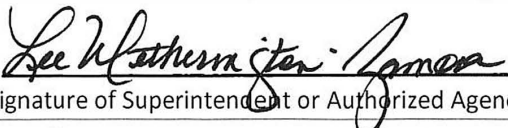
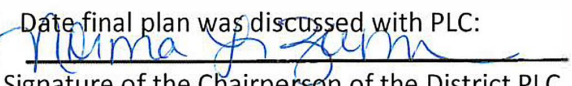


District English Language Learners (ELL) Plan

Contact Person: Peggy S. Hasty
LEA: Hamilton Email:
peggy.hasty@hamiltonfl.com Phone:
386-792-7807

Rule 6A-6.0905
Form ESOL 100
(January 2022)

Date Received by FDOE

Original signatures on Signature Pages are to be submitted to: Bureau of Student Achievement through Language Acquisition Florida Department of Education 325 West Gaines Street 444 Turlington Building Tallahassee, Florida 32399-0400		FDOE INTERNAL USE ONLY	
(1) NAME OF THE DISTRICT:	(2) CONTACT NAME/TITLE:	(3) CONTACT PHONE NO (EXT.): EMAIL ADDRESS:	
Hamilton	Peggy S. Hasty, Coordinator of Federal Programs	386-792-7807 Peggy.hasty@hamiltonfl.com	
(4) MAILING ADDRESS: 5683 US Highway 129 S, Suite 1 Jasper, FL 32052		(5) PREPARED BY: (If different from contact person) First Name: Norma Last Name: Zamora Mailing Address: 5683 US Highway 129 S, Suite 1, Jasper, FL 32052 Phone No: 386-792-7806	
6 CERTIFICATION BY SCHOOL DISTRICT			
The filing of this application has been authorized by the School Board and the undersigned representative has been duly authorized to submit this plan and act as the authorized representative of the district in connection with this plan. I, Lee Wetherington-Zamora, do hereby certify that all facts, figures, and representations made in this plan are true and correct. Furthermore, all applicable statutes, rules, regulations, and procedures for program and fiscal control and for records maintenance will be implemented to ensure proper accountability.			
 Signature of Superintendent or Authorized Agency Head		<u>7-25-22</u> Date Signed	_____ Date of Governing Board Approval
7 Chairperson representing the District ELL Parent Leadership Council PLC			
Name of Chairperson representing the District ELL PLC: Norma Zamora Contact Information for District PLC Chairperson: Mailing address: 5683 US Highway 129 S, Suite 1, Jasper, FL 32052 E-mail Address: norma.zamora@hamiltonfl.com Phone Number: 386-792-7806			
Date final plan was discussed with PLC:  Signature of the Chairperson of the District PLC		<u>7-25-2022</u> Date Signed by PLC Chairperson	

DISTRICT ENGLISH LANGUAGE LEARNERS PLAN

ASSURANCES AND CERTIFICATION

School districts are required to abide by a set of assurances when developing and implementing programs and services to students classified as English Language Learners (ELLs), and are required to ensure school- and district level personnel comply with all the requirements and provisions set forth in the laws, rules, regulations, and federal court orders listed below:

- The requirements set forth in Section 1003.56, Florida Statutes;
- The requirements set forth in Rules 6A-6.0902; 6A-6.09022; 6A-6.09091; 6A-6.0903; 6A-6.0907; 6A-1.0503, Florida Administrative Code (F.A.C.), and other applicable State Board of Education Rules;
- The requirements of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act of 2015;
- The requirements of the Consent Decree in the League of United Latin American Citizens et al. v. the State Board of Education, 1990;
- The requirements of the Florida Educational Equity Act, 1984;
- The requirements based on the Fifth Circuit Court decision in Castañeda v. Pickard, 1981;
- The requirements based on the Supreme Court decision in Plyler v. DOE, 1982;
- The requirements based on the Supreme Court decision in Lau v. Nichols, 1974;
- The requirements of the Equal Educational Opportunities Act of 1974;
- The Requirements of Section 504 Rehabilitation Act of 1973;
- The requirements of the Office for Civil Rights Memorandum of May 25, 1970;
- The requirements of the Title VI and VII Civil Rights Act of 1964; and
- The requirements of the Office for Civil Rights Standards for the Title VI Compliance.

By signature below, I, Lee Wetherington-Zamora, do hereby certify that procedures, processes and services that are described herein shall be implemented in a manner consistent with the requirements and provisions of the requirements set forth above.


 Superintendent's Signature

03-24-22
 Date Signed

Hamilton School District

Section 1: Identification (Rule 6A-6.0902, F.A.C.)

Enrollment Procedures and Administration of the Home Language Survey (HLS).

Describe the Local Education Agency (LEA) registration procedures to register English Language Learners (ELLs). Responses should include the following:

Upon completion of the Student Registration form, the school Data Clerk enters on the District mainframe (Skyward) all student demographic information, including native language, county of birth, immigrant student and date of entry into the US school, which is provided by the parent/guardian during the registration process.

How do LEA procedures compare to those followed for non-ELLs?

At the time of registration all parents/guardians complete a Student Registration form at their child's school which contains the Home Language Survey:

- (a) Is a language other than English used in the home?
- (b) Did the student have a first language other than English?
- (c) Does the student most frequently speak a language other than English?

If any of the three questions are answered "yes", the school's ESOL contact is notified by the registrar and the student is given the IDEA Proficiency Test (IPT) screener.

How do LEA procedures compare to those followed for non-ELLs?

Registration procedures are the same for all students. All parents must complete the Student Registration form and the Home Language Survey (HLS), as well as other pertinent student data and information. Spanish speaking parents receive these forms in Spanish.

Into what languages are the HLS translated?

The HLS is available in Spanish and English. If another language is spoken, every effort will be made to translate the document into the heritage language of the parents.

How does the LEA assist parents and students who do not speak English in the registration process?

ELL families are given assistance from bilingual staff if needed for registration. Where available, community language facilitators can also assist with translating or interpreting registration documents, as well as transportation and other pertinent school information.

How do you identify immigrant students?

Immigrant student information, along with the Date Entered United States School (DEUSS) is also captured on the Student Registration form. The term immigrant (children and youth) means individuals who:

- (A) are ages 3 through 21; and
- (B) were born in any state, the District of Columbia or Puerto Rico; and
- (C) have not been attending one or more schools in any one or more states for more than 3 full academic years.

How is Date Entered US School (DEUSS) obtained in the registration process?

At the time of registration, parents complete the Home Language Survey, as well as questions regarding birthdate of student, country of birth, and the DEUSS date-the month, day, year the student entered school in the United States (any of the 50 states and the District of Columbia, excluding U.S. territories and possessions). If a student is entering our schools from another district in Florida or state in within the US, records are requested from previous school, and the original DEUSS date is entered into our student mainframe (Skyward) system.

Please include a link to your HLS. www.hamiltonfl.com/parent-resources

Section 2: English Language Proficiency Assessment (Rule 6A-6.0902, F.A.C.)

1. English Language Proficiency (ELP) Assessment

What is the title of the person(s) responsible for administering the ELP assessment of potential ELLs in the LEA? (Check all that apply.)

ESOL Coordinator/Administrator

☒ Other (Guidance Counselor)

2. Listening and Speaking Proficiency Assessment

List the Listening and Speaking (Aural/Oral) assessment(s) used in the LEA and procedures followed to determine if a K-12 student is an ELL.

The IDEA Proficiency Test (IPT) Aural/Oral Test is used for all students identified through the Home Language Survey (HLS).

Describe the procedures to ensure that the Listening and Speaking assessment(s) are administered within 20 school days of the student's initial enrollment.

The Data Clerk reports the HLS affirmative responses to the guidance counselor. The guidance counselor marks the calendar 20 days from the date the student enters. The ESOL contact or guidance counselor will review the forms, schedule the assessment, record the test results and then email both the teacher and the Data Clerk of the completed testing to ensure that the listening and speaking test is conducted within the 20 days of enrollment. All students who are not proficient on the Listening and Speaking L/S assessment qualify for ESOL services and are coded LY. Students enrolled in kindergarten through second grade who score with the fluent English speaking range of the L/S assessment are determined as non-ELL (ZZ). Students in grade 3 through 12 who score proficient in L/S assessment are then administered a reading and writing assessment that must be completed as soon as possible after initial enrollment, but no

later than thirty (30) days after enrollment. If the student enrolls at another time during the school year, parents must be notified.

Reading and Writing Proficiency Assessment

List the Reading and Writing assessment(s) used in the LEA and procedures followed to determine if a student is an ELL in grades 3-12.

IDEA Reading and Writing (IRW) or World-Class Instructional Design and Assessment (WIDA) Screener

Students in Hamilton County in grades 3-12 who score(d) English proficient (Fluent English Speaker) on the IPT Oral Test are also given the IPT Reading and Writing Test within the 20 days of the oral test to evaluate English Proficiency level and eligibility for ESOL services. Students who score at or below the 33rd percentile in reading and/or writing will be enrolled in the regular program. An ELL committee meeting may be convened to review and determine ESOL placement.

1. ELL Committee

Describe the procedures used when the ELL Committee makes an entry (placement) decision. What type of documentation is used to support these decisions?

Upon request of a parent or teacher, a student who is determined not to be an English Language Learner or any student determined to be an English Language Learner based solely on one reading or writing assessment may be referred to an ELL committee. The parents' preference as to whether a student is determined to be an ELL or not to be an ELL shall be considered in the final decision.

The ELL Committee may determine a student to be an English Language Learner or not to be an English Language Learner according to consideration of at least two (2) of the following criteria in addition to the entry assessment results:

- a. Extent and nature of prior educational or academic experience, social experience, and a student interview.
- b. Written recommendation and observation by current and previous instructional and supportive services staff.
- c. Level of mastery of basic competencies or skills in English and heritage language according to local, state, or national criterion-referenced standards.
- d. Grades from the current or previous years, or
- e. Test results other than the entry assessments.

Section 3: Programmatic Assessment (Rule 6A-6.0902, F.A.C.)

Academic/Programmatic Assessment

Describe the procedures that have been implemented for determining prior academic experience of ELLs. Also, address the placement of ELLs with limited or no prior school experience(s) or whose prior school records are incomplete or unobtainable. Specify actions taken to obtain prior school records. Include the procedures to determine appropriate grade level placement for ELLs.

When student previous records are unattainable, parents are asked to provide contact information regarding prior educational experience. Students may be assessed for skills and school-readiness competencies in addition to English language assessments. The Guidance department makes a records request, and attempts are made to contact the student's previous schools in order to get as much information as possible regarding educational and testing history. ELLs are then placed accordingly and academic success is monitored to ensure that accurate placement decisions were made. These procedures are documented on the programmatic assessment form and is maintained in the student's ELL folder.

Grade Level and Course Placement Procedures — Grades 9-12

Describe the procedures that have been implemented to determine appropriate grade and course placement. Descriptions must include the process used for awarding credit to ELLs entering high school in 9th-12th grades that have completed credits in countries outside of the United States, specifically addressing those students for which there is no documentation.

Per 6A.A.0902 Section 3, Part B, "The school district shall award equal credit for courses taken in another country or a language other than English as they would the same courses taken in the United States or taken in English. For foreign-born students, the same district-adopted policies regarding age appropriate placement shall be followed as are followed for students born in the United States." Student placement is not based solely on English Language Proficiency; an academic skills assessment may be administered in the home language if possible.

Students must have documentation of completed courses in order to receive high school credit. Course transfer waivers may be given if documentation is provided. Documentation can be created using the programmatic assessment form in the event the students/parents cannot provide transcripts or documentation of prior educational experiences. School counselors and administrators will review transcripts and award credit for courses completed in another country where the course is similar in scope and sequence, but may have different course name. In the absence of transcripts or prior education experience, diagnostic/placement tests and interviews may also be used as a guideline.

The age of the student will be taken in consideration as well. Parent/Guardian and student interviews as well as ELL Committee meetings will also be conducted to help

determine placement. When feasible, translators/interpreters will be provided to attend these meetings. The school principal or designee, guidance counselor, teacher, parents, and/or district administrator may be included to determine appropriate placement. Each student will receive differentiated instruction at the agreed upon grade level placement to facilitate English language acquisition and academic achievement at the appropriate grade placement.

Explain the process for awarding credit to students transferring from other countries for language arts classes taken in the student's native language and for foreign languages the student may have taken (this may include English).

The school district shall award equal credit courses taken in another country or a language other than English as they would the same courses taken in the United States or taken in English. Language Arts credits are awarded to students transferring from other countries for language arts classes taken in the student's native language and for foreign languages the student may have taken may be transferred as waivers following the guidelines outlined in the Student Progression Plan approved by the School Board.

What is the title of person(s) responsible for evaluating foreign transcripts? How are they trained? How is documentation maintained?

School guidance counselors and Data Clerks receive training periodically throughout the school year on transcript evaluation resources, such as acceptable websites and guides, and is documented through sign-in sheets. When school staff have questions or need clarification, they will contact the school administration and/or ESOL office.

Re-evaluation of ELLs that Previously Withdrew from the LEA

Describe the procedures used for re-evaluating ELLs who withdraw from the LEA and re-enroll. Specify the length of time between the ELL's withdrawal and reenrollment after which a new English language proficiency assessment is to be administered. Include data reporting procedures.

For LYS transferring and/or re-enrolling from one district to another within a calendar school year no new assessment is necessary and ESOL services continue as indicated by previous school records. All original reporting data stays the same. For out of state LYS new to FL, DEUSS date stays the same, but HLS, entry, classification date is changed to reflect Florida services. For students new to the country DEUSS date is the date of enrollment, and the appropriate HLS, classification and entry date must be reported accordingly. DEUSS date can never be after the classification and entry dates.

ELL Student Plan Development

Describe the procedures for developing the Student ELL Plan. Include the title(s) of the person(s) responsible for developing the plan, and updating the ELL data

reporting elements. Also, include a description of when and how the plan is updated to reflect the student's current services.

An ELL student plan is developed with input from the guidance counselor, classroom teacher(s), and administrator (or designee) and other interested participants. The guidance counselor or designated ELL contact, along with classroom teacher(s), is responsible for completing the student ELL plan.

The plan will reflect the student's instructional program or schedule designated by the Program 130 code which will include programs other than ESOL and documentation of the use of appropriate ELL strategies and services. The ELL plan can include specific accommodation procedures for state assessment programs as well as classroom assessments. Additional information such as initial IPT/IRW (IDEA Reading and Writing) scores and current state assessment data is included on the ELL plan.

The plan will be updated annually at the beginning of the school year and when services change and must reflect the most current ELL plan and service. It will be updated annually and maintained in the student information system and/or cumulative record folder.

Describe the elements of the plan (e.g., home-school communication, student schedules and classes, progress monitoring, interventions, assessments and other evaluations). What is the teacher's role in development of the plan?

The elements of the student ELL plan will include the student's name, date of entry, and current ACCESS for ELL scores and state assessment data. The plan will reflect the student's instructional program of 130, amount of the instructional time or instructional schedule, documentation of appropriate ESOL strategies use, and a description of all provided services. The teacher is notified of the aural/oral and reading/writing competencies assessed on the IPT. The student's academic progress may be reviewed, and records from previous schools are examined, if available. Student plan information will include previous and current teacher input through interviews to gain information on socialization and participation in the general classroom setting.

<https://hamiltonskyward.nefec.org>

Section 4: Comprehensive Program Requirements and Student Instruction

Instructional Models

In addition to using required English for Speakers of Other Languages (ESOL) strategies by teachers who teach ELLS, what instructional model(s) or approach(es) are used to ensure comprehensible instruction? Descriptions of each model can be found in the current Florida Department of Education (FDOE) database manuals on the FDOE website. (Check all that apply)

Sheltered English Language Arts

Sheltered Core/Basic Subject Areas

☒ Mainstream-Inclusion English Language Arts

Mainstream-Inclusion Core/Basic Subject Areas

☐ Maintenance and Developmental Bilingual Education

☐ Dual Language (two-way) Developmental Bilingual Education

Describe how the instructional models are used in the LEA. Address how the LEA will monitor schools to ensure that instructional models are implemented with fidelity.

The instructional model followed in Hamilton County is the mainstream model. Students are placed in an English/Language Arts classroom taught by an ESOL Endorsed or certified teacher and/or a teacher in the process of ESOL certification. ELL students are preferably placed with an ESOL endorsed teacher or a teacher in the process of becoming ESOL endorsed.

Describe the process to verify that instruction provided to ELLs is equal in amount, sequence, quality, and scope to that provided to non-ELLs.

To ensure equal access to instruction, ELLs in grades K-12, class schedules are maintained on the student record system and on teacher schedules. Regardless of the instructional approach implemented, ELLs receive instruction that is aligned to state standards, and is comprehensible, equal and comparable in amount, sequence, quality and scope as their non-ELL peers. Equal access evidence will be observed by school site administrators through classroom visits, lesson plans and teacher interviews. Although supplemental instructional materials can be used, textbooks for ELLs are the same as those used for non-ELLs. ELLs in grades 9-12 must have access to and receive credit towards graduation in core subject areas of English Language Arts, mathematics, science, social studies, and computer literacy.

ELLs should not be retained if appropriate instructional strategies, materials and assessments have not been provided to meet their needs. Furthermore, ELLs cannot be retained based solely on his/her language proficiency. This determination must be based (in part) on proficiency in reading, writing, and math. Teachers can use alternative assessments, portfolios and native language assessments to determine if content standards have been met. School based administrators, guidance counselor and district staff are responsible for monitoring and ensuring comprehensible instruction.

How does the LEA determine if the instructional models are positively affecting student performance?

ELLs academic performance is monitored throughout the year to ensure academic and linguistic progress is being made. Administrative and support staff review instructional models for success through teacher observations, ELL participation, attendance, grades, and statewide assessment, specifically ACCESS for ELLs. Teacher input is also requested. If the instructional model does not show that positive student performance goals are being met, then a different model may be considered.

How are ELLs assured equal access to all programs, services and facilities that are available to non-ELLs?

The school-based administrator(s) and counselor(s) are responsible for ensuring ELLs have equal access to all school programs, services and facilities, and that ELLs are afforded the same rights as their non-ELL peers. The designated and school-based support personnel serve as advocates for ELLs and their families to ensure equal access.

Describe the method(s) used in the LEA to document the use of ESOL instructional strategies and how this is monitored.

Teachers' lesson plans document instructional strategies for ELL students and are monitored by school administrators. Teachers are encouraged to receive additional training in the areas of Differentiated Instruction and ESOL strategies. Students are given support either individually or in small groups, based on student need, in order to target specific weaknesses identified by the ACCESS for ELLs 2.0, IPT, State-wide Assessments, EOCs. Instructional strategies are further monitored through detailed individualized student support and data from Performance Matters, Mind Play, i-Ready, Reading Plus, STAR Reading.

How does the LEA and school(s) verify the delivery of comprehensible instruction to ELLs?

Each classroom teacher is responsible for incorporating ESOL strategies into daily lessons and must provide evidence in lesson plans which are checked by school administrators during ongoing classroom walk-throughs, formal and informal teacher evaluations. Teachers are evaluated by school administration using the Teacher Evaluation System. A part of that system includes providing evidence of planning and preparing for the needs of English Language Learners.

School administrators, lead teachers and reading coach will meet with the teacher(s) of ELL students to conduct reviews for the purpose of monitoring the appropriateness of the student's program. Such reviews may include the following:

a. Reviewing of student's grades in all subject areas

- b. Monitoring of the student's level of performance in course areas, Reading and Mathematics using state approved Progress Monitoring tools
- c. Monitoring of the student's performance on Statewide Assessments or norm-referenced tests
- d. Classroom observations

What safeguards are in place to ensure that all ELLs are being provided equal access to programs and receiving comprehensible instruction? Include the school and LEA personnel responsible for ensuring comprehensible instruction.

School administrators will meet with the teacher(s) of ELL students to ensure equal access. Classroom observation and teacher interviews will be conducted, as well as instructional material evaluation for the purpose of monitoring the appropriateness of the student's program to ensure that comprehensible instruction is achieved.

What progress monitoring tools are being used to ensure all ELLs are mastering grade level academic content standards, and benchmarks and the English Language Development (ELD) standards? (Check all that apply)

☐ Student Portfolios

☐ Other Criterion Referenced Test (Specify) _____

☐ Native Language Assessment (Specify) _____

☒ LEA/school-wide assessments (Specify) Benchmark Testing, i-Ready, STAR Reading

☒ Other (Specify) Mind Play, Performance Matters

Student Progression

Have the LEA's standards and procedures for promotion, placement, and retention of ELLs been incorporated into the LEA's Student Progression Plan (SPP)? If no, where can this information be found?

please provide a link to the LEA's SPP with specifics to ELLS highlighted.

<http://www.hamiltonfl.com/parent-resources>

Describe how the Good Cause Policy is implemented in your LEA when ELLs who have been enrolled for less than two years (based on DEUSS) are exempted from mandatory third grade retention. Include how parents or guardians are notified of LEA good cause decisions.

As indicated in the district's Student Progression Plan, the Superintendent may exempt students in grade 3 from mandatory retention for good cause if ELLs have received less than 2 years of instruction (based on DEUSS) in an ESOL program. Decisions must be made by an ELL committee recommendation, input from parents, teachers and support staff. Good Cause Exemptions for ELLs are communicated to the parents in their native language.

Describe what role the ELL Committee has in the decision to recommend the retention or promotion of any ELL and what documentation is used to support these decisions.

An ELL committee is convened to review documentation and data prior to making a promotion/retention recommendation for an ELL. When determining promotion/retention for ELLs, information and documentation may include, but not be limited to: classroom performance, benchmark testing results, statewide assessment data, progress towards English Language acquisition, progress monitoring tools, such as Performance Matters and i-Ready and parent/student interview. The committee makes a recommendation to the principal. The principal sends the final decision to the Superintendent.

Section 5: Statewide Assessment (Rule 6A-6.09091, F.A.C.)

Statewide Assessment

Describe the process to ensure that all ELLs participate in Florida statewide assessment programs. Include how responsible staff is trained to administer assessments and maintain documentation of the following:

The District Assessment Coordinator, along with the MIS Coordinator generate and disseminate digital rosters of all ELLs who will be assessed at the school sites, as well as, guidelines and materials that school based testing supervisors use to cross reference and ensure that all ELLs are appropriately assessed. Train the trainers workshops provides for testing supervisors who in turn train all school-based personnel who will administer assessments to ELLs with a specific emphasis on testing accommodations. The Office of Assessment provide recording documents for schools to maintain and document ELL accommodation, as well as procedural policies and accountability data. Accommodations for ELLs in the administration of State-wide Assessments, EOCs, and ACCESS for ELLs must follow the guidelines as specified in the respective assessment manuals.

Statewide content area assessments:

Designated district personnel work with the District Assessment Coordinator, school-based assessment personnel and teachers to ensure that all ELLs participate in the Statewide Assessment program and are provided appropriate testing accommodations.

The assessment coordinator assures that the accommodations for statewide assessment which are indicated in the Testing Assessment Manual (TAM) and include flexible setting, flexible scheduling, flexible timing, assistance in the Heritage Language, and the use of the English-to-Heritage language dictionaries. Additionally, these accommodations are used with the ESOL classroom and with regular classroom assessment. The parents are notified of the different testing accommodations in a letter sent by the assessment coordinator. Parents may choose if flexible setting is the best testing option for their child.

ACCESS for ELLs assessment programs:

Students coded LY by the first day of the ACCESS for ELL test administration are tested for language proficiency. ACCESS for ELLs is a paper-based assessment for Grades 1-12: Students are administered the Speaking section of the test one-on-one with a teacher; the listening, Reading, and Writing sections may be administered in a group setting. Kindergarten ACCESS for ELLs is a paper-based assessment for Kindergarten where students are administered all sections of the test, one-on-one with a teacher. Alternate ACCESS for ELLs is a paper-based assessment for students in Grades 1-12 who have significant cognitive disabilities where students are administered all sections of the test, one-on-one with a teacher.

What is/are the title(s) of the school-level person responsible for ensuring and documenting that ELLs are provided appropriate testing accommodations (per test administration requirements)?

School Counselors

School-based testing administrators

ESOL school/district contacts

Teachers administering assessments

Describe how parents of ELLs are notified of assessments and testing accommodations. How does the LEA ensure that parents understand Florida's statewide assessments policies, mandates and student outcomes? Please provide links to communications in parents' languages.

A testing calendar is available on the district's website. The calendar is updated or revised as testing schedules are updated by the state or by the district. Prior to the assessment dates, parents are notified of all statewide testing policies and mandates in

a language they can understand, unless clearly not feasible. A letter is sent to parents of ELLS explaining the allowable testing accommodations which also contains specific language for flexible setting options. Parents have the right to choose the flexible setting during testing. Parents are notified of outcomes on assessments through individualized student score reports which indicates the performance level of the student as well as interpretive guides. These guides are available in multiple languages. Parent/teacher conferences may be convened with a translator present if needed, by the parent or teacher to discuss the assessment policies, mandates, and results.

www.hamiltonfl.com/events

Section 6: English Language Proficiency Annual Assessment (Rule 6A-6.0903, F.A.C.)

Describe the procedures to determine if ELLS are ready to exit the LEA's ESOL program. Include exiting procedures for all language domains (listening, speaking, reading and writing), grade-specific academic criteria and data reporting of status change.

Exit criteria is based on assessment scores per 6A-6.0903. For students taking any administration of the Kindergarten ACCESS for ELLS, the English language proficiency level shall be a 4.0 composite score or greater and at least 4.0 in the domain of reading. The exit code is H.

For students in grades 3-10 taking any administration of the ACCESS for ELLS, the English language proficiency level shall be a 4.0 composite score or greater and at least 4.0 in the domain of reading and a proficient score on the Florida Department of Education progress monitoring. The exit code is I.

For students in grades 10-12 taking any administration of ACCESS for ELLS, the English language proficiency level shall be a 4.0 composite score or greater and at least 4.0 in the domain of reading and a proficient score on the Florida Department of Education progress monitoring or a passing concordant score on the SAT or ACT. The exit code is J.

For students with cognitive disabilities taking any administration of the Alternate ACCESS for ELLS assessment, the proficiency level shall be a PI composite score or greater and will be exited by an ELL/IEP committee.

Once the student meets exit criteria, the ESOL specialist notifies the data specialist for two years. Parents are notified of exit through a letter in the child's native language, unless clearly not feasible.

What is the title of person(s) responsible for conducting the exit assessments described above? (Check all that apply.)

School/LEA based testing administrator

C] ESOL Teacher/Coordinator

Other (school Counselor, teachers)

When is an ELL Committee involved in making exit decisions? What criteria are used by the Committee to determine language and academic proficiency?

If assessment results do not fully capture the student's academic or linguistic needs, an ELL committee may be convened where input from parents, teachers, and support staff is discussed and placement decisions are made. An ELL committee may recommend that the student be exited from the program with consideration of other data than statewide assessments such as student portfolios or alternatives evaluations. An ELL committee can also meet to exit a student from the ESOL program if there is sufficient evidence to indicate that English proficiency either on the Statewide English Language Proficiency exam or the Statewide Academic Assessment. The student may have another documented disability that is being met through an IEP or other student plan. Regardless of reason for exit, an ELL committee would review the student's academic and English language proficiency record and document at least two of the five criteria listed below to exit a student:

- a. Extent and nature of prior educational or academic experience, social experience, and a student interview,
- b. Written recommendation and observation by current and previous instructional and supportive services staff,
- c. Level of mastery of basic competencies or skills in English and heritage language according to local, state, or national criterion-referenced standards,
- d. Grades from the current or previous years,
- e. Test results other than the entry assessments

Describe the procedures if an ELL meets exit qualifications in the middle of a grading period.

Although ELLS usually exit the ESOL program when exit criteria is met through assessment, ELLS can be referred for exit at any time during the school year. Since ACCESS for ELLS and Statewide Assessment data is normally used as the instrument to make the exit decisions, and this data is typically received during the summer, any exit decisions made in the middle of a grading period or school year would require an ELL committee decision based on a current data analysis and student evaluations. A current listening, speaking, reading, and writing English Proficiency assessment will be given, as well as review of report card grades, benchmark test scores and portfolio data.

Stakeholder input from parents, teachers and support staff will also be requested. The exit code will be L, and the student code will change from LY to LF.

Section 7: Monitoring Procedures (Rule 6A-6.0903, F.A.C.)

During the required two-year monitoring period, what is the title of person(s) responsible for:

Conducting the follow-up performance of former ELLs? Classroom and Resource Teachers, School Counselors

Updating the student ELL plan? Guidance Counselors

Reclassification of ELL status in data reporting systems? School/District MIS staff

What documentation is used to monitor the student's progress? (Check all that apply)

- ☒ Report Cards
- ☒ Test Scores
- ☒ Classroom Performance
- ☒ Teacher Input
- ☒ Other (Attendance)

What procedure(s), including possible reclassification, that are implemented when the academic performance of former ELLs is not on grade level?

The performance of former ELLs (LF) will be reviewed to ensure academic progress.

Per Consent Decree guidelines, reviews will occur as specified below:

1st report card after exiting the ESOL program:

At the end of the 1st semester

At the end of the first year: and

At the end of the second year

The procedures followed when the academic performance of former ELLs is not on grade level is:

- a) student is referred to the ELL Committee
- b) ELL Committee reviews report cards, student portfolios, attainment of Florida Standards, performance on district/state assessments, parent/teacher input, number of years the student has been enrolled in the ESOL program and language acquisition proficiency
- c) ELL Committee may determine the student continues in the regular program

d)ELL Committee may determine the student needs to be reclassified as an ELL, coded LY and re-entered into the program or be referred for further evaluation.

Designated school personnel are responsible for initiating a new Student ELL Plan, providing the Data Processor with the student data to enter into the mainframe and ensuring the appropriate placement after the student has been assessed. Original student data stays the same. The student may be reported in the ELL program for an additional year, or extended annually for a period not to exceed a total of six years based on an annual evaluation of the student's status. Lack of ELL funding eligibility does not relieve the district beyond the six years of state ELL program funding.

Compliance of ELL Plan and Student Performance

Describe LEA internal procedures for monitoring the ESOL program for compliance and student academic performance.

Student progress is monitored in the ESOL folder and is based on the targeted skills identified during initial testing, ACCESS for ELL and academic assessment. Assessment results and targeted skills are kept in the ESOL folder and monitored throughout the course of the school year in order to demonstrate mastery of key English language acquisition concepts. The person responsible for maintaining these records is school and/or district personnel. Teacher training records are monitored for compliance with ESOL requirements by the district-level personnel or certification specialist.

Student ELL plans and schedules are updated annually and monitored by the ESOL administrator to ensure that ELLS are being provided the appropriate program 130.

Comprehensible instruction is monitored through classroom observations and review of teacher lesson plans.

How do school sites, parents and stakeholders have access to the approved District ELL Plan?

The District ELL plans are available on the district's website. Parents can request copies of the plan at any time. Bilingual school staff will help translate components of the plan.

How does the LEA ensure that schools are implementing the District ELL Plan?

District administrators are responsible for implementation of the District ELL Plan. The process includes meeting with school-based administrators at each school to make certain that appropriate instructional practices and procedures are in place. Classroom walk-throughs, observations and documentation of compliance items are also reviewed to ensure that schools are implementing the district plan.

Section 8: Parent, Guardian, Student Notification and Rights

Describe the procedures used and provide a link to the notice to parents of an ELL identified for participation in a language instruction educational program.

Per, Every Student Succeeds Act and per state board rule, this notice must delineate:

1. the reasons for the identification of their child as an ELL and the need for the child's placement in a language instruction educational program;
2. the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
3. the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
5. how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for ELLS, and the expected rate of graduation from high school (for students in high schools);
7. in the case of a student with a disability, how such program meets the objectives of the individualized education program of the student; and
8. information pertaining to parental rights that includes written guidance—
 - a. detailing the right that parents have to have their child immediately removed from such program upon their request;
 - b. detailing the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
 - c. assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered.

To meet ESSA Compliance, districts are required to notify parents of an ELL identified for participation in the program no later than 30 days after the beginning of the school year. For those children identified as ELLS during the school year, the district shall notify the parents during the first 12-weeks of the child being placed in ESOL. Parents will be notified by letters maintained in student folders and monitored by Title I. All letters, as well as all home-school communication must be provided to parents in a language that they can understand unless clearly not feasible.

Describe procedures used by school personnel of how assistance is provided to parents or guardians of ELLs in their home language.

All verbal and written communication is provided to parents/guardians in their home language, whenever feasible: Language assistance is also provided via school and district personnel fluent in the parents/guardians' home language, i.e. pre-recorded messages with time sensitive information sent directly to parents/guardians' phones, information posted on the district website and interpreted at school functions and community venues. Translation services, specifically in less commonly spoken languages are also provided through bilingual staff, university personnel, community volunteers which helps build relationships with our parents.

Describe parent outreach activities that inform parents of how they can be involved in their children's education and how they can assist their children to learn English and meet state academic standards.

The ESOL office collaborates with the Migrant, Homeless, and Title I Programs in order to provide parent outreach activities for ELLs and their parents. All Hamilton County Schools are Title I eligible and Title I served. Requirements include convening an annual meeting; having a parent committee; conducting regular parent engagement activities; sending multiple communications home; using a school -parent compact; and annually evaluating the parent involvement at each school. Reading materials delivered twice per year to the home of ELL students by a bilingual liaison, give parent resources to assist their students at home in literacy. Communications are sent home to parents in a language they can understand unless clearly not feasible.

Check the school-to-home communications that are sent by the LEA or school to parents or guardians of ELLs that are in a language the parents or guardians can understand. (Check all that apply. Please provide links to all boxes checked.):

Results of language proficiency assessment

Program placement

- ☒ Program delivery model option(s)
- ☒ Extension of ESOL instruction
- ☒ Exit from ESOL program
- ☒ Post-reclassification of former ELLs monitoring
- ☒ Reclassification of former ELLs
- ☒ State and/or LEA testing
- ☒ Accommodations for testing (flexible setting)
- ☒ Annual testing for language development
- ☒ Growth in language proficiency (Listening, Speaking, Reading, Writing)
- ☐

Exemption from FSA in ELA for ELLS with DEUSS less than one year

Retention/Remediation/Good Cause

☐ Transition to regular classes or course change

☒ Invitation to participate in an ELL Committee Meeting

Invitation to participate in the Parent Leadership Council (PLC)

Special programs such as Gifted, ESE, Advanced Placement, Dual Enrollment, PreK, Career and Technical Education, charter schools, and student support activities

☒ Free/reduced price lunch

☒ Parental choice options, school improvement status, and teacher out-of-field notices

☒ Registration forms and requirements

☐ Disciplinary forms

☒ Information about the Florida Standards and the English Language Development (ELD) Standards

Information about community services available to parents

☒ Information about opportunities for parental involvement (volunteering, PTA/PTO, SAC)

Report Cards*

Other: Student Code of Conduct

*If report cards are not available in other languages, please describe how the academic progress of an ELL is communicated to parents/guardians.

The student report cards are only available in English, but bilingual staff will assist in interpreting grades and student expectations.

Section 9: The Parent Leadership Council (Rule 6A-6.0904, F.A.C.)

What type(s) of Parent Leadership Council (PLCs) exist in the LEA? (Check all that apply. Please provide links to agenda membership and meetings.)

LEA Level

O School Level

Please address the functions and composition of the PLC:

The goal of the PLC is to acquaint parents of ELLS with school personnel and services available at the individual school sites; provide parents of ELLS with an opportunity to take an active role in the decisions that affect the education of their children and to consult with school personnel and give input on goals related to the program. The District PLC is composed of the majority of parents of current and former ELLS, as well as classroom teachers, curriculum specialists and ESOL resource teachers.

Community leaders and ELL advocates are also invited to participate as members. The primary function of the PLC is to make recommendations for the District ELL plan, and review policies which are instrumental in the approval process.

The PLC is "composed in the majority of parents of limited English proficient students." If the PLC in the LEA does not meet this condition, explain why and when compliance with the rule is expected.

How does the LEA involve the PLC in other LEA committees?

The PLC develops a collaborative environment that encourages two-way communication between the home and the school. The PLC meets annually, but as needed bilingual personnel are also available to discuss issues that promote school involvement and provide parents of ELLS with leadership training and opportunities to be represented on existing school and district advisory councils. PLC members are actively involved in School Advisory Committees, Textbook Adoption Committees, ELL District Plan Committee, Parent-Teacher Association as well as, ad hoc school based committee. The PLC Task Force makes recommendations for the development of the District ELL Plan. The members review and approve the District ELL Plan prior to it being submitted for School Board and State approval.

How is the LEA PLC involved in the development of the District ELL Plan?

The LEA PLC provides input during the development of the ELL Plan and reviews the final District ELL Plan at a scheduled PLC meeting. Translators are available to provide language assistance and clarification. PLC members may request an emailed version of the plan if they cannot attend the meeting. Parental feedback is encouraged and will be addressed in subsequent meetings, if necessary. Upon completion of the review by the members of the PLC, the Chairperson signs and approves the District ELL Plan.

Does the LEA PLC approve of the District ELL Plan? E Yes [3 No

If no, please provide explanation for PLC's non-approval.

Section 10: Personnel Training (Rules 6A-6.0907 and 6A-1.0503, F.A.C.)

Describe how Category I teachers responsible for the English Language Arts and intensive reading instruction of ELLs who are required to obtain the ESOL endorsement/certification are notified of training requirements and opportunities. Include title of person(s) responsible for issuing the notifications and how the process is documented.

Personnel who will be primary providers of English/Language Arts and reading courses to an ELL must be appropriately certified for the ESOL teaching assignment. Teachers can be in-compliance through an infused ESOL endorsement in conjunction with a DOE-

approved teacher preparation program, which is usually completed before employment. Teachers can also complete a DOE-approved district in-service add-on endorsement program by taking the 300-hour in-service of a) Methods of Teaching ESOL, b) ESOL Curriculum and Materials Development, c) Cross Cultural Communication and Understanding, d) Applied Linguistics, and e) ESOL Testing and Evaluation. Teachers can also meet this requirement by passing the ESOL subject area exam and completing 120 hours of ESOL training within three years. Prior ESOL training can be used and documentation is maintained in the teacher's professional development record and/or personnel file. Staff members in the Office of Educator Certification will assist personnel who have completed the requirements for the ESOL endorsement, through preservice, to file for the ESOL Endorsement through the Bureau of Educators Certification. Staff who have passed the ESOL K-12 subject area exam will also be assisted to file for the ESOL certification with the Bureau of Teacher Certification.

The Office of Educator Certification in conjunction with the Office of Professional Development and school-site administration will be responsible for notifying personnel of their certification requirements and for monitoring them for compliance. In addition, the district Individual Professional Learning Plan (IPLP) requires employees to annually address their status in meeting the ESOL requirements. If requirements are not met, the plan will address a timeline for meeting the requirements. The Office of Professional Development will be responsible for providing personnel with information regarding the availability of ESOL courses. The Office of Professional Development will monitor enrollment and completion of required coursework. Information pertaining to hours completed or earning of ESOL Endorsement are reported in the District Professional Development System and added to the District Certification Log maintained by the Human Resources department which is shared with district and school-based administrators. Weighted FTE 130 may be claimed for these teachers.

Describe how content area teachers of math, science, social studies and computer literacy are notified of ESOL training requirements (60 hours) and opportunities. Include title of person(s) responsible for issuing the notifications and how the process is documented.

The Office of Educator Certification in conjunction with the Office of Professional Development and school-site administration will be responsible for notifying personnel of their certification requirements and for monitoring them for compliance. In addition, the district Individual Professional Learning Plan (IPLP) requires employees to annually address their status in meeting the ESOL requirements. If requirements are not met, the plan will address a timeline for meeting the requirements. The Office of Professional Development will be responsible for providing personnel with information concerning available courses, monitor enrollment and completion of required coursework. Information pertaining to hours completed are reported in the District Professional Development System and added to the District Certification Log maintained by the Human Resources department which is shared with district and school-based administrators. Weighted FTE 130 may be claimed for these teachers.

Describe how all other instructional staff are notified of ESOL training requirements (18 hours) and opportunities. Include title of person(s) responsible for issuing the notifications and how the process is documented.

The Office of Educator Certification in conjunction with the Office of Professional Development and school-site administration will be responsible for notifying personnel of their certification requirements and for monitoring them for compliance. In addition, the district Individual Professional Learning Plan (IPLP) requires employees to annually address their status in meeting the ESOL requirements. If requirements are not met, the plan will address a timeline for meeting the requirements. The Office of Professional Development will be responsible for providing personnel with information concerning available courses, monitor enrollment and completion of the required coursework. Information pertaining to hours completed are reported in the District Professional Development System and added to the District Certification Log maintained by the Human Resources department which is shared with district and school-based administration.

Describe the procedures used when Category I teachers are reported out of field. Include compliance procedures when claiming weighted FTE 130 for core courses.

The Principal reports Category I teachers who are out of field to the Human Resources Department who are then reported to the School Board for approval. A letter notifying parents of out of field status is sent to ELL parents in native language, unless clearly not feasible. Category I teachers are considered out of field until the ESOL endorsement or certification requirements are met. Once assigned an ELL, Category I teachers must complete 60 hours of ESOL training within two years and at least 60 hours of ESOL training each consecutive year until the ESOL endorsement is complete regardless of the ELL assignment. The ESOL endorsement must be added to the existing teaching certificate. Teachers following these guidelines are considered in compliance, and weighted FTE 130 can be claimed. Although weighted FTE 130 may be claimed for teachers responsible for teaching Category II, core courses of Math, Science, Social Studies, and computer literacy, teachers are not considered out of field and no notification letter or school board approval is necessary.

Describe how the LEA provides the 60-hour ESOL training requirement for school-based administrators and the LEA's tracking system that will be implemented.

The Office of Professional Development provides school-based administrators with information regarding available courses from local providers (Northeast Florida Educational Consortium, Beacon Educator). Information pertaining to hours completed are reported in the District Professional Development System and added to the District Certification Log maintained by the Human Resources department as a part of the monitoring and compliance procedures.

Describe how the LEA provides the 60-hour ESOL training requirements for Guidance Counselors, and the LEA's tracking system.

The Office of Educator Certification in conjunction with the Office of Professional Development and school-site administration will be responsible for notifying Guidance Counselors of their certification requirements and for monitoring them for compliance. In addition, the district Individual Professional Learning Plan (IPLP) requires employees to annually address their status in meeting the ESOL requirements. If requirements are not met, the plan will address a timeline for meeting the requirements. The Office of Professional Development will be responsible for providing personnel with information regarding the availability of ESOL courses. The Office of Professional Development will monitor enrollment and completion of required coursework. Information pertaining to hours completed or earning of the required hours are reported in the District Professional Development System and added to the District Certification Log maintained by the Human Resources department which is shared with district and school-based administrators.

Describe the supplemental professional development offered by the LEA to ensure that instructional staff are informed of English Language Development standards and best practices.

District and School-based administrators collaborate to plan and provide professional development on the designated district professional development days. Sessions which are focused on evidence-based strategies for all learners, including ELL are provided. Out-of-district professional development opportunities and virtual trainings/webinars focused on meetings the needs of learners served through the ELL program are shared with staff to provide an opportunity for professional growth designed to meet the needs of students. Staff are encouraged to participate in courses/professional development activities that are provided. Although these courses cannot be used towards the required ESOL training mandates, teachers can receive in-service points when coursework is completed.

If instruction is provided in a language other than English, describe the procedures that are used to assess teachers' proficiency in the other language and in English.

N/A

A bilingual paraprofessional or teacher is required at schools having 15 or more ELLs who speak the same language. Specify the eligibility qualifications required by the LEA for bilingual paraprofessionals. Explain the bilingual paraprofessional's job description and primary assignment.

Bilingual paraprofessional applicants must have an ANAS degree or higher or pass the

Paraprofessional test. They must be fluent in English and appropriate native language

as determined by interview, district screening and/or an oral and written exam. The job description will include, but is not limited to: participation in in-service activities involving program procedures, curricular and assessment modifications and tutoring strategies; assisting in administering individual and group student tests in appropriate native language or in English; becoming a member of the ELL Committee and actively participate in developing the student plan; assisting the ELL Committee chairperson and ESOL contact, with native language support; working with small groups of students, under the direction of the classroom teacher; acquainting parents with program personnel and services available at the individual school site.

Describe LEA procedures for training bilingual paraprofessionals in ESOL or home language strategies. Include how documentation of training is maintained.

The district Federal Programs Office and Professional Development office collaborate to ensure that Bilingual Education paraprofessionals are provided with professional development on an ongoing basis during pre-planning, professional development days, summer institutes and small group meetings that focus on topics such as the ESOL Consent Decree, student identification and assessment procedures, cross-cultural differences and similarities, parent involvement, tutoring techniques, curriculum development and accommodation, and strategies for working with ELLs. The process is documented through the district Professional Development system.

Describe the procedures to determine the bilingual paraprofessional's proficiency in English and in the heritage language of the students served.

Applicants for Bilingual Education Paraprofessional positions at school sites must pass an oral and written screening to show language fluency in Spanish which is administered at the district office as part of the interview process. Spanish is the language representative of the top language spoken by English language learners in the district.

Please provide an assurance letter from the district superintendent that the district is in compliance with all ESOL training requirements.

Letter is attached

Section 11: Extension of Services (Rule 6A-6.09022, F.A.C.)

Describe LEA procedures used to determine extension of services, including appropriate timeline based on DEUSS. Explain the role of the ELL Committee

and what supporting documentation is used in determining if continued ESOL services are necessary.

Three (3) years after the date of an ELL's initial enrollment in a school in the United States (DEUSS), an ELL Committee shall be convened annually to re-evaluate the student's progress towards English language proficiency. The ELL Committee shall be convened no earlier than thirty (30) school days prior to the third anniversary of the student's initial enrollment data in a school in the United States, (DEUSS) and no later than the anniversary date, unless the student's anniversary date falls within the first two

(2) weeks of any school year. Then, the ELL committee may convene no later than October 1. This process shall be completed annually thereafter. Any student being considered for extension of services shall be assessed on at least one (1) Department approved assessment instrument. The assessment shall be administered no earlier than thirty (30) school days prior to the student's anniversary date. The assessment may be any department-approved assessment that covers all four (4) domains of listening, speaking, reading, and writing. If the student's anniversary date falls between the release of the statewide English Language Proficiency assessment and applicable statewide standardized assessment scores in a given school year and October 1 of the following school year, the student's statewide English Language Proficiency assessment and applicable statewide standardized assessment scores will suffice, and a more recent assessment is not required.

The procedures followed when determining extension of services is:

- a) Student is referred to the ELL Committee
- b) ELL Committee reviews report cards, student portfolios, attainment of Florida Standards, performance on district/state assessments, parent/teacher input, number of years the student has been enrolled in the ESOL Program and language acquisition proficiency.
- c) ELL Committee may determine that the student continues in the regular program.
- d) ELL Committee may determine that the student be referred for further evaluation.
- e) ELL Committee may determine that the student needs extension of services

The school and/or district personnel are responsible for initiating a new Student ELL Plan, providing the Data Processor with the student data to enter into the mainframe and ensuring the appropriate placement after the student has been assessed. Original student data, including DEUSS and entry date stay the same.

Listening and Speaking Proficiency Assessment

List the Listening and Speaking assessment(s) used in the LEA to determine if a student is English proficient for extension of services.

IDEA Oral Language Proficiency Test I (IPTI), Grades K-6
IDEA Oral Language Proficiency Test II (IPTII), Grades 7-12

ACCESS for ELLs 2.0

WIDA Screener

Reading and Writing Proficiency Assessment

List the Reading and Writing assessment(s) used in the LEA to determine if a student is English proficient for extension of services.

IDEA Oral Language Proficiency Test I (IPTI) Grades K-6

IDEA Oral Language Proficiency Test II (IPTII) Grades 7-12

ACCESS for ELLs 2.0

WIDA Screener

Statewide Assessments

State Mandated Progress Monitoring