



From the desk of...

District Supervisors,
Division of Bilingual Education and World Languages

August 20, 2007

TO: Secondary ESOL Teachers

SUBJECT: 2007-2008 OPENING SCHOOL YEAR INFORMATION FOR ESOL, BCC, HLAP and NEW BEGINNING PROGRAMS

Welcome back to a new and exciting year! As we embark on the journey of teaching English Language Learners (ELL), it is our intention to provide as much support as possible to all secondary ESOL teachers. With this purpose, the guidelines below have been developed to assist you in this endeavor.

To better support the ESOL program at your school and to facilitate upcoming visitations, please complete the attached form for Bilingual Programs at your school site. In addition, **please circle and identify on the master schedule the sections for each ESOL and BCC course**, and fax to the attention of your District Supervisor at 305 995-1936 by **August 31, 2007**.

Please review the following information to ensure that there is a clear understanding of the teaching assignment(s) and requirements. In addition, all necessary documents and materials must be made available and appropriate grade/language level instruction must be evident.

NEW

- The term English Language Learner (ELL) will replace Limited English Proficient (LEP). The change primarily has come as a result of a shift in usage from the Florida Department of Education (FDOE). From now on, anytime we refer to students in the ESOL program, they are to be referred to as ELLs (English Language Learners) or ELL students.
- All students scoring ESOL level I on the M-DCOLPS-R need to be administered writing prompt. Please refer to the New Beginning Program Guidelines on page 4 of this memorandum.

ESOL PROGRAM GUIDELINES AND PROCEDURES:

- Continue administering the M-DCOLPS-R to all incoming new students and follow established procedures.
- **Individual ELL/LEP Student Plan** (secondary) appropriately initiated and/or updated; All new ELLs must have a Web-based ELL/LEP Plan (WLEP) developed online using the Instructional Planning System (IPS). Please make sure the "J" screen information in the ISIS file is updated and accurate. Teachers may access the instructional guide at: http://ehandbooks.dadeschools.net/user_guides/134.pdf. Web-based ELL/LEP Plan (WLEP) must be initiated for:
 - Middle schools: 6th - 7th graders and new ELL students and
 - Senior High schools: 9th - 10th graders and new ELL students.
- **An ESOL Program Records Folder** containing the following must be available for all ELL students:
 - **Home Language Survey** signed and dated by parent/guardian (Form # FM 5196);
 - Completed **WLEP** must be printed and kept in the ESOL Program Records folder;
 - **Copy of Annual Letter of Participation** (Form # FM 6577) in ESOL program must be dated, signed by the principal, and original distributed to parents of all current ELL students. (*This action will provide updated information regarding program delivery.*) **Do not** discard letters from previous years. Please keep these copies in the ELL/LEP student folder.
 - **Miami-Dade County Oral Language Proficiency Scale-Revised (M-DCOLPS-R) Test/Answer Sheet(s)**;
 - **Programmatic Assessment** to determine appropriate placement in content classes;
 - **A copy of student's current schedule**. Do not discard previous and/or updated ones. All schedules must be kept in the ELL/LEP student folder.

- “J” screen, ISIS file information must be entered by September 7, 2007.
 - Please note that written records and online data must reflect the same information.
- **The Metropolitan Achievement Test (MAT-7)** reading comprehension and language subtests.
 - To determine language proficiency status and placement and/or as part of exiting or placement procedures.
 - Administer to all students who score a Level V on the M-DCOLPS-R, and do not have FCAT/SAT 10 – Reading NRT standardized test scores.
 - For MAT-7 testing instructions and materials contact the Division of Student Assessment and Educational Testing at 305 995-7520. Also, refer to Weekly Briefing # 2632 for the latest updates on MAT-7.
 - The Florida Comprehensive Assessment Test (FCAT/SAT 10 – Reading NRT) reading scores may be used in lieu of the Reading sub-test scores of the MAT (grades 6-12).
 - Always administer the MAT-7 Language Mechanics sub-test.
 - Eleventh and twelfth grade students must take both the MAT-7 Reading and Language Sub-tests.
- **Re-entry of ELL students**
 - An ELL student who has been inactive for thirty (30) or more days, the system will replace the original LEP entry date with the new LEP entry date.
 - The comment “student has had interruption in ESOL instructional services” will appear on the “J” screen. Re-entry codes are: **E02** from another state or **E09** from another country.
 - The new LEP entry date will be used to determine the length of time in the ESOL program.
 - Re-entering students must be re-assessed to determine English language proficiency level.
 - Students who have been inactive for less than four months must be assessed using the Idea Proficiency Test (IPT II) which may be purchased from Ballard and Tighe using MESA funds from Program 6600.
 - For questions about ordering or administering the IPT II, contact Ms. Joyce Lancaster at: 1-800-290-0472.
 - The Miami-Dade County Oral Language Proficiency Scale-Revised (MD-COLPS-R) may be used for all other students.
 - The new LEP re-entry date and ESOL level information must be documented in the Individual ELL-LEP Student Plan.
- **ELL/LEP Committee**
 - Identify the members of the LEP Committee as prescribed in the Procedures Manual, formerly known as Bulletin 1-C.
http://bilingual.dadeschools.net/BEWL/pdf/Bulletin_pt1.pdf
 - Develop a school-site plan to include follow-up and implementation of the LEP Committee’s recommendations.
 - Convene an ELL/LEP Committee meetings in a timely manner and record recommendations in the Individual LEP Plan.
 - File in LEP folder a copy of a letter inviting parent to attend LEP Committee.
 - Convene an ELL/LEP committee for students with **six semesters** or more in the ESOL program (prior to October and February FTE).
 - Convene an ELL/LEP committee for ESOL level V students within the two-year monitoring period who have shown a decline of 1.0 point in the overall grade point average or when academic concerns are identified.
- **Six Semesters or More**
 - Assess the student for language proficiency.
 - Convene an ELL/LEP Committee.
 - Refer to CST/SST if a student has not achieved an independent classification, and is failing any of the core subject areas.
- **Post Program Reviews**
 - The student’s language arts teacher completes and signs the review.
 - The information is recorded in the Individual ELL/LEP or WLEP Plan.

Notes:

There must be at least a four (4) month interval in administration of the M-DCOLPS-R before students can be retested for updating or exiting. IPT II must be used if there is less than a four month interval.

Follow-up must take place on ITS reports such as **ELL/LEP Error, Six Semesters or More, Post Program Review, and Student Profile.**

MIDDLE SCHOOL COURSES:

- M/J Language Arts 1-3 Through ESOL - Language Arts content courses scheduled by grade level, course codes:
 - Grade 6 100200002
 - Grade 7 100201002
 - Grade 8 100202002
- M/J Developmental Language Arts Through ESOL - language proficiency courses scheduled by ESOL level, course codes:
 - ESOL I 1002180L1
 - ESOL II 1002180L2
 - ESOL III 1002180L3
 - ESOL IV 1002180L4

SENIOR HIGH SCHOOL COURSES:

- English 1-4 Through ESOL - Language Arts content courses scheduled by grade level, course codes:
 - Grade 9 100230002
 - Grade 10 100231002
 - Grade 11 100232002
 - Grade 12 100252002
- Developmental Language Arts Through ESOL - language proficiency courses scheduled by ESOL level, course codes:
 - ESOL I 1002380L1
 - ESOL II 1002380L2
 - ESOL III 1002380L3
 - ESOL IV 1002380L4

IMPORTANT: *ELL students in secondary schools receive reading instruction through the Developmental Language Arts Through ESOL courses and therefore, **must not** be scheduled into intensive reading courses.*

Notes:

Competency Based Curriculum (CBC) and **Scope and Sequence Instructional Planner** are available online at <http://portal.dadeschools.net/cbc/esol.htm> for the above courses.

Recommended Instructional Material information for all secondary school courses is available online at: <http://bilingual.dadeschools.net/BEWL/resources.htm>

ESOL lesson plans are available for the first two weeks of school for your convenience.

- Go to www.dadeschools.net
- click on the “Employee” tab
- click on “Riverdeep Learning Village” located on the bottom of the page
- Type your “user name” (employee number) and “password” (employee number)
- Click on “Instructional Organizer”
- Click on “Lesson Plans”
- Click on “Search”
- Type ESOL next to Title
- Click on “Search”, then scroll down to look for the grade level you would like

All teachers with ELL students scheduled in their classes must:

- **identify** the students in their grade book and **record the ESOL level** next to each student’s name;
- use appropriate **Competency-Based Curriculum (CBC)** to plan lessons and reflect **ESOL strategies** being used in lesson plans; and
- use appropriate **grading guidelines and report card comments.**

NEW BEGINNING PROGRAM GUIDELINES AND PROCEDURES

This program is designed for newly-arrived secondary students entering Miami-Dade County Public Schools who are English Language Learners (ELLs) and have limited or no prior school experience will have the opportunity of participating in the New Beginning Program (NBP).

- In order to identify potential NBP students at initial entry, all secondary ELL students who score ESOL level 1 in the M-DCOLPS-R should be administered a writing prompt in the students' native language.
- If they score less than three, then parents should complete the NBP screening survey. For a copy of the NBP writing prompt and screening survey please visit the division's web site at www.bilingual.dadeschools.net Documents – New Beginnings Program.
- Teachers may recommend student(s) after classes begin if the student's initial classroom performance is deemed extremely inadequate for the grade level placement.
- If results from the above procedures indicate that the student may benefit from participation in the New Beginning Program, schools must fax the writing sample and screening survey to:
 - Attention to: **Mr. Deland Innocent** Fax number: **305-995-1936**.
- Staff from the Division of Bilingual Education and World Language will review these documents, administer additional assessments, and notify school administration of final recommendation.
- If student is recommended for PNB, school site administration **must discuss with parents at a LEP Committee before placement in the program can take place**.

HOME LANGUAGE ASSISTANCE PROGRAM (HLAP) AND PROCEDURES

- Allocation of personnel is based on 15 or more ELL students speaking the same home language.
- All schools meeting criteria requirements must offer the program.
- Teachers and paraprofessionals assigned to this program are expected to assist ELL students using their home language in the core subject areas of mathematics, science, and social sciences.
- Available to all ELL students ESOL levels I-IV.
- **Tutoring logs** indicating services provided are to be kept at the school by the administrator supervising the program.
- **HLAP teachers and paraprofessionals may not** be used as substitutes or for any alternative instructional assignment.
- **HLAP services should not be provided to students during ESOL or BCC classes.**

DICTIONARIES (WORD TO WORD):

- Word to word dictionaries in the students' heritage language/English language must be available in the ESOL and Content classrooms throughout the year, as well as, for all district and state assessments.

Please contact your District Supervisor, for additional information and support:

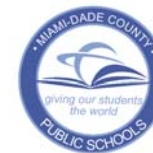
Regional Center 1	Beatriz Pereira	305-995-1950
Regional Center 2	Edgardo Reyes	305-995-4186
Regional Center 3	Rosy Ugalde	305-995-4196
Regional Center 4	Cary Pérez	305-995-1962
Regional Center 5	Olga Carballo	305-995-2476
Regional Center 6	Lourdes Menéndez	305-995-2098

Specialized Programs

Instructional Materials	Toni Miranda	305-995-1904
Haitian-Creole Programs	Deland Innocent	305-995-2977
Chinese Programs	Harry Gao	305-995-2440



Miami-Dade County Public Schools
Division of Bilingual Education and World Languages
School-Site Personnel for Secondary Bilingual Programs



REGIONAL Center: _____ **Work Location #:** _____ **School:** _____

Telephone# _____ **Fax#** _____

Principal: _____ **Assistant Principal for ESOL:** _____

Chairperson for ESOL: _____

✓ *Check all applicable boxes for each identified teacher and/or paraprofessional.*

List Teacher(s)			Program 6600 ESOL		Program 6630 BCC	Program 6634 HLAP
Last Name	First Name	ID#	Language Arts/English Through ESOL (scheduled by Grade Level)	Developmental Language Arts Through ESOL (scheduled by Language Proficiency)	(Write subject area taught: Math, Science, Social Science, Computer Literacy)	(Write "Teacher" or "Paraprofessional", and room number where services are provided)

Please print or type. Make copies to add additional staff as needed and fax to (305) 995-1936 together with master schedule by Friday, August 31, 2007