



**WEST POINT CONSOLIDATED  
SCHOOL DISTRICT**

**English Learners Plan**

**2019 - 2020**

# **VISION**

All students will be successful.

## **WPCSD Mission Statement**

The mission of the West Point Consolidated School District is to provide an educational system characterized by innovation, individualized instruction, and shared responsibility in a safe and supportive environment.

## **Introduction**

The West Point Consolidated School District (WPCSD) consists of eight schools: four elementary, one middle, one high school, one alternative and a career and technology center. The total enrollment is approximately 3013 students with 2421 minority. Minority students include Blacks, Hispanic, and Asian. There are 25 English Learners (EL) students enrolled for the 2019-2020 school year, which is less than 1% of the district's student population.

The EL program is funded with federal funds.

It is the policy of the West Point Consolidated School District that no compulsory school-aged individual shall, on the grounds of race, color, disability, sex, religion, or national origin be excluded from the full participation in or be denied the benefits of the educational programs provided by the West Point Consolidated School District.

### **I. Educational Approach and Setting Goals**

#### **A. Educational Approach**

The mission of the English Learner (EL) program in the West Point Consolidated School District is to provide an opportunity for all students to learn basic skills so they can perform their roles as functioning citizens of our community, state, and nation. In addition, all students are given the opportunity to discover and develop their own special talents.

EL students in the WPCSD are challenged to learn communication skills and to achieve in a language that is not native to them. In addition, they are experiencing and adjusting to diverse educational and cultural settings. The WPCSD recognizes for students to be successful, they must develop language, academic, and social skills. Furthermore, they must develop an understanding of the school setting and atmosphere.

In accordance with the WPCSD mission, the district provides a rich learning environment that is student centered, developmentally appropriate, and research based. Research indicates that EL students learn language by participation in grade-level and challenging curriculum, access to English speaking peers, partnerships between the EL tutor and mainstream teachers, a responsive learning environment for a range of learning styles and skill levels, interactive learning opportunities, higher order thinking skills, and a high-quality English Language Arts Program. The EL program allows students to participate in an age-appropriate regular classroom setting for the majority of instruction. Furthermore, EL students in the WPCSD are assured of having the best instructional personnel, facilities, and equipment that the school system can provide.

The WPCSD begins EL instruction in an age-appropriate class. This class allows participation in a challenging curriculum with access to English speaking peers. EL instruction in the WPCSD utilizes a partnership between the EL tutor and mainstream teachers. EL students receive primary instruction in the regular classroom and are pulled out for language instruction. In the pullout program, an EL tutor meets with the students

at least one hour a week to meet individual learning needs. Tutorial activities are held in the individual buildings. The EL tutor designs instruction to meet various learning styles and skill levels. The EL tutor also provides interactive learning opportunities and higher order thinking skills that meet individual needs of students. The primary goal is to provide each student with the English skills necessary to function successfully in the academic program. Grade level teachers meet with the EL tutor to discuss student progress.

## **B. Educational Goal**

The WPCSD has goals to help students develop competencies in English. Each goal is supported by national learning standards that are applicable to EL students in grades K-12. The WPCSD believes that by meeting national standards, students will also meet state academic standards, and will make progress annually toward becoming proficient in the English language.

### Standard 1

English learners communicate for social, intercultural, and instructional purposes within the school setting.

### Standard 2

English learners communicate information, ideas, and concepts necessary for academic success in the area of language arts.

### Standard 3

English learners communicate information, ideas, and concepts necessary for academic success in the area of mathematics.

### Standard 4

English learners communicate information, ideas, and concepts necessary for academic success in the area of science.

### Standard 5

English learners communicate information, ideas, and concepts necessary for academic success in the area of social studies.

## **II. Procedures for Identifying Potential EL Students**

1. The parent, guardian, accompanying adult, or unaccompanied student will complete the district/school enrollment packet, including Home Language Survey (HLS), proof of residency, proof of required vaccination (*allow up to 90 days to complete*), proof of age as required by MS Code 37-15-9, and immigrant status (*definition provided in enrollment packet*). The HLS must be completed for all new entering students at the time of registration. An interpreter will be available, as needed.
2. The school registrar or counselor will assign an MSIS number to the student if he/she does not have one assigned from another school district.
3. The school counselor will collect the information, distribute the information, and notify the EL Coordinator within five days of the potential EL student's enrollment if the HLS indicates a language other than English is the first or home language.
4. The school counselor will notify the EL Coordinator within five days of the potential EL student's enrollment if the enrollment information provided by the parent, guardian, accompanying adult or unaccompanied student indicates a student aged 3-21 was **not** born in any U.S. state and has **not** attended a U. S. school for more than 3 years.
5. The Student Evaluation Team (SET) will develop an English Language Service Plan (LSP), which will be filed and updated annually until the student exits EL status. The committee will consist of an EL tutor, a general education teacher, a school administrator and a parent representative. The team will meet at least quarterly.

## **III. Procedures for Assessment the Need for EL Services**

1. The counselor will assess the student using the state-approved screening instrument, (the LAS Links Placement Test). The test is used to determine the level of English proficiency and to facilitate appropriate instructional and program placement decisions. A copy of the results will be placed in the student's cumulative folder and sent to the EL Coordinator within 5 days of the assessment. Parental permission is not required for EL testing.
2. No later than 30 days after the beginning of the school year, the counselor will send a letter to the parent or guardian informing him or her of the assessment results. Parents of EL students who were not identified at the beginning of the school year will be notified by letter within the first two weeks of their child being identified. Notification will be in a language parents can understand. Parents may accept or opt out of the services at this time by indicating their preference, signing the form, and returning the form to the school.

The district will maintain documentation of the following:

1. Registration Form;
2. Criteria for Enrollment of Potential EL Students;
3. CTB LAS Links Assessment System;
4. Parent Notification;

5. English Language Service Plan;
6. Waiver of Services (Opt Out).

#### **IV. Procedures for Annually Assessing EL Students**

All students classified as EL will be assessed annually using the statewide EL assessment.

1. The District Testing Coordinator (DTC) will attend MDE training sessions for administering the statewide EL assessment and school test coordinators (STC).
2. The DTC will inform counselors of the testing window mandated by the state and will ensure that materials are available for assessing students during the selected window.
3. All EL students will be reassessed in spring using the statewide EL assessment. The counselor will administer the statewide EL assessment according to MDE Office of Student Assessment guidelines and the district test security plan.
4. The DTC will receive copies of the statewide EL assessment reports during the summer and will distribute the reports to the school principal or counselor and EL coordinator.
5. Parents will be notified of the results of the statewide EL assessment within 30 days of school resuming in the fall.

#### **V. Procedures for Exit and Monitoring of EL students**

Students may exit the EL program by achieving the following scores on the LAS Link English Language Proficiency Test (ELPT). These are the only criteria allowed for a student to exit the program.

- Overall Proficiency Score – Level 4 or 5 and
- Reading Proficiency Score – Level 4 or 5 and
- Writing Proficiency Score – Level 4 or 5.

Students who have achieved the proficiency levels above and exited the program must be monitored for a period of four academic years. Monitoring for a minimum of four years will consist of the following responsibilities on the part of the counselor:

- contact teacher each 9-weeks to determine if the student is adjusting and succeeding academically and sustaining the criteria used to exit from the EL program;
- review grades and progress reports;
- review standardized test scores or pertinent school-level data;

If monitoring shows the student is falling behind as evidenced by classroom work, grade, and/or English language skills, the student will be referred to the EL tutor or provided Tier II interventions, if deemed necessary.

## **VI. Programs and Services for EL Students**

The WPCSD EL Program uses pull-out services. Students receive their primary instruction in the regular classroom by the regular classroom teacher. A pull-out program includes methods and services to teach EL students English language skills (i.e. speaking, understanding, reading, and writing of English) and ensures that EL students can participate in the academic and special programs (e.g. social studies, science, music, art, vocational education) offered by the district. The district has provided and will continue to provide training for general education teachers so that the EL students can effectively participate in classroom activities and comprehend the academic material being presented. Services to EL students are based on individual student needs. Determination is based on the statewide EL assessment results, other academic information, and teacher observation. The amount of time and type of services provided to students are based on individual student needs. Parents are notified of the type of program services available and other options for EL students in a language that the parent can understand. Parents will be notified within 30 days when the student enrolls at the beginning of the school year or within the first two weeks of enrollment if the student enrolls anytime thereafter.

All EL students will be reassessed in March using the statewide EL assessment. Parents will be notified of the results within 30 days of school resuming in the fall.

## **VII. Staffing, Training and Resources**

The district will provide an EL tutor as funding becomes available. EL students in grades K-12 will receive direct instruction from the regular education classroom teachers and tutorial services from the EL tutor.

Training is provided for the regular classroom teachers during the school year as professional development opportunities are available. The amount, type, and schedule of training will be determined each year based on needs of staff and students.

Classroom teachers are qualified in the subject matter they teach and receive training for EL instruction; however, the district will encourage them to obtain the endorsement for English as Second Language by taking the appropriate coursework or Praxis assessment.

Materials and resources, both hard copy and on-line, are provided to meet EL needs. The district is currently utilizing Rosetta Stone English 1 Computer Program and English in a Flash to focus on the four areas of language learning:

- Listening Comprehension
- Reading Comprehension
- Speaking and
- Writing.

Other resources include Learning Palette Math, Reading, Language Skills, Test Ready Reading and Vocabulary Practice Skills, Milet English and Spanish Flash Word, Insta

Learn Alphabet Number Board, Lakeshore Picture Cards, SRA McGraw-Hill Language for Learning Workbook, Math Blasters, Frank Shaffer Vocabulary Cards, FROGS, Leap Pad, and textbooks to work with the EL students. The EL Coordinator ensures that the purchases support research-based initiatives and will aid the EL students in developing English proficiency and meeting all annual measurable achievement objectives outlined by the Mississippi Department of Education. Resources are purchased based on need and availability of funds.

A library of EL resource materials for teachers will be established and will be supplemented each year, as funds allow. Professional development will be made available to teachers, EL tutor and other staff to attend workshops and conferences to improve the district services to EL students and parents.

### **VIII. EL Students and Other District Programs**

The district ensures that administrators, faculty, and staff are kept abreast of regulations and guidelines for EL students. EL students are encouraged to participate in extracurricular and nonacademic activities. No district service or program will be closed to students based on enrollment in the EL program.

#### **Procedures for Participation in the Tier Process:**

No district service or program will be closed to EL students on the basis of enrollment in the EL program, including participation in the Tier process. Procedures for participating in the Tier process are the same as for all students; however, interpretation of the score reports, the examination of annual growth on the statewide EL assessment, and consideration of vocabulary in each content area are considered in Tier decisions. EL instruction and program services are considered to be a part of the general curriculum for those students and do not qualify for Tier process interventions. In the event home language assessments are needed to determine EL eligibility for special education placement or other specific programs, appropriate assessments will be obtained. Communication used to notify parents and students of available services take into account language barriers.

#### **Procedures for Participation in Gifted/Special Education:**

The district will ensure equal educational opportunities to EL students. The process for referral of an EL student is the same as the process outlined for all students. Identification for any of these programs cannot be made with disregard to the native language, and appropriate measurement instruments will be used.

#### **Procedures for Participation in Athletic or Mississippi High School Activities Association Programs:**

The process for referral of an EL student is the same as the process outline for all students:

1. Notify or make the coach (or an administrator or counselor) aware of interest to participate.
2. Meet eligibility requirements established by MDE, MHSAA, and the WPCSD, including a health clearance from a physician and proof of health insurance.
3. Attend try-outs with other students or request a private try-out if entering after the initial try-out period, as allowed by MHSAA rules.
4. If selected to participate based on ability, the student must adhere to all discipline and academic requirements set by MHSAA, the WPCSD, and individual coaches, band directors, or activity sponsors.

\* Not all sports or activities have a number of players allowed on the team based on ability. Therefore, a student would simply make the coach aware he/she wishes to participate and follow all practice and game rules as instructed by the coach according to the MHSAA and the WPCSD regulations.

#### **IX. Family and Community Engagement**

The West Point Consolidated School District has a legal obligation to communicate meaningfully with Limited English Proficient (LEP) parents and families and to adequately notify them of information about any program, service or activity called to the attention of non-LEP parents. Successful communication provides LEP parents, guardians, and families with the school-related information they need to make informed decisions about, and be helpful participants in, their children's education. This may include but not be limited to information about language assistance programs, special education and related services, Individualized Education Program (IEP) meetings, grievance procedures, notices of nondiscrimination, student discipline policies and procedures, registration and enrollment, report cards, requests for parent or guardian permission for student participation in district or school activities, parent-teacher conferences, parent handbooks, gifted programs, and magnet and charter schools.

#### **X. Program Evaluation, Review and Improvement**

Formative assessment of goals and practices will be made, and updates will be presented at WPCSD administrative meetings. Pertinent updates will be presented to the school board, as needed.

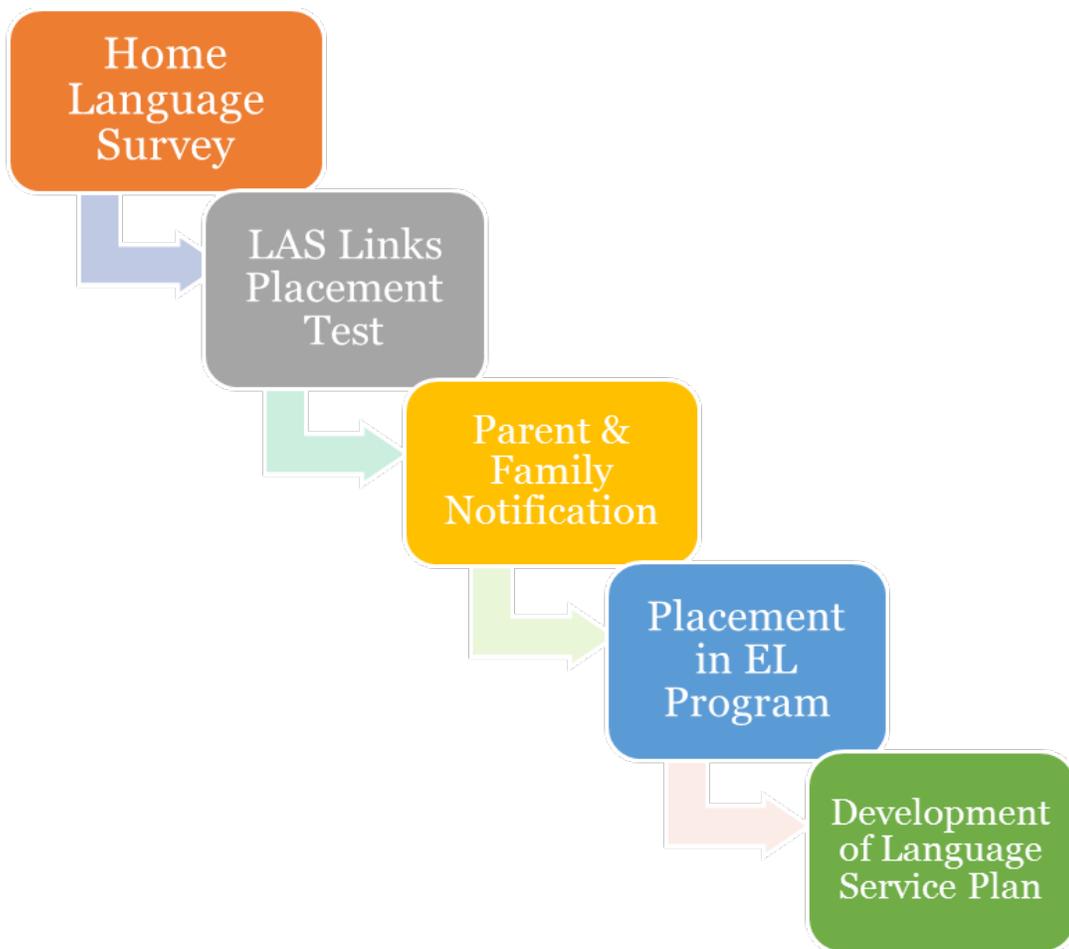
A summative assessment of program goals and all program elements will be conducted annually. Upon receipt of the state assessment results, data will be disaggregated and reviewed to determine the needs of EL students and if the program goals are being met. The program will also be evaluated using the statewide EL assessment data, end of year report cards, as well as parent input through surveys or home visit comments.

A committee of stakeholders will review the EL District Plan at the beginning of the school year. The plan will be updated and sent to the School Board for approval annually. A copy of the plan and copies of all forms required for the plan will be given to all

schools and district offices. The EL District Plan will be reviewed with parents during the Parent/Teacher Conference Day.

# APPENDIX

# Identification of English Learners



Will include a copy of the Home Language Survey and Language Service Plan.