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State Superintendent
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Local Educational Agency Regional Federal Program Monitoring Training

English Learner Program 2015–16



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Presentation Objectives

Participants will receive:

- an overview of state and federal categorical program requirements for English learner (EL) programs.
- guidance on required and suggested documents agencies can submit to demonstrate compliance with legal requirements.
- clarification and answers to questions.



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Federal Program Monitoring

- State and federal laws require the California Department of Education (CDE) to monitor the implementation of EL programs in Local Education Agencies (LEAs) through the Federal Program Monitoring (FPM) process.
- The EL Program Instrument is used by CDE reviewers and by LEAs to monitor and self-monitor state and federal requirements.



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English Learner Program

Established by federal and state laws:

- Both U.S. and California Constitutions
- Title VI of the Civil Rights Act of 1964
- Equal Educational Opportunities Act of 1974 (20 USC 1703[f])
- *Lau v. Nichols, 1974*
- *Castañeda v. Pickard, 1981*
- Elementary and Secondary Education Act (ESEA), 1965
- Title III, No Child Left Behind (NCLB) Act, 2001
- California *Education Code*



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Castañeda v. Pickard, 1981

Dual obligation to English Learners:

- Provide a program to overcome language barriers (as quickly as possible).
- Provide access to the core curriculum.



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Three Prongs of *Castañeda*

Programs developed for English learners must:

- be based on scientific **research** or sound educational theory.
- be implemented effectively and have adequate **resources** to fully implement the program.
- produce **results** that show the program is effective in overcoming language barriers.



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State English Learner Program

The EL program must:

- develop students' English language proficiency effectively and rapidly.
- provide access to grade level academic standards.

EL programs that do this are consistent with the *Castañeda* requirements.



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English Learner Instrument Onsite vs. *Online* Review Items

- **Onsite – All 20 items** in EL Instrument
 - *Online* – 9 items from EL Instrument

- **EL 1 - Parent Outreach and Involvement**
 - *EL 2 - Translation of Information for Parents*
 - *EL 3 - Private School Consultation and Participation*



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English Learner Instrument **Onsite** vs. *Online* Review Items

- **EL 4** - EL Advisory Committee (ELAC)
- **EL 5** - District EL Advisory Committee (DELAC)
 - *EL 6* - EL Identification and Assessment
 - *EL 7* - Parent/Guardian Notifications
- **EL 8** - Implementation, Monitoring and Revision of LEA Plan
- **EL 9** - EL Program Inclusion in the Development of the SPSA



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English Learner Instrument Onsite vs. *Online* Review Items

- *EL 10* - Inventory
- *EL 11* - Supplement, Not Supplant, with Title III and EIA-LEP
- **EL 12** - Time Accounting Requirements
- **EL 13** - Evaluation of EL Program Effectiveness
- **EL 14** - Reclassification



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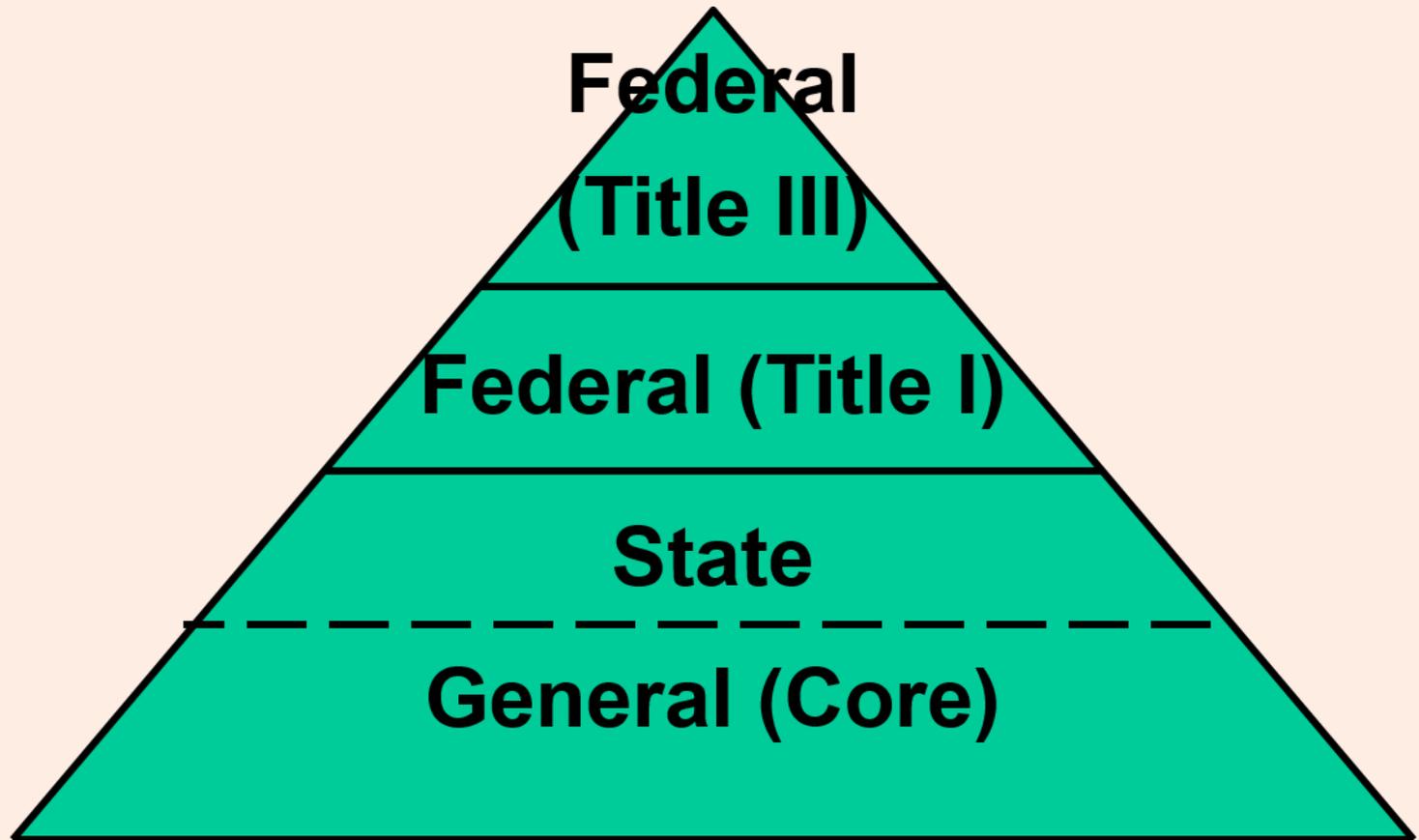
English Learner Instrument Onsite vs. *Online* Review Items

- *EL 15* - Teacher EL Authorization
- *EL 16* - Professional Development Specific to English Learners
- **EL 17** - Appropriate Student Placement
- *EL 18* - Parental Exception Waivers for Alternative Program
- **EL 19** - ELD
- **EL 20** - Access to the Core Subject Matter



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Funding and Program





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Dimension I – Involvement

- **EL 1 - Parent Outreach and Involvement**
- *EL 2 - Translation of Information for Parents*
- *EL 3 - Private School Consultation and Participation*
- **EL 4 - EL Advisory Committee (ELAC)**
- **EL 5 - District EL Advisory Committee (DELAC)**



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Dimension I - EL 1 - Parent Outreach and Involvement

Provide training activities for parents to become active participants in assisting their child to:

- attain English proficiency.
- achieve at high levels in core subjects.
- meet challenging state academic content.
- achieve standards expected of all students.



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Dimension I - EL 1: Parent Outreach and Involvement

Agency uploads to CMT:

- ✓ EL Parent meeting calendar, minutes and agenda other than ELAC
- ✓ Activity fliers
- ✓ Parent involvement policy for EL parents



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Dimension I - EL 2: Translation of Information for Parents

- **Federal Law:** Provide information on school and parent activities in a format and, to the extent practicable, in a language the parents understand.
- **State Law:** When 15% or more of students enrolled in a public school speak a single language other than English (see DataQuest), all notices, reports, and records sent to parents must be translated.



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Dimension I - EL 2: Translation of Information for Parents

Agency uploads to CMT:

- ✓ samples from each reviewed school of home-to-school written communication in English and the target language (report cards, newsletters, notices, etc.)
- ✓ phone logs that show the topic and language used
- ✓ school language census data

Dimension I - EL 3: Private School Consultation and Participation



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Title III requires there be full consultation with all private schools in the agency jurisdiction.

Agency uploads to CMT:

- ✓ dated records of private school consultation (agenda, sign-in, minutes)
- ✓ MOU with private school for services, materials, and products
- ✓ Participating private school parent involvement records



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Dimension I – EL 4: ELAC and EL 5 - DELAC

State Parental Outreach and Involvement

- LCAP requires an English learner parent advisory committee (if ELs comprise 15% or more of the student enrollment and the LEA has 50 or more English learners enrolled) (§52063(b)(1))
- State Board of Education (SBE) Parent Involvement Policy
- Involvement: opportunities to inform the development of the school/LEA plan



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Dimension I – EL 4: ELAC and EL 5 - DELAC

Agencies **with** EIA-LEP carry-over funds; all requirements of this item will be reviewed

Agency uploads to CMT:

- ✓ ELAC calendar, notifications, agendas, etc, for 12 months
- ✓ ELAC member roster
- ✓ ELAC training materials for selected sites
- ✓ SSC minutes and agendas containing ELAC-provided advice to principals and staff, and on the SPSA

Similar documents for DELAC



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Dimension I – EL 4: ELAC and EL 5 - DELAC

Regardless of funding, Agencies are still required to maintain parent advisory committees to meet state and federal parent involvement requirements

Agency uploads to CMT:

- ✓ SSC and Board minutes showing advice given by the committee
- ✓ Agendas
- ✓ Meeting minute



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Dimension II – Governance and Administration

- *EL 6* - EL Identification and Assessment
- *EL 7* - Parent/Guardian Notifications
- **EL 8** - Implementation, Monitoring and Revision of LEA Plan
- **EL 9** - EL Program Inclusion in the Development of the SPSA
- *EL 10* - Inventory



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Dimension II – EL 6: EL Identification and Assessment

Agencies must properly identify and assess all students who have a primary language other than English.

Agency uploads to CMT:

- ✓ Sample Home Language Survey (HLS); student name redacted
- ✓ Dated English language proficiency assessment notifications to parents



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Dimension II – EL 6: EL Identification and Assessment

Agencies must properly identify and assess all students who are designated EL and receive Special Education Services.

- Individualized Education Program (IEP)—how EL program will meet the objectives of IEP

Agency uploads to CMT:

- ✓ Sample IEPs with student names redacted



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Dimension II – EL 7: Parent/Guardian Notifications

Agencies must provide notifications to parents and guardians.

Agency uploads to CMT:

- ✓ Notification of the student's **initial** or **annual** English language proficiency assessment results (sample letters on CDE web site).
- ✓ Notification if agency fails to meet one or more Annual Measurable Achievement Objectives (AMAO)



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Dimension II - EL 8: Implementation, Monitoring and Revision of LEA Plan

Agencies operating Title III programs must annually update, implement and monitor Goal 2 of the approved LEA Plan.

Agency uploads to CMT:

- ✓ Updated EL Goal 2 of LEA Plan including budget
- ✓ EL Title III Improvement Plan Addendum including budget
- ✓ EL Title III Year 4 Plan including budget



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Dimension II - EL 9: EL Program Inclusion in the Development of the SPSA

The EL program must be included in the development of the Single Plan for Student Achievement (SPSA).

For schools with EIA-LEP carryover, see EL 9 in the EL instrument for specifics.

Agency uploads to CMT:

- ✓ SPSA
- ✓ SSC minutes and agendas containing reference to EL program items



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Dimension II – EL 10: Inventory

Agencies receiving Federal (Title III) and/or carrying over State (EIA-LEP) funds must maintain an inventory record for equipment with cost of \$500 or more per unit (not per invoice).

Agency uploads to CMT:

✓ Physical inventory check

See EL 10 in the EL instrument for description of specific requirements.



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Dimension III – Funding

- *EL 11* - Supplement, Not Supplant, with Title III and EIA-LEP
- **EL 12** - Time Accounting Requirements

Dimension III - EL 11: Supplement, not Supplant, with Title III and EIA-LEP



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General funds must be used to provide services and programs for ELs:

- including ELD and the rest of the Core curriculum,
- and is not contingent on other State and Federal supplementary funds.



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Dimension III - EL 11: Supplement, not Supplant

State funds may be used by the school
for:

- **Supplemental** instructional materials (not core)
- **Supplemental** instructional support
- Parent involvement support

School plan reflects all allocated funds



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Dimension III - EL 11: Supplement, not Supplant

Federal Title III funds may be used by the Agency for:

- augmenting English proficiency and academic achievement
- **ongoing/long-term** professional development
- development of new language instructional programs (supplemental to the state required programs)



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Dimension III - EL 11: Supplement, not Supplant

Federal funding is granted to LEA

- It is not necessary to distribute to sites
- No less than 98 percent of Title III apportionments used for direct services to English learners

Dimension III - EL 11: Supplement, Not Supplant



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Agency uploads to CMT:

- ✓ List of personnel funded with Title III and EIA-LEP
- ✓ Invoices for items purchased with Title III and EIA-LEP
- ✓ Fiscal records for Title III and EIA-LEP
- ✓ LEA Plan Budget Summary page
- ✓ Agency policies for use of Title III funds



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Dimension III - EL 12: Time Accounting Requirements

Agency must properly assess administrative charges for direct or indirect costs of Title III funds for salaries and wages.

Agency uploads to CMT:

- ✓ multi funded employees complete a Personnel Activity Report (PAR) each pay period (Title III and other funding sources)
- ✓ single Cost Objective (Title III) employees complete a semiannual certification.
- ✓ job descriptions, duty statements, personnel activity reports for Title III funded positions.



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Dimension IV – Standards, Assessment, and Accountability

- **EL 13** - Evaluation of EL Program Effectiveness
- **EL 14** - Reclassification



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Dimension IV - EL 13: Evaluation of EL Program Effectiveness

Agency will conduct a program evaluation to determine if ELs are achieving English language proficiency and achieving and sustaining parity of academic achievement.

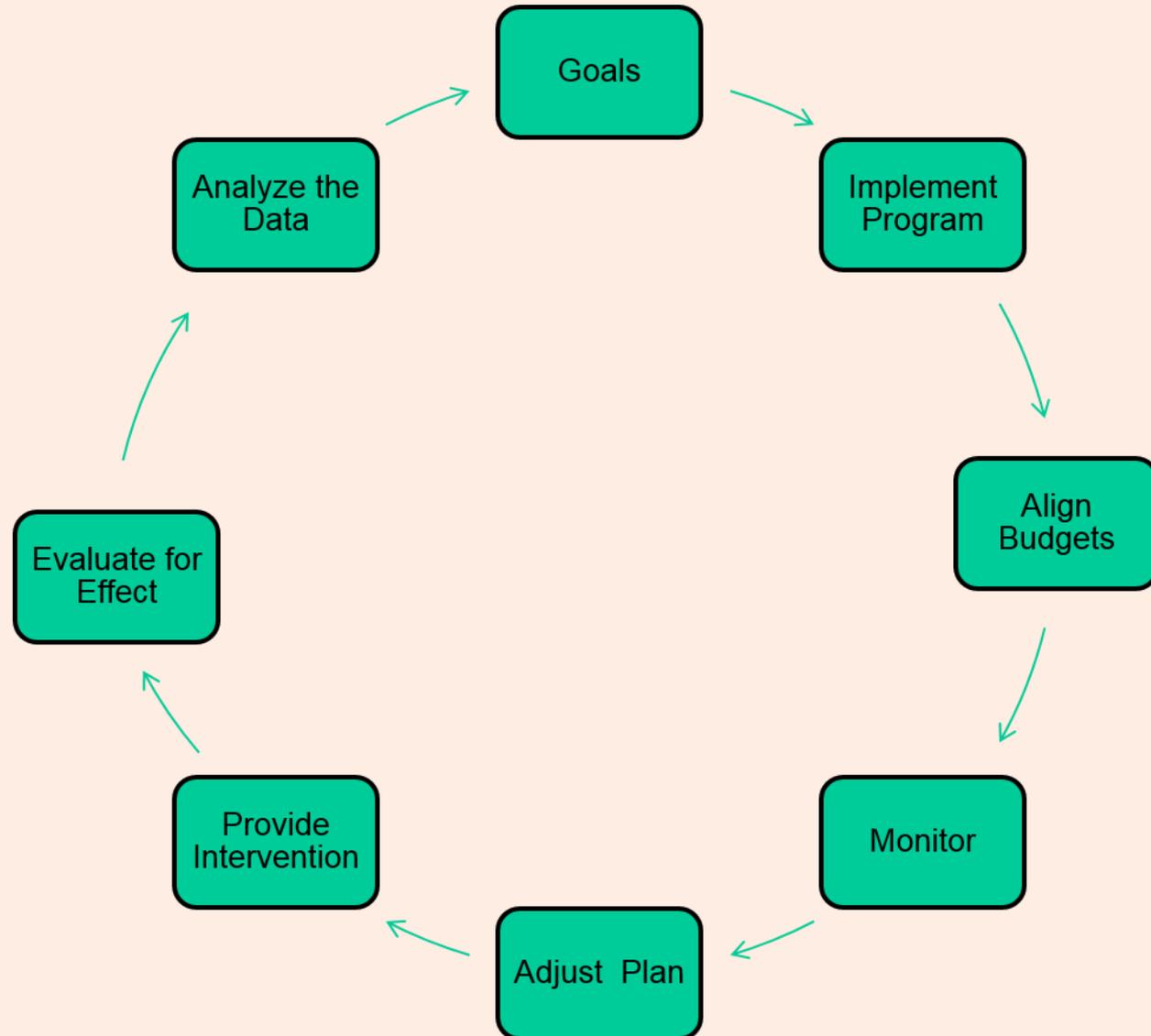
Agency uploads to CMT:

- ✓ Analysis of English learner student data by Agency and by school
- ✓ English Learner Subgroup Self-Assessment tool (ELSSA)



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Annual Program Evaluation Cycle





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Dimension IV - EL 14: Reclassification

Agency must reclassify a student from EL to proficient in English by using a process and criteria.

Agency uploads to CMT:

- ✓ LEA criteria, policies and procedures.
- ✓ List of ELs by language proficiency assessment level, time in program, academic achievement, and grades in core classes.

See EL 14 in the EL instrument for specifics



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Dimension IV - EL 14: Reclassification

Agency must monitor for a minimum of two years the progress of reclassified students.

- Progress of academic performance
- Provides additional academic support, to ensure recuperation of any academic deficits incurred
- Ensure reclassified students continue to meet proficiency criteria in academics using local assessments



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Dimension IV - EL 14: Reclassification

Agency uploads to CMT:

- ✓ Sample of RFEP forms (names redacted)
- ✓ List of new RFEPs for last two years (names redacted)
- ✓ Evidence of two year follow-up for RFEP students



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Dimension V – Staffing and Professional Development

- *EL 15* - Teacher EL Authorization
- *EL 16* - Professional Development Specific to English Learners



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Dimension V - EL 15: Teacher EL Authorization

Teachers assigned to provide English language development and core instruction for ELs must be appropriately authorized.

Agency uploads in CMT:

- ✓ List of teachers for reviewed schools including name, assignment, teaching credential, CTC EL authorization and document number
- ✓ Master schedule for reviewed sites that includes all teacher names and subject taught



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Dimension V - EL 16:

Professional Development

Professional development specific to ELs for classroom teachers, principals, administrators, and other school personnel that is research-based and designed to:

- Improve instruction and assessment
- Enhance professional knowledge
- Be based on an identified need
- Be of sufficient intensity and duration
- Produce positive long-lasting impacts on teacher performance in the classroom



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Dimension V - EL 16: Professional Development

Agency uploads to CMT:

- ✓ Professional development calendar
- ✓ Core and ELD classroom observation protocols (formal or informal) from reviewed sites
- ✓ Sign-in sheets and agendas from past professional development
- ✓ EL professional development policies



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Dimension VI – Opportunity and Equal Educational Access

- **EL 17** - Appropriate Student Placement
- *EL 18* - Parental Exception Waivers for Alternative Program



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Dimension VI – EL 17: Appropriate Student Program

All pupils must be placed in English language classrooms unless a parental exception waiver has been granted.

Agency uploads to CMT:

- ✓ Agency's definition of "Reasonable Fluency" and placement process
- ✓ Agency's placement criteria for ELD and core classes
- ✓ Description of Agency's Structured English Immersion, English Mainstream and Alternative programs



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Dimension VI – EL 18: Parental Exception Waivers for Alternative Program

Parents must be notified of the opportunity to apply for a parental exception waiver

- ✓ Sample waiver and renewal forms
- ✓ Sample of how parents are informed of program options*
- ✓ Evidence of a process and timelines to request a waiver and appeal the denial of a waiver

*Please see samples on EL instrument for all required components of these letters.



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Dimension VII – Teaching and Learning

- **EL 19 - ELD**
- **EL 20 - Access to the Core Subject Matter**



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Dimension VII – EL 19: ELD

As part of the core program provided through general funds, each EL must receive a program of instruction in ELD.

Agency uploads to CMT:

- ✓ ELD course and curriculum description, including core and supplemental instructional materials
- ✓ ELD master schedules for reviewed schools
- ✓ ELD placement criteria



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Dimension VII - EL 20: Access to the Core Subject Matter

Academic instruction for ELs must be designed and implemented to ensure that ELs meet district content and performance standards.

Agency uploads to CMT:

- ✓ Agency plan for monitoring EL's progress
- ✓ Evidence of interventions for EL and RFEP students not progressing
- ✓ Guidelines and criteria for placement in interventions
- ✓ Descriptions of courses designated for ELs containing supports for ELs



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Resources

See Handout



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QUESTIONS

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