

**TITLE III  
PROGRAM EVALUATION**

**MICHIGAN DEPARTMENT OF  
EDUCATION**

October 2011



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# **OVERVIEW OF THE MICHIGAN TITLE III PROGRAM EVALUATION**

## **INTRODUCTION**

An increasing number of English Language Learners (ELLs) are enrolled in schools throughout Michigan. To meet the needs of ELLs in Michigan, *No Child Left Behind* 2001 (NCLB) requires that the State Educational Agencies (SEA) review the Local Educational Agency (LEA) programs that have been designed and implemented to increase the language acquisition and academic achievement of ELL enrolled in their schools.

Every year LEAs report demographic and academic achievement assessment data on ELLs to the Michigan Department of Education (MDE). In addition, to meet the requirements for NCLB, the MDE provides this Title III Program Evaluation document. This document includes a self-study guide and provides a process to review the efficacy of the Title III program so that LEAs are able to continually improve the services provided to ELLs.

## **SECTION A: EVALUATION CHECKLIST**

The Evaluation Checklist is organized into 6 areas that address the requirements of Title III. These areas are:

- Administrative Responsibilities
- Student Identification
- Parent and Community Involvement
- Instructional Programs and Assessment
- Teacher Qualifications and Professional Development
- Program Evaluation and School Improvement

## **SECTION B: TITLE III PROGRAM EVALUATION GUIDE**

The Title III Program Evaluation Guide encourages districts to go beyond minimal compliance. The resources available in this section provide a self-study format that lead districts through a process of quality program evaluation.

In collaboration with Teachers of English as a Second Language (TESOL) and National Association for Bilingual Education (NABE), National Study of School Evaluation (NSSE) has developed a guide for

school staff to use as they evaluate their program from a data-driven and standards-based perspective. The guide features indicators of high-performing instructional and organizational systems as they relate specifically to English Language Learners.

Using the focus questions in this guide, programs are able to gather and analyze data about their ELL services in the areas of curriculum, instructional strategies and assessments of student learning. This information can be used by the entire school community as a basis for discussion about how to improve ELL student learning, not only in the area of English acquisition, but also in learning academic English for success in the core content areas.

Resource: *English as a Second Language K-12: Program-specific Indicators of Instructional Effectiveness and Indicators of Organizational Effectiveness*

(Available for purchase in CD-ROM format or as a web-based tool provided by National Study of School Evaluation)

<http://www.nsse.org>

(Also available within the following publication)  
*Program Evaluation: English as a Second Language. Comprehensive Guide for Standards-based Evaluation for Schools Committed to Continuous Improvement.* National Study of School Evaluation, 2002. pp. 80-107)

## **SECTION C: RESOURCES FOR ESL PROGRAM DEVELOPMENT AND CONTINUOUS SCHOOL IMPROVEMENT**

*NSSE Program Evaluation Worksheets & Software Tools*

*MI-MAP Modules* available from Michigan Department of Education, Office of School Improvement, <http://www.michigan.gov/mde>

- 1:6 Identification, Planning and Compliance for ELLs
- 1:7 Coordinating Support Services for ELLs with Special Needs
- 3:6 Creating a Supportive Teaching and Learning Environment for ELL students
- 3:7 Linking Home School and Community for Families of ELLs

- 5:7 Connecting Assessment to Student Achievement and Program Improvement for ELLs
- 5:8 Designing and Delivering Effective Instruction: How Can We Best Meet the Needs of Our ELLs?
- 5:9 Developing English Language Proficiency
- 5:10 Supporting ELLs in the Content Areas
- 7:3 Preparing Teachers to Address the Linguistic and Cultural Needs of ELLs for Improved Learning

## Resources

- *Non-Regulatory Guidance on the Title III State Formula Grant Program: Standards, Assessments, and Accountability.* U.S. Department of Education, OELA, February 2003.
- *Program Evaluation: English as a Second Language – A Comprehensive Guide for Standards-based Program Evaluation for Schools Committed to Continuous Improvement.* National Study of School Evaluation, 2002.
- *Programs for English Language Learners: Resource Materials for Planning and Self-Assessments.* U.S. Department of Education, Office of Civil Rights, March 28, 2000.
- *The Program Evaluation Standards: How to Assess Evaluations of Educational Programs, 2<sup>nd</sup> edition.* The Joint Committee on Standards for Educational Evaluation, Sage Publications, 1994.
- *Asking the Right Questions: A Leader's Guide to Systems Thinking about School Improvement.* Mid-continent Research for Education and Learning (McREL), 2000.
- *Evaluating for Success - Comprehensive School Reform; An Evaluation Guide for Districts and Schools.* Mid-continent Research for Education and Learning (McREL), 1999.
- *Michigan K-12 English Language Proficiency Standards.* Michigan Department of Education, 2003.
- *PreK-12 English Language Proficiency Standards.* Teachers of English to Speakers of Other Languages, Inc. (TESOL), 2006.

- *Self-Assessment and Technical Assistance Document Title III, Part A Language Instruction for Limited English Proficient and Immigrant Students*. Virginia Department of Education, 2004.
- *Self-Assessment and On-Site Review Process: Programs for English Language Learners, Title III*. Oregon Department of Education.
- *Title III Program Self-Assessment*. Indiana Department of Education.

**Michigan Department of Education**

**2010-11 Title III**

**Program Evaluation / Review Checklist**

**PROGRAM REVIEW**

**Evaluation Checklist**

**School District:** Macomb intermediate School District (MI SD)

**Address:** 44001 Garfield Road, Clinton Township, MI 48038

**Telephone:** (586) 228-3481

**Name of Person Authorized to Complete this report:** Suchiraphon McKeithen-Polish

**Date:** 10/ 22/ 12





## PROGRAM/ DISTRICT REVIEW Evaluation Checklist

C= Compliant

IP= In Progress

NC= Noncompliant

NA= Not Applicable

### ADMINISTRATIVE RESPONSIBILITIES

Question Regulatory References from NCLB <a href="http://www.ed.gov/legislation/ESEA02">www.ed.gov/legislation/ESEA02</a> and Title VI of the Civil Rights Act of 1964, <a href="http://www.usdoj.gov/crt/cor/13166.htm">http://www.usdoj.gov/crt/cor/13166.htm</a>	Evidence/ Documentation	Level of Compliance				Notes & Findings
		C	IP	NC	NA	
1. Is the application for Title III funds on file at the district office? [NCLB Sec. 3116 (a)]	Title III application	X				<ul style="list-style-type: none"> <li>Prior to MEGS Consolidated Application, all records are kept at the MISD Bilingual Education Program.</li> </ul>
2. Does the district ensure that a plan for use of Title III funds has been submitted? [NCLB Sec. 3116 (a)]	Title III application	X				<ul style="list-style-type: none"> <li>Annual Title III Budget records &amp; invoices.</li> </ul>
3. If the LEA has been awarded a Title III subgrant of less than \$10,000, does the LEA ensure that it has entered into a consortium agreement with one or more other LEAs to be eligible to receive Title III, Part A funds? [NCLB Sec. 3116]	Copy of Title III consortium application.	X				<ul style="list-style-type: none"> <li>Consortium Agreements are signed by the constituent districts each school year.</li> <li>Sample: 2008-09 Consortium Agreements.</li> </ul>
4. Did the district have authorization from the board to apply for Title III funds? [NCLB Sec. 1120 (c)]	Board approved action in meeting minutes. (This date corresponds to date submitted on subgrant application certification page.)	X				<ul style="list-style-type: none"> <li>Assistant Superintendent letter to MACCA (Superintendents &amp; Curriculum Directors)</li> </ul>
5. Does the district maintain separate fiscal records for Title III?  [NCLB Sec. 1120 (a)]	<p>Last fiscal audit, federal funds narrative (note any audit exceptions).</p> <p>Approval for withholding indirect charges.</p> <p>Final, approved Title III budget. Last quarter receipts.</p>	X				<ul style="list-style-type: none"> <li>Annual Budget Report from MISD Business Office</li> <li>Title III (Mari Anne Stefanich)</li> </ul>

6. Does the district comply with the supplement, not supplant provision of Title III, Part A? [NCLB Sec. 3115 (g)]	Final, approved Title III budget.	<b>X</b>				<ul style="list-style-type: none"> <li>Title III Budget Report</li> <li><b>Bilingual Instructional Asst's log in and out pinksheet</b></li> </ul>
7. Does the district spend no more than 2 percent of the Title III subgrant funds for administrative costs? [NCLB Sec. 3115 (b)]	Title III application	<b>X</b>				<ul style="list-style-type: none"> <li>Title III Budget Report</li> </ul>
8. Has the district submitted all required reports to the Michigan Department of Education?	MDE reporting forms Reimbursement requests Carryover addendum Amendments Other files	<b>X</b>				<ul style="list-style-type: none"> <li>MISD Bilingual Education/Title III Consultant reports the budget to MISD Business Official, and she prepares the overall budget reports</li> </ul>
9. Does the district maintain appropriate Title III records in a central location?  Central administration files should include correspondence, documentation for identifying ELLs, program placement decisions, parental involvement and other information related to implementation of the program. [NCLB Sec. 3116]	Correspondence  Program placement decisions  Parental involvement  Student achievement reports	<b>X</b>				<ul style="list-style-type: none"> <li>Anecdotal Records</li> <li>Parent Contact Records</li> <li>Bilingual Database</li> <li>Correspondence form between the constituent districts and MISD Bilingual Education Program</li> </ul>
10. Does the district have processes in place to annually measure the English proficiency of English language learners?	Copy of processes followed in the annual testing period (state assessments and proficiency test)  Dates proficiency test was administered  Disaggregated state assessment data, including proficiency test	<b>X</b>				<ul style="list-style-type: none"> <li>Prior to ELPA, Idea Proficient Tests (IPTs) was used. The records or all ELPA tests are in the bilingual database.</li> </ul>
11. Does the district have on file at the district office a description of the progress made by English language learners on English proficiency? [NCLB Sec. 3121]	Copy of description, data source  Documentation of English proficiency data, including analysis and decisions made from such analysis.	<b>X</b>				<ul style="list-style-type: none"> <li>Anecdotal Record of student's monthly progress is kept and ELP standards are used. Comment sections are provided for both teachers and bilingual tutors as one of communication mode.</li> </ul>

						<ul style="list-style-type: none"> <li>• ELPA scores are provided to bilingual tutors and teachers as ways to work with ELL students and meet their specific language needs</li> </ul>
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12. Does the district have on file at the district office a description of the progress made by former English language learners (FLEP) in meeting challenging state academic content and performance standards for each of the two years after exiting the program? <i>[NCLB Sec. 3121]</i>	MEAP and ELPA assessment data	<b>X</b>				<ul style="list-style-type: none"> <li>• Bilingual Database</li> <li>• Inactive Form</li> <li>• District Monitoring</li> <li>• GPAs</li> <li>• MEAP Reports</li> <li>• Teacher's recommendations</li> </ul>
13. Does the district have evidence that students who have exited the program are monitored at least two years after their exit notification? How many were found to be succeeding? How many were not successful? If not, was it due to English proficiency? How many returned to the ELL program? <i>[NCLB Sec. 3121]</i>	Procedures for monitoring  Monitoring forms	<b>X</b>				<ul style="list-style-type: none"> <li>• District Monitoring System</li> <li>• GPA</li> <li>• MEAP Scores</li> <li>• Class Progress</li> </ul> <p>At local district level:</p> <ul style="list-style-type: none"> <li>• DRA/MLPP Assessments</li> <li>• ELPA spring score</li> <li>• Writing Assessment</li> <li>• DATA DIRECTOR</li> <li>• Continued to assess exited students with ELPA for two years</li> <li>• District assessment</li> </ul>
14. Does the district's educational program design include provisions for English language learners to meet state academic content and performance standards required of all students? <i>[NCLB Sec. 3116]</i>	Copy of ELL instructional plan	<b>X</b>				<ul style="list-style-type: none"> <li>• Anecdotal Records that include ELP Standards, instruction plan and student's progress</li> </ul> <p>At local district level:</p> <ul style="list-style-type: none"> <li>• Child study teams meetings</li> <li>• Interventions to at-risk learners</li> <li>• Volunteer tutors assigned</li> <li>• Keep student assessment records in Data Director, including ELPA scores to determine need for interventions</li> </ul>
15. Does the district have	Copy of procedures	<b>X</b>				<ul style="list-style-type: none"> <li>• Research Project: The</li> </ul>

procedures to determine the effectiveness of programs and activities in assisting English language learners in achieving state content standards and attaining English language proficiency? <i>[NCLB Sec. 3121]</i>						<p>Effectiveness of MISD Bilingual/ELL Program (2007)</p> <ul style="list-style-type: none"> <li>• ELL Sheltered Resource Center that is being piloted this school year, 08-09</li> <li>• <b>Student &amp; Teacher surveys</b></li> </ul>
16. Does the district have a clear process for handling complaints related to services to ELLs? <i>[Title VI – OCR Guidelines]</i>	School Board Policy or written procedures document for complaint procedures	<b>X</b>				<ul style="list-style-type: none"> <li>• Program Evaluations</li> <li>• Tutor Evaluations</li> <li>• Surveys</li> <li>• Parent Complaint Form</li> </ul> <p>At local level:</p> <ul style="list-style-type: none"> <li>• Meeting with parents</li> <li>• Documented in Student Handbook</li> <li>• Speak with parents, tutors, teachers, principal and ELL coordinator</li> </ul>

<b>Immigrant Districts only</b>						
17. The district has documentation to support eligible immigrant students. Sec 3301(6)(A-C)	Description of procedures for student selection and a list of students selected	<b>X</b>				<ul style="list-style-type: none"> <li>• Home Language Surveys (HLS)</li> <li>• ELL/Bilingual Student Referrals</li> </ul>
18. The district is implementing the allowable activities as specified in its application. Sec 3115(e)(1)	One or more examples of program or activity for immigrant students as outlined in the district application	<b>X</b>				Summer Programs: <ul style="list-style-type: none"> <li>• ELL Writing Summer program for transitional students from elementary to middle school</li> <li>• Introduction to Chinese Mandarin language and culture for administrators, teachers &amp; parents</li> <li>• <b>ELL Parent/ children Literacy Summer program</b></li> </ul>

## PROGRAM/ DISTRICT REVIEW Evaluation Checklist

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### STUDENT IDENTIFICATION

Question (Regulatory References from NCLB <a href="http://www.ed.gov/legislation/ESEA02">www.ed.gov/legislation/ESEA02</a> and Title VI of the Civil Rights Act of 1964, <a href="http://www.usdoj.gov/crt/cor/13166.htm">http://www.usdoj.gov/crt/cor/13166.htm</a>	Evidence/ Documentation	Level of Compliance				Notes & Findings
		C	IP	NC	NA	
19. Does the district have a home language survey to identify student's first or home language? [NCLB Sec. 3127 Title VI - OCR Guidelines]	Copy of home language survey  Procedures for administering the home language survey	X				<ul style="list-style-type: none"> <li>HLS in different languages available to the constituent districts</li> <li>Each constituent district administers HLS.</li> <li>The protocol flowchart is distributed to each district in the beginning of the school year</li> </ul> <p>At local district level:</p> <ul style="list-style-type: none"> <li>HLS in student's file at Office of Instruction</li> <li>HLS in different languages are kept in CA- 60 file</li> </ul>
20. Does the district have evidence that every K-12 student has completed home language surveys? [NCLB Sec. 3127 Title VI - OCR Guidelines]	Documentation demonstrating information gathered from home language survey	X				<ul style="list-style-type: none"> <li>Each of the constituent districts administers HLS and attached the document along with Initial ELPA report to the student's referral. Then the packet is sent to MISD Bilingual Education Program.</li> </ul> <p>At local district level:</p> <ul style="list-style-type: none"> <li>Part of annual enrollment packet</li> </ul>
21. Does the district have evidence that all students with home or primary language other than	Documentation of data gathered from English proficiency test.	X				<ul style="list-style-type: none"> <li>Initial ELPA Screening reports</li> </ul> <p>At local district level:</p>

English have been assessed for English proficiency within thirty days at the beginning of the school year or two weeks if enrolled during the school year? <i>[NCLB Sec. 3115]</i>	Copy of test (s)					<ul style="list-style-type: none"> <li>• Active student lists with ELPA scores reported</li> <li>• Documented on website</li> </ul>
22. Does the district have procedures for determination of language proficiency by trained personnel? <i>[NCLB Sec. 3122]</i>	Documentation of time (s) test was administered	<b>X</b>				<ul style="list-style-type: none"> <li>• Teleconferences</li> <li>• MISD Trainings</li> <li>• Local school district trainings</li> </ul>



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## PARENT AND COMMUNITY INVOLVEMENT

Question (Regulatory References from NCLB <a href="http://www.ed.gov/legislation/ESEA02">www.ed.gov/legislation/ESEA02</a> and Title VI of the Civil Rights Act of 1964, <a href="http://www.usdoj.gov/crt/cor/13166.htm">http://www.usdoj.gov/crt/cor/13166.htm</a> )	Evidence/ Documentation	Level of Compliance				Notes & Findings
		C	IP	NC	NA	
23. Does the district have an effective means of parent outreach to ELL parents? [NCLB Sec. 3302]	Calendar of events  Announcement of parent activities  Personal interviews	X				<ul style="list-style-type: none"> <li>MISD Bilingual Education Program Newsletter</li> <li>Parent Meetings</li> <li>MISD Bilingual Education Program Brochure</li> <li><b>Community Outreach mtgs</b></li> <li><b>Collaboration with Great Starts to get parents newsletter out in Spanish and Arabic</b></li> <li><b>Parent/ Family Outreach program to provide support to family accessing services of public &amp; private agencies</b></li> </ul> <p>At local district level:</p> <ul style="list-style-type: none"> <li>Hmong Family Education Night with agenda and sign-in sheet</li> <li>Some districts have their own ELL Newsletter</li> <li>Some districts have ELL parent's night for parents to get information with interpreter's assistance</li> </ul>
24. Does the district provide parental information in an understandable format and, to the extent possible, in a language that the	Evidence of parental information in language other than English if possible	X				<ul style="list-style-type: none"> <li>Parent documents are provided in different languages. They are also available to parents on</li> </ul>

parent can understand? [NCLB Sec. 3302 (c)]	Evidence of parental information in language comprehensible to parents					<p>website</p> <ul style="list-style-type: none"> <li>• Parent's Guidebook available on weblink, <a href="http://www.misd.net">www.misd.net</a>. Click on English Language Learning weblink</li> <li>• <b>TransAct Translation Company</b></li> </ul> <p>At local district level:</p> <ul style="list-style-type: none"> <li>• Depends on languages and MISD provides them</li> <li>• Depends on documents, which can be translated through MISD Bilingual Education Program</li> <li>• Some districts have their own documents translated in specific language (i.e. Spanish)</li> </ul>
25. Does the district have procedures to notify parents promptly (within 30 days after the beginning of the school year or two weeks during the school year after their student enrolls regarding: 1) the reasons for the identification of the student as ELL; 2) the student's level of English language proficiency; 3) the method of instruction that will be used to increase language proficiency; 4) the exit requirements of the program; 5) how the program meets the needs of an ELL with disabilities; and 6) the parent's right to refuse service? [NCLB Sec. 3302 (a)]	<p>Copy of notice sent to parents</p> <p>Documentation of parents' refusal of services, if any</p>	<b>X</b>				<p>Documents:</p> <ul style="list-style-type: none"> <li>• Letter to Parents of student's eligibility to receiving bilingual tutoring services send home via U.S. mail</li> <li>• Parent Refusal Form</li> <li>• Parent Teacher Communication form</li> <li>• Tutor – Parent Introduction Letter</li> </ul> <p>At local district level:</p> <ul style="list-style-type: none"> <li>• Forms from MISD Bilingual Education Program</li> </ul>

26. Does the district have evidence that parents who did not wish language support signed an informed refusal of service? [NCLB Sec. 1112]	Letters sent  Copies of signed letters of refusal  Documentation of conversations with parents	X				<ul style="list-style-type: none"> <li>• Parent Refusal Letter sent and must be signed by parents</li> <li>• Refusal services are documented on the bilingual database.</li> </ul>
27. Does the district have documentation of appropriate programs, activities, and procedures for the participation of parents of ELLs, family literacy, parent outreach and parent training activities? [NCLB Sec. 3116]	Documentation of descriptions of activities, dates, and attendance	X				<ul style="list-style-type: none"> <li>• Parent Night Conferences that are held annually</li> <li>• <b>Parent/ Family Outreach Plan</b></li> </ul> <p>At local district level:</p> <ul style="list-style-type: none"> <li>• Translators available upon request from MISD Bilingual Education Program</li> <li>• Forms are kept in CA-60 file</li> </ul>
28. Does the district annually disseminate to parents and private school officials, free of charge, information clearly describing the district's complaint procedures in a language that parents of ELL students can understand? [Title VI - OCR Guidelines]	School Board Policy or written procedures document  Sample letter, announcements, copies of district documents (i.e. handbook) in which these procedures are described for parents. Parent's Guidebook.	x				<ul style="list-style-type: none"> <li>• Consortium Agreement Guide Book</li> <li>• Consortium Letter Agreement</li> <li>• Letters translated in needed language(s) upon request</li> <li>• Parent's Guidebook with complaint procedure in different languages</li> <li>• At local districts, translated documents for parents, at building and classroom level</li> <li>• <b>PNP letters to principals &amp; parents</b></li> </ul>

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### INSTRUCTIONAL PROGRAMS AND ASSESSMENT

Question (Regulatory References from NCLB <a href="http://www.ed.gov/legislation/ESEA02">www.ed.gov/legislation/ESEA02</a> and Title VI of the Civil Rights Act of 1964, <a href="http://www.usdoj.gov/crt/cor/13166.htm">http://www.usdoj.gov/crt/cor/13166.htm</a>	Evidence/ Documentation	Level of Compliance				Notes & Findings
		C	IP	NC	NA	
29. Does the district have a program of service that provides coherent, sustained English language development based on research or accepted theories? [NCLB Sec. 3115]	Copy of ELL program description  Curriculum frameworks  Curriculum maps	X				<ul style="list-style-type: none"> <li>MISD Bilingual Education/Alternative Language Program Manual</li> <li>MISD Bilingual Education Curriculum's Guidebook</li> <li>MISD Bilingual Education Consortium Guidebook Using ELPA Standards</li> </ul>
30. Does the district have a program of services that provides meaningful access to all aspects of the instructional program including elective classes and special programs such as programs for talented and gifted students? [NCLB Sec. 3115 & Title VI – OCR Guidelines]	Copy of instructional plan  Class rosters	X				<ul style="list-style-type: none"> <li>Individual Constituent District provides its own program and monitoring system</li> <li>MISD Bilingual Education Communication documents with each district</li> </ul>
31. Does the district ensure that the language instruction program focuses on the development of English language proficiency and academic content? [NCLB Sec. 3116 (b)(2)]	Description of language development program and academic support program  Master class schedules  Individual student schedules	X				<ul style="list-style-type: none"> <li>MISD Bilingual Education Program Manual</li> <li>Newcomer Program's Curriculum Guide</li> <li>ELL Sheltered Resource Center</li> <li>Provide on-going training to the bilingual instruction assistants on how to use ELPA results to improve the specific language areas of reading, writing, speaking and listening.</li> <li>Regular/flexible</li> </ul>

						(master/individual) student schedules created with the collaboration of teachers and bilingual tutors based on the students' educational needs.
32. Does the district have a program of service that includes appropriate strategies for reading development that is coordinated with other relevant reading programs and services? <i>[NCLB Sec. 3115]</i>	Strategies used (this information may be collected at school level during observations or when interviewing teachers)	<b>X</b>				<ul style="list-style-type: none"> <li>• Reading Instructional Workshops</li> <li>• Newcomer Program's documents</li> <li>• ELL Sheltered Resource Center's documents</li> <li>• Annual Planning Meeting for all bilingual instructional assistants to teach all levels of students</li> <li>• <b>Elementary School Strategic Reading Workshop</b></li> <li>• <b>ELA with ELLs workshops</b></li> </ul>

33. Does the district have a program of service that provides for a plan for adding English reading, if literacy is introduced in native language? Is the plan based on scientific research? <i>[NCLB Sec. 3115]</i>	Copy of ELL plan  Transitioning criteria	<b>X</b>				<ul style="list-style-type: none"> <li>• Pilot ELL Sheltered Resource Center</li> <li>• SIOP instructional Strategies</li> </ul>
34. Does the district have a program of service for ELLs that includes a comprehensive high school education leading to graduation with a high school diploma? <i>[NCLB Sec. 3127 &amp; Title VI – OCR Guidelines]</i>	Policy or written procedures included in ELL plan describing: graduation requirements  Graduation rate of students in ELL program  Rate of former ELL students  The Personal Curriculum – A Tool for Modifying the Michigan Merit Curriculum	<b>x</b>				<ul style="list-style-type: none"> <li>• HSRSC (High School Reform Steering Committee)</li> <li>• MI HS Graduation Requirements Guidebook for parents is summarized and translated into 5 major languages: Spanish, Arabic, Hmong, Bosnian &amp; Albanian</li> <li>• Parent Notification Letter</li> <li>• The Personal Curriculum translated in five languages: Albanian, Bosnian, Spanish, Arabic &amp; Punjabi</li> <li>• MISD School Improvement Leadership Team</li> <li>• Local districts: Graduation rates document</li> </ul>
35. Has the district implemented a referral process for special education eligibility that attempts to rule out the possibility of English language learners being identified for special education programs based on limited English proficiency? <i>[NCLB Sec. 3121, 3122, I.D.E.A.]</i>	Copy of referral process  Description of processes for student identification  Instruments used in IDEA identification process	<b>X</b>				<ul style="list-style-type: none"> <li>• Individual constituent district's referral process</li> <li>• Implementing MDE Model</li> <li>• <b>MDE Procedural Safeguard Notice in English, Arabic &amp; Spanish</b></li> </ul>
36. Has the district implemented reasonable adaptations and accommodations for students with diverse learning needs (inclusive of English language learners who may also be special education students) necessary to	District/school awareness of assessments and inclusive adaptations for state tests may be stated  Array and variety of evaluated pieces of student work showing	<b>X</b>				<ul style="list-style-type: none"> <li>• Individual constituent district's assessment process with MISD Bilingual Education Program support</li> <li>• <b>RTI team collaborates with ELL consultant</b></li> <li>• <b>RTI / ELL Workshop</b></li> </ul>

measure the achievement of such students relative to state content standards? <i>[NCLB Sec. 3121, Sec. 3122]</i>	ability  Copies of IEPs, when applicable					
37. Does the district have evidence that appropriate interventions are made when exited students are not succeeding, such as tutorials, intensified instruction, extended day/year? <i>[NCLB Sec. 3115]</i>	Interventions used (this information may be collected at school level during observations or when interviewing teachers)	<b>X</b>				<ul style="list-style-type: none"> <li>• School Documents</li> <li>• Meetings</li> <li>• Conferences</li> <li>• <b>Reactivate form for student receiving services from MI SD Bilingual Ed. Program</b></li> </ul>

38. Does the district ensure that ELLs are included in the MEAP, MME or ELPA? [NCLB Sec. 3121 (c)(1)(D)]	<p>Evidence of a process to ensure that ELLs are not being exempted from the MEAP or ELPA</p> <p>List of waivers</p>	<b>X</b>				<ul style="list-style-type: none"> <li>• MISD Bilingual Education database</li> <li>• MSDS</li> <li>• Bi- monthly Bilingual Contacts Meeting</li> <li>• <b>AMAO – Tier 3 of reading and math</b></li> </ul>
39. AMAO's Does the district have a process for tracking the progress of ELLs in regard to: 1) the number of students making progress toward attaining English language proficiency based on the ELPA; 2) the number of students who have attained full English Language proficiency, are exited from the program and placed on a two year monitoring status; 3) the number of students who have been reclassified as non-ELL; and 4) the performance of students on MEAP or MME assessments in reading/language arts and mathematics? [NCLB Sec. 3121 (c)]	<p>List of ELLs and a record of their annual progress in attaining English language proficiency</p> <p>List of ELLs and a record of their placement into monitored year 1 and monitored year 2 status</p> <p>List of ELLs and a record of their performance on the MEAP in reading/language arts and mathematics</p>	<b>X</b>				<ul style="list-style-type: none"> <li>• MISD Bilingual Education Database provides all of the records of the annual progress in attaining English language proficiency and monitoring process.</li> <li>• Records of student's performance on MEAP for ELA and math can be obtained through MISD Assessment Consultant</li> </ul>



## PROGRAM/ DISTRICT REVIEW Evaluation Checklist

C= Compliant

IP= In Progress

NC= Noncompliant

NA= Not Applicable

### TEACHER QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

Question (Regulatory References from NCLB <a href="http://www.ed.gov/legislation/ESEA02">www.ed.gov/legislation/ESEA02</a> and Title VI of the Civil Rights Act of 1964, <a href="http://www.usdoj.gov/crt/cor/13166.htm">http://www.usdoj.gov/crt/cor/13166.htm</a>	Evidence/ Documentation	Level of Compliance				Notes & Findings
		C	IP	NC	NA	
40. Does the district have documentation of proper certification / license / endorsements for instructional staff of ELLs in district office? (NCLB Sec. 1115(c))	Copy of teacher(s) license/endorsement (if teaching reading or math more than half time, the appropriate subject area endorsement is required) HOUSSE Portfolio	X				<ul style="list-style-type: none"> <li>Program Director's Teaching and Bilingual/ESL Certifications</li> <li>ESL Endorsement for bilingual tutors</li> <li>Paraprofessional Endorsement</li> </ul>
41. Are all teachers teaching in any language instruction program for ELLs fluent in English and any other language used for instruction including having written and oral communication skills? [NCLB Sec. 1116(c)]	ELP Standards are provided for all trained Bilingual Instructional Assistants. Screening process includes potential applicants taking Gates-MacGinitie Reading Tests at 10/12 high school level. Copy of ETS Para pros Certification	X				<ul style="list-style-type: none"> <li>Following the ELP Standards &amp; State Assessment</li> <li>Bilingual instructional Assistants (BIA) have taken the ETS Para pros Assessment</li> <li>All BIAs have scored 80% on the screening assessment</li> </ul>
42. Does the district have procedures that provide for the supervision of instructional assistants and which ensure that certified personnel are planning instructional programs?	District Coordinator and/or teacher(s) may state what the procedures are and who is directly responsible for supervision (this information may be obtained while interviewing teachers/Instructional assistants)	X				<ul style="list-style-type: none"> <li>Bilingual Contacts Meeting</li> <li>Each contact person will meet and supervise teachers in implementing instructional strategies</li> <li>MISD Bilingual Education Consultant provides direct assistance to all teachers when needed, through a request</li> </ul>
43. Does the district have evidence that high quality professional development is available to the instructional staff of ELLs?  High quality professional development is designed to: 1)	Staff development calendar  Process of approving teacher initiated professional development requests  Examples of action research	X				<ul style="list-style-type: none"> <li>MISD Workshops</li> <li>New Teacher Academy Workshops</li> <li>Direct school workshop</li> <li>School can request in school</li> </ul>

<p>improve instruction and assessment of ELLs; 2) enhance the ability of teachers to understand curricula, assessment and instructional practices to meet the needs of ELLs; 3) based on scientifically-based research; and 4) of sufficient intensity and duration that it has a positive and lasting impact on the teacher's performance.</p> <p><i>[NCLB Sec. 3115]</i></p>						<p>workshop through contacting the MISD Bilingual Education Consultant</p> <ul style="list-style-type: none"> <li>• SIOP Model Training for all teachers</li> </ul> <p>Examples of action Research:</p> <ul style="list-style-type: none"> <li>• An Assessment of Two Bilingual/English Language Learning Programs in Macomb County, Michigan.</li> <li>• An Assessment of a Pilot ELL Sheltered Resource Center Of Macomb Intermediate School District Bilingual/English Language Learning Education Program</li> <li>• <b>Program evaluation of types, delivery and performance through extant data and surveys</b></li> </ul>
<p>44. Does the district have procedures to determine the effectiveness of professional development activities provided to teachers of ELLs?</p> <p><i>[NCLB Sec. 3115]</i></p>	<p>Copy of professional development plan</p> <p>Professional development agendas</p> <p>Documentation of staff attendance</p> <p>PD Records</p> <p>Copy of PD evaluation forms</p>	<b>X</b>				<ul style="list-style-type: none"> <li>• Workshop attendance records</li> <li>• Workshop Evaluation Surveys</li> </ul>

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### PROGRAM EVALUATION AND SCHOOL IMPROVEMENT

Question (Regulatory References from NCLB <a href="http://www.ed.gov/legislation/ESEA02">www.ed.gov/legislation/ESEA02</a> and Title VI of the Civil Rights Act of 1964, <a href="http://www.usdoj.gov/crt/cor/13166.htm">http://www.usdoj.gov/crt/cor/13166.htm</a>	Evidence/ Documentation	Level of Compliance				Notes & Findings
		C	IP	NC	NA	
45. Does the district have documentation of district-wide plans for restructuring, reforming and upgrading all relevant programs, activities and operations relating to language instructional education programs and academic content instruction? [NCLB Sec. 3121]	Written observations by MDE team  Staff may describe programs informally  Course statements (where appropriate)  Course descriptions or program narrative in parent/student handbook	X				<ul style="list-style-type: none"> <li>Research Report</li> <li>Protocol of Progress: MISD School Improvement Plan (SIP) 2010-2014</li> <li>Program review &amp; restructuring</li> </ul>
46. Has the district established an annual review process to determine whether each school is making adequate yearly progress toward attaining English proficiency? [NCLB Sec. 3122]	District documentation or description of local assessment system  State assessments including proficiency test  State disaggregated data	X				<ul style="list-style-type: none"> <li>Individual constituent District's Monitoring system</li> <li>Data Director database system to show the assessment scores of ELLs with district aware of the level 5 = Advanced Proficient; 4 = Proficient; 3 = High Intermediate; 2 = Low Intermediate; 1 = Basic</li> <li>Local districts: Utilize Spring ELPA to determine ELL student progress &amp; support needed</li> </ul>
47. How is the district enabling its ELL students to meet the state content and performance standards? [NCLB Sec. 3122]	District documentation	X				<ul style="list-style-type: none"> <li>Assessment: ELPA, MEAP &amp; MME</li> </ul>
48. Does the district have a process for publicizing and disseminating the results of its biennial review	Board policy  District or school plans including	X				<ul style="list-style-type: none"> <li>School Improvement Plan</li> </ul>

of ELL programs in appropriate schools? <i>[NCLB Sec. 3121]</i>	timeline  District staff may describe informally during review.					
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<p>49. Is there evidence that the district is fulfilling its program improvement responsibilities? [NCLB Sec. 3122]</p>	<p>Last AYP report(s)</p> <p>Description of the district processes for support of schools needing improvement</p>	<p><b>x</b></p>				<ul style="list-style-type: none"> <li>• Establishing High School Priority Team to work with schools that needed support</li> <li>• Establishing ELL/Bilingual Subcommittee to work with schools that have ELL issues</li> <li>• Bilingual program consultant works directly with districts</li> <li>• Review Program &amp; Restructuring program to have the districts providing services for their High Intermediate and up levels.</li> <li>• ELPA &amp; MEAP Data of ELLs to drive instruction &amp; program at both district and MISD level</li> <li>• Local Districts: One local district implemented ESL classes for students who are at a “Basic” to “Intermediate” level of proficiency</li> </ul>
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Format adapted from Oregon Department of Education, *Self-Assessment and On-Site Review Process: Programs for English Language Learners, Title III*.