They may understand texts in which the concepts are presented in a de-contextualized manner, the sentence structure is complex, or the vocabulary is abstract. They can read most grade level texts independently (WIDA, 2012). They produce oral and written language approaching comparability to that of English-proficient peers when presented with grade level material (WIDA 2012).
Level 6 Reaching	Monitored (Advanced Proficiency) Students at this advanced level have demonstrated English proficiency as determined by state assessment instruments (WIDA ACCESS for ELLs and are on grade level in assessments such as the MSTEP, Common Assessments, SAT, and DRA). They are expected to be able to participate fully with their peers in grade level content area classes. The academic performance of these students is monitored for two years as required by federal law.

APPENDIX D COMPLAINTS REGARDING SCHOOL PERSONNEL

At KEYS Grace Academy, we believe in creating our policies to be fair to all students, staff, and families. Our policy applies to all students, staff, and families of KEYS.

When a complaint is made, the administrative team at KEYS will examine and review the issue, and this process needs time. If the event takes place on the bus, this requires teachers, paraprofessionals, drivers, students, parents, administrators, social worker, etc. to all follow through with the expectations and action plan.

All stakeholders, parents, guardians, employees understand the policy and process of a complaint. We do this by publicizing the policy to all students and their families, and staff at KEYS. Training is also provided to inform the staff and volunteers that work in the building.

Our policy states that the Principal and Vice Principal are responsible for investigating complaints. It is recorded that all staff, students, and volunteers must report their complaints to them. If the complaint involves one or both of them, the complaint must be issued to the President of the company, Nathan Kalasho, and our school board. Once a complaint is made, an incident report must be completed, and an investigation must take place within 3 days of the incident. Once an investigation is complete, a follow up report is required.

APPENDIX E DEFINITIONS

ACCESS for ELLs refers to the annual assessment given to all students participating in the Title III/ESL program.

Basic Interpersonal Communication Skills (BICS) refers to a student's social English language skills. Research indicates that a student takes 1-3 years to acquire functional social language skills. (Cummins, 1981)

Bilingual Instruction

Bilingual instruction is defined as instruction in curricular content areas, including instruction in English language skills (listening, speaking, reading, writing, and comprehension), through a combination of a student's native language and English language.

Bilingual Paraprofessional

A bilingual paraprofessional provides support services to the LEP student. Language proficiency must demonstrate in listening, speaking, reading, writing, and comprehension both the English language and the native language for which they provide support services.

Bilingual Program

Bilingual programs use a student's native language, in addition to English, for instruction by bilingual staff.

Bilingual Teacher

A Bilingual teacher is required to be certified in the area of instruction and in addition have a bilingual endorsement. This teacher may provide bilingual or ESL instruction or support services to the ELs. Frequently, this teacher will provide consultative services to the regular classroom teacher.

Building Instructional Team

The following staff should be part of the team working with ESL students:

- Classroom Teacher
- Counselor
- Social Worker
- Psychologist
- ESL Instructor/Paraprofessional
- General Education Resource Teacher
- Principal

The ESL/Bilingual teacher and ESL/Bilingual paraprofessionals assigned to the building will provide instructional support and materials.

When concerns arise regarding a student's program, curriculum or placement, the team outlined above will address these issues at a Building Instructional Team meeting. The Building Instructional Team

referrals may be requested by any staff member. The District ESL/Bilingual/Title III supervisor will be notified when a particular ELs problem persists after interventions have been implemented as recommended by the Building Instructional Team.

CA-60 File

This file is kept in the school office and is the official record of the student. It contains: birth certificate, immunization records, registration documents, standardized test scores, report cards, and other official school documents.

CALP

Cognitive Academic Language Proficiency (CALP) refers to the English language skills necessary to function successfully in an academic/school environment. Research indicates that it takes a student from 3-7 or more years to acquire such academic language skills. (Cummins, 1981)

Content-based Language Development Programs

Content-based Language Development programs group ELs from different languages together in classes where teachers use English as the medium for providing content area instruction. Teachers modify classroom language to the proficiency level of the students.

Co-Teaching

Co-teaching is defined as having an ESL/Bilingual teacher assist in the instruction for content area classes whenever there is a significant population of ELs in the building.

ELs (English Learners)

ELs refers to students whose first language is not English, and encompasses both students who are just beginning to learn English (often referred to as limited English proficient or LEP) and those who have already developed considerable proficiency. The term underscores the fact that, in addition to meeting all the academic challenges that face their monolingual peers, these students are learning English.

ESL/ELD

English as a Second Language (ESL)/English Language Development (ELD) instruction is used to teach English language components (grammar, vocabulary, and pronunciation) and language skills (listening, speaking, reading, writing, and comprehension) as well as content areas.

ESL Programs

ESL programs emphasize learning English for both social and academic purposes. English is the language of instruction.

ESL Class Period

A student receives ESL instruction during a regular class period, often grouped by English language proficiency levels.

ESL Instruction

ESL is defined as a structured language acquisition program designed to instruct a student in the English language (speaking, reading, writing, and comprehending) and core academic content.

ESL Newcomers' Center

ESL Newcomers' Center is an ESL classroom that enrolls non-English-speaking students from many or all schools of the same grade level (elementary, middle or high school). The Center provides intensive English language and academic content instruction.

ESL Resource Center

Students from several classrooms come together for English language and academic content instruction. The resource center concentrates ESL materials and staff in one location.

ESL Student File

This file is kept by the Bilingual/ESL teacher at the building of enrollment. It contains a copy of the district registration, assessment data, and family information.

ESL Teacher

An ESL teacher is required to be certified and have specific training in ESL instruction. The ESL teacher may provide ESL instruction or support services to LEP students and may provide consultative services to regular classroom teachers.

ESSA

The Every Student Succeeds Act (ESSA) is the most recent reauthorization of the Elementary and Secondary Education Act (ESEA).

FEL Students

A Former English Learner (FEL) has been exited from Title III/ESL program because:
The student has scored proficient on the ACCESS, W-APT, and multiple district assessments.

Inclusion

An EL is placed in general education and may receive tutorial support or receive service through a team approach.

Language Instruction Educational Program (LIEP)

Under Title VI and the EEOA LEAs must provide a language assistance program that is effective—educationally sound and proven successful. Consistent with ESEA section 3124, the Department does not recommend any particular curricula, program of instruction, or instructional materials, nor does it prohibit any language instruction educational program used with ELs that is consistent with Title III of the ESEA and other laws, including Title VI and the EEOA.

Title III

Title III is an entitlement program under the Elementary and Secondary Education Act. The purpose of Title III, Part A, is to help ensure that children and youth who are limited English proficient, Native American and/or immigrants, attain English language proficiency, develop high levels of academic attainment in English, and meet the same challenging academic standards that all children are expected to meet. Title III funds are directed to states and eligible local districts or consortia through a formula grant allocation to:

- Develop high-quality language instruction educational programs
- Assist SEAs, LEAs and schools to build their capacity to establish, implement, and sustain language instruction and development programs

- Promote parental and community involvement
- Hold SEAs, LEAs, and schools accountable for increases in English proficiency and core academic content knowledge of limited English proficient children by:
- Demonstrated improvement in the English proficiency of limited English proficient children each fiscal year; and
- Adequate yearly progress for limited English proficient children, including immigrant children and youth, as described in section 1111(b)(2).

Woodcock-Muñoz

Woodcock-Muñoz is an assessment used to determine English language proficiency.

WIDA Screener refers to the English language screening assessment given to students new to Bloomfield Hills Schools, when indicated on the home language survey, that a language other than English is spoken in the home.

WIDA refers to a consortium of states with the purposes of advancing academic language development and academic achievement for linguistically diverse students through high quality standards, assessments, research, and professional development for educators.

APPENDIX F GUIDELINES

- Most students should be placed in an age-appropriate classroom. Even if the student has not attended school before, the social nature of schooling cannot be ignored. It is important to place students with their peers and allow them to interact naturally. Exceptions may include students who have not attended school for more than a year.
- A student should be placed in classrooms that utilize the most interactive methods of teaching. English Learners (ELs) need to listen, speak, read, and write in meaningful contexts to acquire English. Teachers who rely mainly on lecture, memorization, and worksheets may be least appropriate for second language learners.
- Bilingual para-educators or instructional assistants may work directly with a student in the classroom in conjunction with the classroom teacher. In this way, para-educators or instructional assistants have a better understanding of what, why, and how content material is being studied and can provide support that is directly connected to classroom goals.
- Previous schooling is considered. The academic backgrounds of students vary greatly. Some students may have studied advanced algebra while others may never have attended school.
- All students need time to learn how to interact in an American school setting. Consideration is given to having the ESL/Bilingual staff explicitly teach about the culture and language of schools.
- Initial placement decisions for the middle students should take into account native language literacy skills, previous schooling, interests and goals, and opportunities within classes for hands-on interactive learning. While a student is often placed in physical education, art, and music classes, when taught appropriately with the support of ESL/Bilingual teachers or tutors, other content area classes such as science and math may be crucial to maintaining student's interest in school.
- Consideration is given to alternative means of assessment for the English Learner. Portfolio assessments that include a broad range of student work, teacher observations, and even audio and videotapes of the student's work will offer a vision of student's progress over time. The placement team recognizes that every test is a language test; the student may understand content but be unable to decipher a multiple-choice test. Finally, the team assists teachers in inventing ways of allowing the student to demonstrate what they have learned without using complex English.

The placement team encourage the English Learner's involvement in extracurricular activities at all grade levels. A student learns English and feels connected to school when he/she is playing soccer, joining in the talent show, or playing in band. The English Learner needs to be invited to participate.

Additional standardized and curriculum-based assessments inform the decision of the team. Criteria used to exit a student will be placed in the student's CA 60 and ESL file.

APPENDIX G TITLE III FUNDS

Allowable Uses of Title III Funds

Title III English Language Acquisition: Generally Allowable Expenditures

Title III funds are supplemental and are to be used over and above the district's required services and resources provided to ELs and their families. **Required** activities include:

1. High quality language instruction educational programs that demonstrate effectiveness by increasing English proficiency and student academic achievement in the core academic subjects.
2. High quality professional development of sufficient intensity and duration that demonstrates effectiveness in improving instruction and assessment and which enhances the ability of teachers to understand and use curricula, assessment measures, and instructional strategies.
3. High quality activities that include parent, family, and community engagement and coordination, and coordination and alignment of related programs (ESEA Section 3115(c)(3)).

Title III supplemental EL funds can be used, in priority order, for the following:

1. Services before and after school such as tutoring, academic assistance, supplementary instructional materials for English language acquisition as well as for summer school programs for ELs. Districts need to identify the students served and the method used to assess and monitor their progress.
2. Professional development that is planned based on students achievement data and provided in a systemic and sustained manner to improve instruction and assessment of ELs. Staff training could include bilingual/ESL classroom teachers, bilingual/ESL teacher coaches, paraprofessionals, regular education teachers, administrators, and other school based or community-based organizational personnel who serve ELs.
3. Hiring bilingual/ESL coaches whose role is to acquire scientific-based research practices, provide professional development, mentor and coach teachers who are working directly with ELs. Additionally, such funds can be used to provide stipends to teachers to assist them in completing and obtaining bilingual/ESL endorsements.
4. Parent involvement activities including family literacy (ESL) and parenting classes. Additionally, funds can be used for speakers who conduct informative parent sessions that enhance student language acquisition and mastery of core academic subjects. Districts may purchase supplemental instructional materials to support child's English language learning at home, materials and books on parenting skills. A Parent Involvement Liaison can be hired or contracted to enhance ongoing parent engagement in school activities, committees and functions, facilitate planning and conducting parent meetings, connecting families to community resources, and interpreting to parents during Title III meetings.
5. Cost for educational field trips if part of high quality language instruction educational programs/activities (buses and admission).
6. Administrative and indirect costs of III/Immigrant may NOT exceed 2% of the total allocation (ESEA Section 3115(b)).

Title III Non-Allowable Expenditures:

1. Title III funds may NOT be used to pick up a cost that was previously funded by general funds.
2. Title III may NOT supplant any other federal, state or local expenses.
3. All test administration cost (ACCESS for ELLs, W-APT, other state assessments) must be paid by general fund, including the pay for proctors, assessors and substitute teachers.
4. Translation of documents, parent handbooks, and assessments are funded by general funds and NOT with Title III funds.
5. Title III funds may NOT be used for Intake/Eligibility or Annual progress assessments.

Immigrant Program: Generally Allowable Expenditures:

Sub-grants to LEAs and ISDs are made if significant increase is experienced in numbers of immigrant students from ages 3-21; enrolled in public or private school; not born in US; not attended US school for more than three full years. Purpose of Immigrant sub-grants is to pay for activities that provide enhanced instructional opportunities for immigrant children and youth (ESEA Section 3115 (C)).

Allowable activities include:

1. Support for personnel, including paraprofessionals who have been specifically trained, or are being trained, to provide services to immigrant children and youth.
2. Provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth (career exploration and shadowing experiences, college visits, etc.) throughout the day and before/after school.
3. Identification and acquisition of bilingual curricular materials, bilingual educational software and technologies to be used in the program carried out with these funds.
4. Activities, coordinated with community-based organizations, institutions of higher education, private sector entities, or other entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.
5. Family literacy, parent outreach liaison and activities, training activities designed to assist parents in adjusting to and understanding the American culture and school system in order to become active participants in the education of their children.
6. Administrative and indirect cost to Title III Immigrant may NOT exceed 2% of the total allocation.

Title III Immigrant Non-Allowable Expenditures:

1. Title III Immigrant funds may NOT be used to pick up a cost that was previously funded by general funds.
2. Title III Immigrant funds may NOT supplant any other federal, state or local expenses.
3. All test administration cost (ACCESS for ELLs, W-APT, other state assessments) must be paid by general fund, including the pay for proctors, assessors and substitute teachers.
4. Title III Immigrant funds may NOT be used for Intake/Eligibility or Annual progress assessments.
5. Translation of documents, parent handbooks, and assessments are funded by general funds and NOT with Title III immigrant funds.

APPENDIX H LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM

Language Instruction Educational Program (LIEP) Description

WIDA Levels	Duration of supports	Mode of support (one on one or small group, push in...)	Staff Providing Service	Materials Used
Entering/ Emerging 1.0-2.9	40 min per day (pull out) 60-90 minutes per day (push in)	Small group pull out for specific ELD goals Push in support for language development in content classes Collaboration with classroom teachers for language supports to be embedded during independent practice	Certified ESL/ bilingual endorsed teacher SIOP trained classroom teacher Bilingual Paraprofessional	National Geographic Reach Higher for grades K-5 Saddleback Go! Fundamentals/Phonics Sets/ ELL Tween Literacy Library for grades 6-8 Into the USA for newcomers
Developing 3.0-3.9	60 minutes per week (pull out) 60-75 minutes per week (push in)	Small group pull out for specific ELD goals Push in support for language development in content classes Collaboration with classroom teachers for language supports to be embedded during independent practice	Certified ESL/ bilingual endorsed teacher SIOP trained classroom teacher Bilingual Paraprofessional	National Geographic Reach Higher for grades K-5 Saddleback Go! Fundamentals/Phonics Sets/ ELL Tween Literacy Library for grades 6-8

Expanding 4.0-4.9	30 minutes per week or as needed	Push in for small group language development Push in for language support in content areas	Certified ESL/ bilingual endorsed teacher SIOP trained classroom teacher Bilingual Paraprofessional	Accommodated/ adapted classroom assignments and content Finish Line for ELL 2.0 Novel Studies
Bridging/ Reaching 5.0-5.9	Monitoring or as needed	Monitoring and collaboration with classroom teachers for language supports Push in support as needed	Certified ESL/ bilingual endorsed teacher SIOP trained classroom teacher	Accommodated/ adapted classroom assignments and content

K-5 students are seen using pull-out instruction by EL teacher for levels 1-2. Levels 3 and 4 are seen in a push-in model with limited weekly pull-out time for language goals.

6-8 students are seen for pull-out instruction by EL teacher daily. They also receive embedded ELD in Read 180 with an EL endorsed classroom teacher.

To increase pull-out instruction to 60 minutes/day, Keys Grace Academy has a staffing plan.

2023-2024	2024-2025	2025-2026	2026-2027	Continuous Improvement
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Cohort 1- Administrators and three (3) teachers plan to join cohort.	Cohort 1	Cohort 2 Plan for 5 teachers to join EL endorsement cohort.	Cohort 2 5 teachers to join EL endorsement cohort.	1. Tier 1/2 – Curriculum articulation ensuring ELL as core, collaborative inquiry cycles 2. Professional Learning – ESL cohorts
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APPENDIX I NOTICE OF NON-DISCRIMINATION

NON –DISCRIMINATION POLICY

KEYS Grace Academy School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. KEYS Grace Academy school District shall not discriminate in its employment practices or its educational programs and activities on the basis of race, creed, color, religion, national origin, age, sex, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic. All policies, regulations, and practices of the District shall be guided by this declaration.

APPENDIX J PROGRAM ENTRY AND EXIT SUMMARY CHART

May change with updated Michigan Department of Education Entrance and Exit Protocol.

WIDA ELD Levels	WIDA Screener (Placement)	WIDA ACCESS for ELLs
Level 1: Entering	1	1
Level 2: Emerging	2	2
Level 3: Developing	3	3
Level 4: Expanding	3-4	3-4
Level 5: Bridging	5	5
Entrance Criteria <i>If a student scores below 5.0 in one or more domains (no rounding) on the WIDA Screener, K-12, he/she qualifies for entry into the ESL Program and should be placed into the continuum of services offered by the district ESL Program. Kindergarten students screened before January of the current school year may only take the Listening and Speaking domains of the WIDA Screener. If they score below 5.0 in either domain, they are considered potential English Learners and should be screened with the Reading and Writing domains after December 1 of the current school year to determine eligibility for entry in the district ESL Program. Refer to the Michigan Department of Education Entrance and Exit Protocol for more detailed information.</i> Exit Criteria <i>Students must reach 4.8 overall proficiency on the WIDA ACCESS or P2 on the WIDA Alternate in order to qualify to exit the ESL Program.</i> <i>Students in grades K - 12, scoring at or above 4.8 overall proficiency on the WIDA ACCESS or P2, on the WIDA Alternate, will "auto exit". "Auto exit" refers to the process of automatically exiting a student from EL status in the Michigan Student Data System when they reach the WIDA ACCESS Overall Score of 4.8 or higher or the WIDA Alternate ACCESS overall score of P2. Auto exit is completed by the state (CEPI) over the summer.</i>		