



**THE  
ACCELERATED  
SCHOOLS**

# **Wallis Annenberg High School English Learner Master Plan 2022-2023**

**September 22, 2022**



## CHARTER SCHOOLS

Charter schools, like all public schools, must identify English Learners (EL's) in a timely fashion and provide them with an effective program of English language acquisition that affords meaningful access to the school's academic core curriculum. The district's affiliated charter schools will implement the provisions of the district's Master Plan for English Learners. Those charter schools designated as independent are expected to either implement the Master Plan or submit to the district for approval, an alternative English Learner services program that will effectively meet the language needs of EL's.

Under federal civil rights law, charter schools must timely identify national origin minority students who have limited proficiency in reading, writing, speaking, or comprehending English, and must provide EL's with an effective English language acquisition program that also affords meaningful access to the school's academic content. While independent charter schools authorized by the district are not required to adopt the district's Master Plan for English Learners, any instructional plans for English Learners must be (1) based on sound educational theory; (2) adequately supported with trained teachers and appropriate materials; and (3) periodically evaluated to make sure the program is successful and modified when the program is not successful.

Annually, independent charter schools authorized by the district must submit to the district Charter Schools' Division a certification indicating whether the school is going to implement the district's Master Plan or adopt and implement another instructional plan for English Learners. If the independent charter school chooses to adopt its own plan, it must submit a certification and EL Master Plan to the Charter School's Division with the following information:

- How EL's needs will be identified
- What services will be offered
- How, where and by whom the services will be provided
- How the program for EL's is evaluated each year
- How the services will be assessed; and
- How the results of assessments will be used to improve those services.

## COVID-19 SCHOOL CLOSURE STATEMENT:

Wallis Annenberg High School began the 2020-21 school year with Distance Learning due to implications from COVID-19. It is important to note that the English Learner Master Plan was written to reflect practices that will be in place throughout the school year, whether instruction remains fully virtual through Distance Learning, through a Hybrid model, or resumes to in-person learning full time. A revised daily instructional bell schedule was designed to address and support the academic needs of our students during Distance Learning. Our unique Instructional Model as well as the Distance Learning Schedule during the COVID-19 School closure is centered around three components: 1) Project Based Learning, Mentorship, and Self Direction. During the 2022-2023 school year, instruction will reflect the current CDC and LACOE guidelines, and WAHS will continue in-person learning full time. As was initiated in 2020, we will continue to implement our unique instructional model. We are confident that by incorporating these three components into our daily practice at WAHS, our students will be well equipped with the 21st century skills needed to navigate their current and future endeavors.

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## INTRODUCTION

The success of EL's, and students who have reclassified to fluent-English-proficient (RFEP) status, is one of the highest priorities for the district. Wallis Annenberg High School (WAHS) is also committed to providing the highest quality educational programs and services that are soundly based on current research evidence. This document describes these services and offers guidance to parents, teachers, and administrators.

The Accelerated Schools is a public, charter consortium consisting of The Accelerated School (TAS)—a TK-8 elementary and middle school; Accelerated Charter Elementary School (ACES)—a TK-6 dual-language immersion elementary school; and Wallis Annenberg High School (WAHS), which serves students in grades 9-12. WAHS is based on the beliefs that all children can learn and achieve, that parental involvement is key to a child's success, and that good schools transform communities. All students are exposed to intensive learning experiences that emphasize a hands-on approach, linking studies across disciplines to foster a well-rounded educational experience. During the 2022-2023 school year, we will continue to build upon the following three components: project-based learning, mentorship, and self-directed learning. We believe that by incorporating these three components into our daily practice at WAHS, our students will be well equipped with the 21st century skills needed to navigate their current and future endeavors.

Students at WAHS are selected through a random lottery process. Per a 2021-2022 DataQuest report, of 497 students, the majority of students that WAHS serves are socioeconomically disadvantaged. 97.4% of WAHS students identify as Latin American, 2.4% identify as African American, and .2% as Caucasian. With regard to English Language Acquisition Status (ELAS), 15.3% are classified as English Only (EO), 5.8% as Initial Fluent English Proficient (IFEP), 21.3% as English Learner (EL), and 57.5% as Reclassified Fluent English Proficient (RFEP).

WAHS is built on the belief that high-quality schools transform communities; that community is created by shared values and common goals; that all children can learn and achieve; and that education is essential to a prosperous, fulfilling life and the regeneration of communities. As an institution, WAHS aspires to graduate students who are prepared to succeed in post-secondary institutions, and equipped to enter the workforce as productive workers, entrepreneurs, and community leaders who will act as socially aware, responsible citizens.

Under federal civil rights law, charter schools, like public schools, must identify English Learner students with limited proficiency in reading, writing, speaking, or comprehending English in a timely manner, and must provide EL's with an effective English language acquisition program that also affords meaningful access to the school's academic content. We believe that English Learners deserve an educational environment that is inclusive and affirming of their home language and culture, viewing it as a gift and strength upon which to build.

We believe that to meet our high expectations for student access to college, we must closely monitor student progress toward English language proficiency with multiple data sources, using this information to guide instruction and professional development.

We believe successful implementation of a coherent program for English Learners requires a school-wide effort with collaboration between all stakeholders.

We believe that teachers and instructional leaders must promote student competence and confidence through instruction that is responsive to culture, builds on student prior knowledge, and fosters academic rigor to attain English language proficiency.

## GOALS

The success of English Learners (EL's) and Reclassified Fluent English Proficient (RFEP) is one of the highest priorities for WAHS. WAHS is committed to providing the highest quality educational programs and services that are soundly based on current research evidence. At WAHS, instructional plans for English Learners are based on sound educational theory, are adequately supported with trained teachers and appropriate materials, and are periodically evaluated to make sure the program is successful and modified when the program is not successful.

This *English Learner Master Plan* outlines the systems that are in place to serve EL's to ensure compliance with state and federal law and, more importantly, to guarantee that all EL's at WAHS have access to rigorous curriculum in order to become fluent in English and master content standards as required by the State of California. We recognize that EL's have a double curricular load; they must become proficient in academic English, and they must master all of the academic content required of all students in California. This means that EL's require additional services to ensure that they acquire English and have access to the full curriculum in a way that makes instruction comprehensible and meaningful.

This master plan provides guidance and direction to administrators, teachers, staff, and students regarding the options available to parents and the expectations WAHS holds for each classroom. It offers a practical guide for all staff to ensure that consistent, coherent services are provided to every English Learner. All educators are expected to implement this plan with fidelity, and school personnel will hold each other accountable for doing so while continuously improving our services and outcomes.

This master plan builds on our core beliefs. First, students' learning and achievement are at the center of all our policy decisions and are the focus of the English Learner Master Plan. Next, families are critical partners in this work, along with an extensive group of parents and community members. We strive towards these core beliefs by implementing the highest quality, evidence-based programs and services for all students.

The seven goals set forth in this master plan will be used for evaluation and future guidance of our program.

- **Goal #1: Implementation**

The WAHS English Learner Master Plan will be implemented and show evidence of academic achievement and the acquisition of English for English Learner students as measured by English Language Proficiency Assessment for California (ELPAC), CAASPP, as well as curricular and district assessments, such as the NWEA MAP assessment.

- **Goal #2: English Proficiency**

WAHS EL's will make gradual progress in their development of academic English, attaining English Language proficiency and progress at the minimum rate of 1-ELD level per year.

- **Goal #3: Academic Progress**

As a result of increased English Language acquisition and academic support, English Learners will demonstrate increased competency on state-wide tests and demonstrate overall academic achievement.

- **Goal #4 Reclassify English Learners**  
WAHS will reclassify English Learners who meet established criteria, establish follow-up procedures to monitor and support Reclassified Fluent English Proficient students (RFEP) as well as assure all English Learners show yearly progress towards meeting the criteria to become English proficient.
  
- **Goal #5: Monitoring Plan & Staff development**  
Develop a monitoring evaluation plan for determining program effectiveness for English Learners; monitor growth and use data to improve academic programs.
  
- **Goal #6: Parent Involvement**  
Parents will gain increased knowledge of language and policies related to the support of EL's and learn strategies to assist in their own language development and those of their children.
  
- **Goal #7: Cultural Competence**  
The school environment will show evidence of home language and culture affirmation, and all WAHS students and families will develop a greater sense of multicultural awareness and competence.

## **SECTION 1**

### **GUIDING PRINCIPLES FOR EDUCATING ENGLISH LEARNERS**

### **ENGLISH LEARNER MASTER PLAN DEVELOPMENT PROCESS**



## GUIDING PRINCIPLES FOR EDUCATING English Learners

English Learners are held to the same high expectations of learning established for all students. Our work in meeting student needs can draw upon work in the fields of bilingual education and second language acquisition. Recognizing that the education of an English Learner is multifaceted, we must work towards supporting second language acquisition, as well as all educational subjects and needs.

- All teachers provide targeted support to EL's, and are appropriately authorized to deliver ELD instruction by the State of California.
- The criteria for providing ELD instruction in mainstream English and other core classes are clearly defined, implemented and monitored.
- Teachers implement Specially Designed Academic Instruction in English (SDAIE) strategies for EL's in all classes to ensure that EL's have meaningful access to grade appropriate core curriculum across all content areas.
- WAHS monitors staff's use of the research-based instructional strategies in all classes to help EL's progress through proficiency levels on the ELPAC.

English Learners develop full receptive and productive proficiencies in English Language in the domains of Oral Language (listening and speaking) and Written Language (reading and writing) consistent with expectations for all students. WAHS recognizes that while informal social language usually develops quickly, the academic use of language can take from 4-7 years, depending on the individual.

- The Designated ELD programs for English Learners utilizes State Board of Education (SBE) adopted materials at grades 9-12 including ancillary materials and SBE-approved, standards aligned materials.
  - Voyager Sopris Learning, *California Language! Live*
- The SBE-adopted instructional materials and other standards-aligned instructional materials (in English) are fully implemented for EL's. The ELA instruction for EL's is aligned with the Reading/Language Arts Framework and the CA Common Core English-Language Arts Standards. The ELD instruction for EL's is aligned with the California English Language Development Standards.

English Learners are taught challenging academic content that enables them to meet performance standards in all content areas, including English, Mathematics, Social Science, Science, Foreign Language, Visual and Performing Arts, and Physical Education. English Learners receive instruction that builds on their academic skills and cognitive abilities, and reflects their language proficiency levels.

WAHS recognizes that ongoing assessment using multiple measures is crucial to determining instruction that focuses on language acquisition and academic content. English Learners are evaluated with valid assessments that are aligned to state and local standards and that consider the language development stages and cultural backgrounds of the students. WAHS also recognizes the need to provide professional development for administrators, teachers, and all school staff to help support the learning of EL's in our schools.

- Criteria for grouping EL's for designated instruction is clearly defined, implemented and monitored.
- WAHS provides teachers with detailed information about their EL's, including English proficiency and academic achievement data.
- WAHS uses a variety of data including English proficiency, academic achievement, standardized test scores, and time in U.S. schools when placing students in core and intervention classes.

- Collaboration among all relevant staff around multiple sources of student data informs targeted professional development to meet EL instructional needs in subject-area content and ELD.
- WAHS ensures that teaching and counseling staff closely monitor and support the academic progress of long-term EL's (LTEL's) who are achieving below grade-level performance in their classes.
- Formative and summative assessments are used on an ongoing basis to monitor the progress of EL's

The academic success of English Learners is a responsibility shared by all educators, the family, and the community. This *English Learner Master Plan* strives to promote the family's role in the education of EL's and to promote open communication and avenues for involvement. WAHS must take interest and responsibility for the education of English Learners in partnership with the families and community.

### **ENGLISH LEARNER MASTER PLAN DEVELOPMENT PROCESS**

WAHS engaged in a transparent and inclusive process to update this *English Learner Master Plan*. WAHS utilized a comprehensive approach that provided an opportunity for multiple stakeholders – including parents and community members, and the English Learner Advisory Committee (ELAC) to participate in the development and review of all elements of the plan.

School Administrators met regularly to review organizational practices in order to identify and revise them based on their limitations and challenges. These dialogues led to the initial draft of the *English Learner Master Plan*. Drafts for each school in the consortium were combined and edited to create an initial draft that was shared with the school administrators, executive directors, and the board of directors. Members reviewed the plan at a dedicated meeting and submitted written feedback during and after the meeting. Feedback was reviewed and, where appropriate, incorporated into the draft.

## **SECTION 2**

### **INITIAL IDENTIFICATION, PARENT NOTIFICATION OF INSTRUCTIONAL OPTIONS, ASSESSMENT AND PROGRAM PLACEMENT, AND RECLASSIFICATION**

The WAHS process for initial identification, parent notification, assessment and program placement of English Learners is aligned with the Los Angeles Unified School District (LAUSD) and is standardized for consistency and equity. This process is responsive to the educational needs of EL's and the preferences of parents and guardians.

## THE ENROLLMENT PROCESS

The enrollment process begins when a parent brings their child to WAHS. The office has a staff member available to provide consistent information about the instructional program offered to English Learners. All information is provided in a language that parents understand. Every effort is made to ensure the enrollment process is as convenient and efficient as possible for parents. Included with the enrollment packet is an explanation of the Uniform Complaint Process to ensure that parents understand how to address any potential concerns.

## HOME LANGUAGE SURVEY

Upon initial enrollment, parents complete the Home Language Survey (HLS) section on the school's Student Enrollment Packet, as required by state and federal law. The purpose of the HLS is to determine if a language other than English is used in the student's home. Prior to completing the HLS, parents are to receive an explanation regarding its purpose and uses, as well as the possibility that their child may be given an assessment to measure their English language proficiency level. In particular, it should be made clear that the HLS is *not* used to determine a student's language classification or immigration status. The survey is completed, by the parent or guardian, upon the student's initial enrollment in the school, if the student is initially enrolling in public schooling in the United States. The information provided on the initial HLS takes precedence over any information provided on subsequent surveys completed. The information provided on the HLS is maintained thereafter in the school's Student Information System (SIS) – PowerSchool - and in the student's cumulative record.

The HLS consists of the following four questions:

- 1) Which language did your child learn when they first began to talk?
- 2) Which language does your child most frequently speak at home?
- 3) Which language do you (parents/ guardians) most frequently use when speaking with your child?
- 4) Which language is most often spoken by adults in the home? (parents, guardians, grandparents, or any other adults)

These questions are used to determine a student's home language status as follows:

- **English Only (EO):** If the answers to the four questions on the HLS are "English", the child is classified as English Only.
- **Possible English Learner (EL):** If the answers to any of the first three questions on the HLS indicate a language other than English, or a combination of English and another language, the child is assessed to measure their level of English proficiency using the ELPAC assessment.

If the parent's response to the first three questions on the HLS is English, and the response to the fourth question is other than English, reasonable doubt may exist as to the student's home language. The school's administrator/designee must research the student's home language background using the following indicators, as well as consultation with the student's parent:

- Parent/guardian requires an interpreter to communicate in English
- Parent/guardian speaks to their child in a language other than English
- The HLS is completed in a language other than English (including spelling the word "English" in another language; e.g. the Spanish word "inglés")
- Student initiates interaction with their parents/guardians in a language other than English

- Student, after having been enrolled in the mainstream English program designed for students with fluent English proficiency for a reasonable length of time, demonstrates a lack of comprehension regarding instruction and school routines conducted in English

If there is evidence of significant non-English exposure, then the pupil must be administered the state English language proficiency assessment, currently known as the English Language Proficiency Assessments for California (ELPAC). The parent will be consulted by a certificated staff member regarding the need to administer the assessment, the results, and the subsequent program placement of the child.

- **NOTE:** When reasonable doubt is established, the school must annotate the HLS to document the reasons for ELPAC administration. The school administrator/designee must sign and date the annotations provided.

The parent has the right to amend the HLS at any time. However, if the student has already been administered the ELPAC, any changes to the HLS will not affect the student's official language classification. If the parent amends the HLS prior to ELPAC administration, the school must honor the changes made while continuing to take reasonable doubt into consideration, given the probable impact of the change relative to the parent's or student's observed linguistic behavior.

## HIGH SCHOOL ORIENTATION AND ENROLLMENT

At the beginning of the school year, WAHS will hold orientation meetings for parents of newly enrolling high school students. The purpose of these orientation meetings are to provide parents with information that will assist them in making meaningful decisions about instructional program placement for their children, with translation/interpretation services provided as needed. The orientation meetings will be held at different times of the day to accommodate parents' various work schedules. These meetings are to provide families an opportunity to receive information that describes the instructional program, the minimum progress expectations, benchmarks, graduation, college preparedness, and the curricular materials used.

## ENGLISH LANGUAGE PROFICIENCY ASSESSMENT – INITIAL IDENTIFICATION

State and federal regulations require that if the student's HLS indicates use of a language other than English, the student's English language proficiency level must be assessed. Students will be assessed within 30 calendar days of the start of the school year, or within 30 days if a student enrolls during the school year. In addition, parents must be notified of the assessment results and program placement within 30 calendar days of initial enrollment.

- **NOTE:** In accordance with *Education Code (EC)*, initially enrolling students identified by the HLS as potential English Learners may not be exempted from taking the state-adopted English language proficiency assessment. The purpose of the English language proficiency assessment is to officially determine a student's language proficiency level in English. It is also used on an annual basis to measure progress in acquiring English. Based on a student's overall performance on the ELPAC, they may be classified as an English Learner (EL) or an Initially Fluent English Proficient (IFEP) student. Once a student is identified as an EL, the student must be annually assessed with the ELPAC until they meet the eligibility criteria to be Reclassified Fluent English Proficient (RFEP).

Prior to ELPAC administration, all test examiners must obtain annual training. WAHS provides support during testing for any individually administered components of the ELPAC that require one-to-one administration. Initial ELPAC assessments must be scored through TOMS using the Local Scoring Tool so that an *interim* language classification can be identified for each student assessed. This score is used to determine appropriate program placement for students identified as EL's. The overall proficiency level must be communicated to the parent within 30 calendar days of initial enrollment. At the end of the testing cycle, student tests are submitted to the test vendor for official scoring. The test vendor provides the school with official ELPAC results. The ELPAC results are to be accurately and permanently recorded in the school's SIS.

- **NOTE:** If there is a discrepancy between the unofficial hand-scored results and the official score provided by the test vendor, the official score overrides the unofficial hand-scored results. EL's with disabilities must be assessed with the initial or annual ELPAC. EL's with disabilities may be tested using the California Department of Education (CDE)-approved *Testing Variations, Accommodations, and Modifications*, which is updated annually. The Individualized Education Program (IEP) team must document in the student's IEP any accommodations or modifications used, and these must not deviate from those approved by CDE. All EL's with disabilities will be assessed with the ELPAC annually after they have been identified as EL's. EL's with moderate-to-severe disabilities are to be assessed in accordance with their IEP.

## ENGLISH LANGUAGE PROFICIENCY ASSESSMENT – ANNUAL ASSESSMENT

State and federal guidelines require each EL to be assessed annually to determine their progress in acquiring English language proficiency. This assessment is given within a test window prescribed by California Education Code. WAHS ensures that each EL is assessed annually, and the assessment results and program placement are communicated to parents in writing within 30 days of the start of school. The official Summative ELPAC assessment results are provided to parents in a language they understand when the results become available from the test publisher. Information on how to interpret the ELPAC results is available in various languages. Parents may request a meeting to discuss the assessment results.

## INITIAL LANGUAGE CLASSIFICATION

A student's initial language classification is determined by their overall performance on the Initial English language proficiency assessment, the ELPAC. Based on the performance, a student may be classified as follows:

- **English Learner (EL):** The classification based on the Initial ELPAC using the Local Scoring Tool (LST) identifies the student as an English Learner (EL).
- **Initial Fluent English Proficient (IFEP):** The classification based on the Initial ELPAC using the Local Scoring Tool (LST) identifies the student as Initial Fluent English Proficient (IFEP). This result can occur when the student enters school already fluent in English and the home language(s) or when the student has had minimal exposure to the other language(s) spoken in the home.
  - **NOTE:** Students classified as IFEP are not eligible to receive EL services and will receive grade-level instruction in an instructional program designed for fluent English speakers.

## ANNUAL LANGUAGE CLASSIFICATION

Parents of EL's will be notified each year of their child's current language classification along with the annual assessment results. A student will remain an English Learner until they have met the criteria for reclassification.

**PARENTAL NOTIFICATION OF INITIAL ASSESSMENT RESULTS AND PROGRAM PLACEMENT**

Parents of students who are administered the Initial ELPAC must receive official notification, within 30 calendar days, informing them of their child's:

- Initial English language proficiency level and how it was assessed
- Official language classification
- Instructional program placement

In addition to the above, parents must also receive information regarding the:

- Instructional program, educational strategies, and educational materials to be used in each program
- Reclassification, or program exit, criteria
- Instructional program for EL's with an IEP, and how such program will meet the objectives of the IEP

Parents of students who are administered the Initial ELPAC are informed of this information via the school's *Initial Parent Notification of Language Test Results* letter and the *Parent Notification of Reclassification Criteria*. Parents can contact the school if they need additional information.

**PARENTAL NOTIFICATION OF ANNUAL ASSESSMENT RESULTS AND PROGRAM PLACEMENT**

Parents of students who are administered the Summative ELPAC should receive official notification within 30 calendar days of the school receiving the results or 15 days after the beginning of the school year if the results were received after the last day of instruction for the school year, informing them of their child's:

- Annual English language proficiency level and how it was assessed
- Official language classification
- Instructional program placement

In addition to the above, parents must also receive information regarding the:

- Instructional program, educational strategies, and educational materials to be used in each program
- Progress expectations for the student's program option
- Reclassification, or program exit, criteria
- Instructional program for EL's with an IEP, and how such program will meet the objectives of the IEP

Parents of students who are administered the Summative ELPAC are informed of this information via the school's *Annual Parent Notification of Language Test Results*, *Summative ELPAC Student Score Report*, and the *Parent Notification of Reclassification Criteria*. Parents can contact the school if they need additional information.

**PARENT CONFIRMATION OF PROGRAM PLACEMENT**

After parents have been informed of the ELPAC results, if the parent does not agree with the program placement, or has questions regarding the assessment results, they may request a conference with the school administrator to discuss the information contained in the letter. California *Education Code Sect. 310* requires that all English Learners receive instruction that is "overwhelmingly in English" for the first 30 calendar days following a student's initial enrollment in a California public school.

## TRANSFER STUDENTS

As the receiving school, WAHS must request the student's cumulative record from the previous school. Upon receipt, the designated office team member at WAHS is responsible for reviewing the accuracy of the student's records, including information in the Student Information System (SIS), and ensuring that the student is properly placed in the appropriate instructional program as specified in the student's current records. The LEA may also check the California Longitudinal Pupil Achievement Data System (CALPADS) for language status for the student.

## TRANSFERS FROM OTHER CALIFORNIA PUBLIC SCHOOL DISTRICTS

Students transferring into WAHS from another public school district within California must present documents verifying enrollment. Ideally, student records such as the HLS, state assessment scores, including the ELPAC, and official language classification (EO, IFEP, EL, RFEP) are presented at the time of enrollment. If these documents are available at the time of enrollment, the school does not need to follow the initial identification and assessment process. If the parent provides the student's records, staff will enter the information into the SIS. If the information is not available, staff must contact the previous district to request the student's information.

- **NOTE:** Due to student confidentiality requirements, student records can only be transmitted via fax or U.S. mail. Student records cannot be sent via email.

## TRANSFERS FROM OUT-OF-STATE OR FROM ANOTHER COUNTRY

The initial identification and assessment process is to be used for students entering the school from another state or country. Students enrolling in the district who were born in another country may have two different enrollment dates: (1) District enrollment date and (2) U.S. enrollment date.

- **District Enrollment Date:** The student's first day of attendance is the official enrollment date with the district
- **U.S. Enrollment Date:** The student's first day of attendance in a U.S. school is the official U.S. enrollment date

For example, a student from Argentina enrolled in a Pennsylvania public school on February 9, 2010 and moved to California in 2011. On September 20, 2011, the student enrolled in WAHS. The district enrollment date is September 20, 2011, while the U.S. enrollment date is February 9, 2010.

The WAHS initial enrollment procedure is followed for students entering the district who are new to the state or from another country. The student's district enrollment date is entered into the student's records and the student database system as the date the student first enrolled in a California school or (when appropriate) the date the student first enrolled in a U.S. school. The student will be placed in the grade level that is aligned with the student's age and/or transcripts. Students who initially attended a California public school, relocated out of state, and returned to attend a California public school again should have the initial identification and assessment information on file.

## TRANSFERS FROM PRIVATE SCHOOLS

The initial identification and assessment process is to be used for students entering the school from a private school. The student's district enrollment date is entered into the Student Information System (SIS) as the date the student first enrolled in a California public school. The student HLS will indicate whether or not the student will need an initial language assessment and the student will be placed in the grade level that is aligned with the student's age and/or transcripts.



## **TRANSFERS INTO DEPARTMENTALIZED PROGRAMS**

If the student arrives with transcripts from their prior school, the counseling department will analyze the transcript to make appropriate class placement recommendations. The Counseling department will also analyze non-English-language transcripts, or if students arrive without transcripts. If the results of the transcript analysis or the placement assessment are ambiguous, a meeting will be scheduled with the student and the parents to discuss and determine class placements. All students new to the U.S. in grades 9-12 will have a meeting that includes parents or guardians, the student and a counselor, to discuss course requirements and graduation plans. For older students not likely to complete graduation requirements before age 19, matriculation options to adult school or community college will be discussed within the first three weeks of the student's enrollment.

## **PROFESSIONAL DEVELOPMENT FOR STAFF & ADMINISTRATORS ON IDENTIFICATION AND RECLASSIFICATION**

WAHS will provide ongoing annual professional development for administrators and staff, on legal requirements and district procedures relating to the implementation of the identification and reclassification requirements of this *English Learner Master Plan*, including but not limited to: initial identification, placement options and procedures, communicating assessment results to families effectively, parental rights and informed consent regarding initial identification and placement, including the parental exception waiver process.

WAHS is aligned with LAUSD, and designates English Learners as Reclassified English Fluent Proficient (RFEP) when specialized language and academic support services are deemed no longer needed for EL's to be successful in the mainstream educational program at a level commensurate to non-EL's. This decision is made using criteria that include assessment of English language proficiency using the ELPAC, teacher evaluation, district assessments (NWEA), and parent consultation. Once EL's are reclassified, they retain RFEP status for the rest of their educational careers. However, the academic progress of RFEP students must be monitored for a minimum of four years, as required by state and federal guidelines, and if their continued linguistic and academic performance declines or stalls, interventions are provided to ensure that these students reach and maintain grade level academic proficiency. A full description of the reclassification process is detailed below.

As in the vast majority of California districts, ELPAC proficiency levels, in addition to common, grade-level standards-based assessments and English language development (ELD) assessments are examined to determine if the student is able to function at a level commensurate with their English-speaking peers.

## CRITERIA USED FOR RECLASSIFICATION

English Learners are reclassified based on criteria identified in the California *Education Code* and recommended by the State Board of Education (SBE). The minimum criteria to be considered for reclassification are:

- 1) Assessment of English language proficiency (ELP), using an objective assessment instrument, including, but not limited to, the state test of ELPAC
- 2) Teacher evaluation, including, but not limited to, a review of the student's curriculum mastery
- 3) Comparison of student performance in basic skills against an empirically established range of performance in basic skills of English proficient students of the same age; and
- 4) Parent opinion and consultation

To be Reclassified as Fluent English Proficient, an English Learner at WAHS must meet criteria requirements by:

- 1) Earning an overall score of 4 on the English Language Proficiency Assessments for California (ELPAC)
- 2) Earning a grade of "C" or higher in English Language Arts and/or English Language Development on their end-of-semester report card, with Teacher/Administrator recommendation for reclassification
- 3) Earning a Lexile level of "Basic" or higher on the NWEA district assessment OR earning a "Level 3/Standard Met" or higher on the California Assessment of Student Performance and Progress
- 4) Parent/guardian signature and agreement that their child is ready to be reclassified

## RECLASSIFICATION PROCESS

The administrator/designee at each school site is responsible for ensuring that EL's who meet the eligibility criteria are reclassified in a timely manner. The administrator/designee must generate rosters from the SIS database of English Learners who have met the ELPAC criteria. This process begins when the official results of the ELPAC are released, as well as at the end of each semester:

- Administrators, office staff and the data specialist review the rosters for accuracy and missing data (e.g. missing ELPAC scores for a specific language domain).
- Students who have met the reclassification criteria are identified and parents are informed of their proficiency, both orally and in writing.
- Parents meet with the educational team (administrator, Counselor, ELA/ELD teacher) to review and sign the *Notification of Reclassification*.

## RECLASSIFYING ENGLISH LEARNERS WITH DISABILITIES

The reclassification criteria above also applies to English Learners with disabilities. The ELPAC is used to support reclassification for students with disabilities who participate in the general education curriculum. The *Alternate English Language Proficiency Assessments for California* (Alternate ELPAC) is a language assessment for students who are on the alternate curriculum.

The Special Education Administrator is involved in reviewing reclassification criteria for students with disabilities.

- A Sp.Ed. RFEP meeting can be requested by the Special Education Administrator or designee in order to recommend reclassification for an English Learner student with a disability, but may be impacted by their disability, preventing them from meeting the standard reclassification criteria.
- During an IEP meeting, if it is determined that reclassification is appropriate for a student, a separate meeting will be scheduled to formally recommend reclassification. During the meeting, the team will complete the "IEP Team Worksheet to Determine Reclassification." The document will be uploaded into Welligent as documentation for reclassification.

## MONITORING PROGRESS FOR RECLASSIFIED STUDENTS

The site administrator/designee coordinates the monitoring of reclassified students. All RFEP students are monitored at the end of each semester for a minimum of four years following reclassification. WAHS will monitor RFEP progress by running student grade reports each semester. The site administrator/designee will review RFEP student performance. The review of students who have met reclassification criteria takes place two times throughout the school year:

- After official Summative ELPAC scores have been received at the end of the school year; and
- After the first semester, when mid-year report cards and Lexile levels are determined

For secondary students not meeting proficiency benchmarks in core content areas, the site administrator/designee will meet with WAHS staff to analyze student assessment data and develop an intervention plan. Appropriate intervention measures may include, but are not limited to, the following:

- Student/teacher/parent conferences
- After-school tutoring or after-school academic support
- Targeted reading, writing, or math instruction
- Content-based language development instruction
- Intervention/Intersession classes

In addition to meeting for progress monitoring of students not meeting proficiency benchmarks, WAHS will maintain a report to keep a record of RFEP student progress that will include, but is not limited to, periodic assessment results, curriculum-embedded assessments and teacher evaluation reports.

## **SECTION 3**

# **INSTRUCTIONAL PROGRAM OPTIONS**

## INSTRUCTIONAL PROGRAM OPTIONS

WAHS provides an instructional program tailored to meet the diverse needs of English Learners. The program guarantees access to a comprehensive curriculum with scaffolds and support for students at different English language proficiency levels. The ultimate goal of the program is for EL's to prepare to participate fully in A-G courses and to graduate from high school, ready for college and careers.

Each option ensures that EL's with disabilities have an equal opportunity to participate in a program consistent with their IEP. All program options also allow for equal access to gifted and talented program opportunities and do not exclude EL's based solely on their English language proficiency level.

The following pages briefly describe the components of each instructional program option and summarize the related goals, program models (if applicable), students served, key program components, staff credential requirements and relevant parent information.

## DESIGNATED ENGLISH LANGUAGE DEVELOPMENT INSTRUCTION

Students are given designated English Language Development instruction based on their English learning needs. ELPAC exam scores from the previous year's assessment are used for placement purposes and to determine the appropriate designated ELD support based on strengths and deficiencies. WAHS offers three different levels of support for designated ELD Instruction:

- ELD 1/2: Designed for emerging and expanding English Learners. Students focus on language and vocabulary development, supported through the *California Language! Live* curriculum. The curriculum is based on the California ELD Standards, with an emphasis on collaborative discussions, interacting with others in written English, listening actively to spoken English in a range of social and academic contexts, expressing information and ideas in oral presentations, writing short literary and informational texts, and using verbs and verb phrases in different tenses.
- ELD 3/4: Designed for expanding and bridging English Learners. Students focus on increasing reading, writing, listening and speaking skills, supported by the *California Language! Live* curriculum. The curriculum is based on the California ELD Standards, providing students with a balanced approach to learning English through vocabulary development, reading comprehension, culturally relevant literature, informational texts and grammar instruction.

## INTEGRATED ENGLISH LANGUAGE DEVELOPMENT INSTRUCTION

All teachers are responsible for incorporating the California English Language Development Standards into their content-area instruction. These students receive integrated ELD instruction, scaffolded academic content instruction and support, and have access to A-G course requirements to be college prepared and career ready. This program also meets the needs of students with RFEP to ensure that their linguistic and academic skills are comparable to their native-English speaking peers:

- ELD instruction incorporated into core classes with a focus on academic language development
- Instruction overwhelmingly in English
- Access to translated documents and materials as appropriate
- Targeted instruction using evidence-based strategies, aligned to SDAIE methodology
- Mainstream English course with EO/RFEP/IFEP students
- Differentiated instruction
- Use of state-adopted, district-approved, standards-based materials and supplements

## **INTERVENTION FOR STUDENTS NOT MEETING MINIMUM PROGRESS EXPECTATIONS**

The *minimum progress expectations* have been defined to assist parents, educational personnel and students to understand what constitutes appropriate progress for the students' instructional program and when students require additional support. All English Learners are monitored regularly to ensure adequate progress toward acquiring English proficiency and mastery of grade level academic content. When students fail to meet the expected progress benchmarks, interventions are provided to accelerate learning and parents are notified in writing of the student's specific areas of need as well as the interventions that are being provided. This takes place within the classroom and outside the classroom in the form of small group and individual interventions.

The progress benchmarks described in this master plan are annual benchmarks, but students' grades are monitored more frequently to ensure that academic deficits do not develop. It is important to examine the achievement of the student's "true peers" (similar language proficiencies, culture and experiential background) to determine if they are progressing or not. If several "true peers" are struggling, this is an indication that the core instruction is not optimal for that entire group of students. When the progress of a particular student is substantially slower than the students' true peers, the student requires additional intervention support.

## **SECTION 4**

### **GUIDING PRINCIPLES FOR INSTRUCTIONAL SERVICES FOR EL's**

## GUIDING PRINCIPLES FOR INSTRUCTIONAL SERVICES FOR EL'S

WAHS commits to implementing the following three guiding principles in all of its instructional services for EL's:

- EL's possess a variety of linguistic and cultural abilities that are viewed as assets
- Focused instruction for EL's builds on their cultural and linguistic strengths and provides meaningful access to a curriculum that is standards-based, cognitively complex, rigorous, and coherent
- All teachers are teachers of both language and content

The instructional program at WAHS is designed to ensure that English Learners acquire English language proficiency, master academic content standards required of all California students, and recoup any academic deficits that they may have accrued as EL's. The instructional program contains the following components:

- Designated ELD, targeted at students' specific English language acquisition needs and ELD levels
- California English Language Development Standards incorporated into instruction in all content areas across the curriculum
- Well-articulated, standards-based, differentiated ELD instruction, specifically designed for EL's
- Well-articulated, standards-based, differentiated instruction using SDAIE and other evidenced based strategies to ensure full access to the core curriculum

WAHS recognizes its obligation to ensure that EL's become proficient in English as rapidly and effectively as possible, especially at the high school level, where Long-Term English Learners (LTELs) tend to churn in the same language proficiency band year after year. WAHS considers these obligations to be among its highest priorities. This section describes the ways that ELD is delivered.

## WHAT IS ENGLISH LANGUAGE DEVELOPMENT?

The intent of ELD is to accelerate English language learning in strategic ways by developing listening, speaking, reading and writing with robust and contextualized instruction. This includes many opportunities for students to engage in meaningful language practices at an appropriate level of challenge and complexity. Effective ELD improves access to reading/language arts and all core subjects by explicitly focusing on the language demands of the core. It does not replace a robust grade level appropriate reading/language arts program. It is instruction *in addition* to a standards-based program in reading and language arts.

The intent of the ELD component in instructional programs is for teachers to explicitly and intentionally teach English in order to develop a strong English language foundation in both social and academic settings. Current research indicates that providing explicit ELD instruction is valuable for EL's. In addition, there is strong evidence that ELD instruction should include interactive activities among students. These activities must be carefully planned and implemented. ELD instruction focuses on all components of the English language that are not likely to be acquired adequately or efficiently in other instructional or social settings such as sheltered content classrooms, mainstream English instruction settings, and in daily school, family and community interactions.

ELD instruction is research and standards-based. It is systematically planned and structured via a scope and sequence of language progressions. It must be assessed and monitored for progress over time to ensure that EL's learn English within a reasonable amount of time. It is planned and delivered targeting specific language objectives. ELD instruction at WAHS explicitly teaches elements and features of the English language such as vocabulary, syntax, grammar, discourse, functions and conventions, as well as the comprehension and



production of discipline-specific academic language (e.g., from math, science, social studies). There is ample evidence that carefully planned lessons explicitly addressing specific aspects of English are far more productive than merely exposing students to abundant English and incidentally addressing specific forms. WAHS endorses the following guidelines for effective ELD instruction, by Saunders and Goldenberg (in CDE, 2010, pp.27-28):

- A separate block of time is devoted to designated ELD instruction
- ELD instruction emphasizes listening, speaking, reading and writing
- ELD instruction explicitly teaches elements of English (e.g., vocabulary, syntax, grammar, functions and conventions)
- ELD instruction is planned and delivered with specific content & language objectives for each lesson
- ELD instruction integrates meaning and communication to support explicit teaching of language
- ELD instruction includes carefully planned interactive activities among students
- Classroom teachers attend to communication and language-learning strategies during instruction
- ELD instruction emphasizes academic language as well as conversational language
- For designated ELD instruction, EL's are carefully grouped by language proficiency
- For integrated ELD instruction, EL's are in mixed classrooms for the majority of the school day

### **THE IMPORTANCE OF ORAL LANGUAGE DEVELOPMENT IN ELD**

ELD addresses all domains of language – listening, speaking, reading and writing – but the emphasis is on speaking and listening. As identified in the Common Core State Standards, opportunities for listening and speaking must be thoughtfully planned, not left to chance, therefore these domains must be taught purposefully in designated ELD. As students progress in ELD levels, these activities must also increase in sophistication, support students to engage in analyzing, explaining, discussing, constructing arguments about, and provide evidence from complex texts in all academic content areas.

### **EL STUDENT DIVERSITY AND GROUPING FOR ENGLISH LANGUAGE DEVELOPMENT**

While many EL's at WAHS are making expected progress toward language and academic goals, we must also address the needs of those who have not made adequate progress toward language and academic goals and who are Long-Term English Learners (LTEL's). ELD instruction is differentiated to meet the specific needs of students. WAHS will ensure that ELD is delivered to EL's according to the guidelines outlined in this master plan.

### **DESIGNATED ENGLISH LANGUAGE DEVELOPMENT INSTRUCTION**

Designated English Language Development instruction occurs for every student who is identified as an English Learner. Designated ELD occurs in small groups through workshop-style learning opportunities taught by our ELD teachers. All English Learners receive integrated EL instruction during their core courses. School site administrators are responsible for ensuring all EL's receive designated ELD instruction and the school monitors that ELD instruction follows the guidelines described in this master plan.

### **ELD INSTRUCTION FOR SECONDARY NEWCOMERS (GRADES 9-12)**

Students who enter as newcomers after grade 8 require designated ELD instruction to accelerate their English proficiency to meaningfully participate in core instruction. These students may or may not have had grade level or consistent schooling or formal instruction in English prior to their arrival at WAHS. Their prior education has a great impact on their acquisition of English. Students who have had adequate prior schooling when they enroll have unique assets that will support them in acquiring English and accessing core content. Prior instruction in language arts in the native language will also facilitate the acquisition of English.

The ELD component of this program includes designated ELD, with an instructional focus on students' development of literacy skills, oral English fluency and high levels of comprehension. The goal is to develop the students' academic language related to the core content areas as rapidly as possible. In addition, this program familiarizes the students with U.S. culture and schools and facilitates their adaptation to their new environment.

### **PROGRESS MONITORING FOR ELD AT THE HIGH SCHOOL**

Monitoring progress of the acquisition of English is essential. Throughout the year, WAHS administrators and the ELD department must ensure that monitoring is done to identify students who may be incurring academic deficits in language and core content areas while learning English. Regular assessments that measure English language proficiency above and beyond curriculum embedded assessments, and those assessments included with the adopted curriculum, are administered regularly to all EL's. EL student development is monitored by:

- ELPAC scores
- Student work in core classes
- District Assessments
- Curriculum-Embedded Assessments

The ELD department will review the student work at each grading period to ensure accurate and current information on students' English language proficiency progress. Based on the students' progress, interventions are applied. These interventions can include additional ELD instruction, ELD tutoring, and other instructional support to help the student quickly accelerate to the expected level of English proficiency.

These regular meetings serve to remind teachers of their students' status and progress toward the expected achievement benchmarks. While some of these data points do not change over the school year, it is imperative that teachers review and monitor this information closely in order to intervene in a timely manner if adequate progress is not being made.

### **LONG-TERM ENGLISH LEARNERS, GRADES 9-12**

WAHS defines Long-Term English Learners (LTEL's) as EL's who have completed six or more years in U.S. schools without meeting the criteria for reclassification. Because the number of LTEL's is increasing in WAHS and the nation as a whole, these students are of particular concern, and addressing their needs is a clear priority. The needs of LTEL's are different from those of newcomers and normatively developing EL's. In fact, there is a diversity of need within the LTEL population. Some students need more accelerated literacy instruction while others would benefit from more oral and academic language development. Multiple assessments are therefore essential to accurately diagnose the specific language supports to provide LTEL's with maximum benefit.

In determining the types of supports an LTEL requires, WAHS considers the student's educational history, the quality of ELD instruction the student has received, and the number of years in U.S. schools, to determine the extent to which the student's performance is related to their level of ELD and/or literacy development.

LTEL's have hit certain barriers that have prevented them from successfully progressing through language acquisition programs. Therefore, LTEL's often need more individualized, targeted support. The administrative team at WAHS will take the necessary time to carefully assess and strategically meet the the unique needs of each LTEL student in the following ways:

- Use ELPAC results to provide LTEL's with the appropriate designated supports for their English listening, reading, writing, and speaking needs
- Provide the following differentiated instruction for LTEL's based on specific areas of need:
  - ELD 1/2: Use of *California Language! Live*, focus on vocabulary acquisition and development
  - ELD 3/4: Use of *California Language! Live*, focus on active engagement, oral language, vocabulary acquisition, reading comprehension, and writing strategies
- Provide LTEL's with ample opportunities to use English in academic settings and to communicate with peers. In doing this, we will monitor their progress and individually check in with LTEL's to ensure that they are effectively developing the language skills to fully engage in the content.
- Meet, engage, and train parents of LTEL's in supporting their students' acquisition of literacy and language. With LTEL's, we cannot assume that they are getting the necessary wraparound literacy support inside and outside of school.
- Provide language objectives. Each teacher is responsible for including ELD standards with their lessons to align with their core curriculum.
- Use district assessments (i.e. NWEA assessments) to identify specific literacy gaps that have accrued over years of language instruction, and engage in targeted development to close these gaps
- Placement in Native Speakers classes (and AP classes) for Spanish to build confidence. LTEL's often need to build proficiency in their home language before making progress in English acquisition.
- Analyze effectiveness of student data and programs through the English Language Advisory Committee (ELAC). Implement refinements to EL support programs to ensure LTEL's are steadily making progress towards their academic and literacy goals.

## **ELD FOR ENGLISH LEARNERS WITH DISABILITIES**

EL's with an Individualized Education Program (IEP) are expected to make progress in English language proficiency and academic content mastery. To attain this, the instructional programs for EL's with IEPs will include ELD as a component of their core instruction, as well as access to core content using SDAIE. ELD instruction is mandatory for all EL's, including those with IEPs. EL's with disabilities should receive ELD in the mainstream classroom with students of like age/grade and language proficiency whenever possible. For EL's with IEPs, the opportunity to have access to non-disabled peers is essential to their growth and development.

The aforementioned requirements for instructional time and grouping apply to EL's with disabilities. At the IEP meeting, the team will discuss the instructional components that have been identified to meet the student's individual needs and monitor the student's progress in ELD. If the student is not making adequate ELD progress, the IEP team will review each of the four language domains and determine a present level of performance that identifies areas of strength, needs, and impact of disability for each domain, and identifies appropriate accommodations and modifications if applicable.

**INTERVENTIONS TAILORED TO STUDENT NEED AT ALL GRADE LEVELS**

When EL's struggle, care must be taken to determine, with precision, specific areas of need and provide instruction to meet those needs. WAHS has different support structures in place to meet the academic and linguistic needs of EL's. This supplemental instruction is in addition to the time allowed for core instruction.

In all interventions, the curriculum addresses the student's specific learning needs and progress is carefully monitored and reported. All WAHS interventions have the following in common:

- In-depth assessment to determine specific areas of need and instruction that targets those needs
- Frequent progress monitoring to ensure the effectiveness of any interventions
- Systematic and explicit instruction with modeling, multiple examples and feedback

## **SECTION 5**

### **PROFESSIONAL DEVELOPMENT FOR ELD**

## **PROFESSIONAL DEVELOPMENT FOR ELD**

WAHS is committed to providing regular, ongoing professional development for all teachers serving English Learners, including the terms and implementation of this master plan. Our professional development (PD) plan gives emphasis to supporting English Learners while also supporting the academic success of all students. Our professional development cycle encompasses a variety of training led by school leaders, including instructional coaches and administrators. Throughout PD we incorporate training to support instruction, feedback, and diverse learner support. During PD, we deliver strategies and tools that our teachers need in order to make the core curriculum accessible to all students, with attention to the unique needs of English Learners. As a result of ongoing professional development, WAHS teachers and support staff will have the knowledge and cultural awareness to respond effectively to English Learners and their families. WAHS will also provide information regarding professional development training offered by outside providers.

The goals of professional development are:

- To equip teachers with evidence-based strategies that accelerate learning for all students, including English Learners, while promoting English language development
- To learn strategies that provide students with rich and engaging opportunities for classroom dialogue
- To learn how to monitor progress and to implement a process for effectively managing and using multiple sources of data to design instruction

All WAHS administrators are trained on the components of this master plan and observations for ELD instruction. Administrators are trained to support teachers who are struggling with ELD instruction and are made aware of resources to support teachers who are experiencing difficulty. WAHS administrators are taught grouping requirements for ELD, and are trained in the minimum progress expectations to allow them to monitor the effectiveness of programs.

## **ENSURING ACCESS TO CORE ACADEMIC CONTENT**

As previously stated in the Guiding Principles for Instructional Services to EL's, all teachers are teachers of language and content. In class settings, core instruction occurs in English, with the use of SDAIE strategies and some primary language support as needed and feasible for newcomers during the ELD course.

## **SPECIALLY DESIGNED ACADEMIC INSTRUCTION IN ENGLISH (SDAIE)**

SDAIE is a methodology centered around four elements: content, connections, comprehensibility, and interaction. It is designed to make instruction comprehensible and grade-level academic content accessible for English Learners. All teachers who provide instruction in English must use SDAIE methodology to provide access to core content areas for English Learners, taking into account their level of language proficiency and the language demands of the lessons. In addition, teachers need to consider the language needed to construct meaning and demonstrate acquisition of a concept or skill.

The primary purpose of SDAIE instruction is teaching skills and knowledge in content identified in standards for English language arts, math, science, social studies, physical education, and the arts. A second goal of SDAIE instruction is to promote academic language development. This is the essence of SDAIE instruction: Where use of the primary language is not possible, instruction is “sheltered” (or adjusted) in order to help students learn skills and concepts taught in a language they do not fully comprehend. EL's are provided with access to well-articulated, standards-based core curriculum via different scaffolding techniques and strategies.

The key features of WAHS' instruction are:

- Project-based learning with an emphasis on essential standards and cognitive skill development
- Resources and alternate materials that may present the content with a more accessible reading level and/or more visual support
- Extensive student engagement strategies that allow students to practice using the language of the discipline in meaningful ways and display mastery over time

In order to ensure access to core instruction is being implemented effectively at all grade levels, an ongoing cycle of observation and feedback is conducted by administrators, district leaders, and instructional coaches. Throughout the school year, meetings are held with each teacher to review observation feedback, lesson planning, and student progress.

## **SECTION 6**

# **INSTRUCTIONAL PROGRAM FOR STANDARD ENGLISH LEARNERS**



## INSTRUCTIONAL PROGRAM FOR STANDARD ENGLISH LEARNERS

Standard English Learners (SEL's) are those students for whom Standard English is not native and whose home language differs in structure and form from Standard and academic English. WAHS is committed to serving the needs of students not yet proficient in Standard or academic English.

### DEFINING THE SEL POPULATION

“SEL” includes students that speak a nonstandard language variety as their primary language. This is why it is said that Standard English is not native to SEL's. SEL's include students from the following groups:

- African American students who speak an African American language variety or what is referred to as African American Vernacular English (AAVE), a highly ruled and widely studied linguistic system. African American students comprise 2.4% of the student population at WAHS.
- Mexican American or Chicano students who speak a Mexican American language variety or what is referred to as Chicano English, a highly rule-governed and studied linguistic system. 97.4% of the students at WAHS identify as Latin American, the vast majority of Mexican descent.
- Hawaiian American students who speak Hawaiian American language variety or what is referred to as Hawaiian Pidgin English, a highly rule-governed and widely studied linguistic system.
- American Indian students who speak American Indian Language or what is often referred to as American Indian English, a language variety with unique linguistic features that have evolved over centuries of interaction between American Indians, Europeans and other immigrants to the U.S.

### GUIDING PRINCIPLES FOR INSTRUCTIONAL SERVICES TO EL's AND SEL's

WAHS commits to implementing these guiding principles in all of its instructional services for EL's and SEL's:

- Focused instruction for these students builds on their cultural and linguistic strengths, and provides access to a curriculum that is standards-based, cognitively complex, rigorous and coherent
- All teachers are teachers of both language and content

The goal of WAHS is that every student will receive quality, standards-based instruction in all content areas to enable them to graduate college prepared and career-ready. Central to this goal is the acquisition of standard American English, academic English, and the instructional content model. Additionally, all students are provided equitable and meaningful access to the core curriculum. Meaningful access is more than providing all students with the same instructional strategies and the same materials. If students are not able to comprehend those materials and learn through those strategies, they are essentially denied an equal opportunity to learn.

Instruction for SEL's is *additive, not subtractive*. It is critical to note that once we understand and realize that our objective is not to correct, but to facilitate the acquisition of this new language form, we can then move students from language correction to second language acquisition.

Socio-cultural perspectives and attitudes need to be taken into consideration in educating SEL's, particularly in middle and high school. Some SEL's approaching adolescence exhibit resistance to, and/or skepticism about, the value of learning Standard English. Some students may need support to learn that it is possible to acquire mastery of Standard English without rejecting the language used by those in their home. The students in upper grades will need help in understanding that what is appropriate in one setting is not appropriate in another, so that they can shift easily and competently between varieties in different social contexts.

## ACADEMIC SCREENING

Teachers who identify students' use of non-standard English home language features, and below-proficient performance on standardized tests, may identify students as probable SEL's. SEL's may perform at various levels on standardized achievement tests in reading, English language arts, and mathematics. Limited proficiency in standard and academic English may contribute to lower academic performance on assessments given in Standard English. However, an educator's lack of understanding about the linguistic differences that SEL's exhibit and possible negative attitudes towards these differences can be an antecedent to academic failure.

To prevent adverse academic deficits from occurring, it is imperative that teachers understand linguistic differences as *differences, not deficits*. It is also important for teachers to engage in frequent progress monitoring and multi-tiered instructional support for SEL's. Culturally and linguistically responsive interventions should be part of an effective pedagogical approach for SEL's. The use of universal screening tools, periodic assessments, and formative and summative data are essential to developing an effective monitoring plan.

## CULTURALLY AND LINGUISTICALLY RESPONSIVE EDUCATION

Culturally and linguistically responsive teaching empowers students intellectually, socially, emotionally, and politically by using cultural and historical references to impart knowledge and skills, and to change attitudes.

### DEFINITION AND PURPOSE

Culturally and linguistically responsive teaching can be defined as using the cultural knowledge, prior experiences, frames of reference, and performance styles of ethnically diverse students to make learning encounters more relevant to and effective for them. It teaches *to and through* the strengths of these students. It is culturally validating and affirming. Along with improving academic achievement, these approaches to teaching are committed to helping students of color maintain identity and connections with their ethnic groups and communities. It helps develop a sense of personal efficacy, building positive relationships and shared responsibility while they acquire an ethic of success that is compatible with cultural pride. Infusing the history and culture of the students into the curriculum is important for students to maintain personal perceptions of competence and positive school socialization. Students that come from a cultural background that is different from the mainstream Anglo-centered culture encounter difficulties when the curriculum does not represent their history, culture, or background in any way, shape, or form.

There are four fundamental principles to keep in mind when considering the infusion of students' history and culture into the curriculum:

- Language is an integral part of one's identity and culture
- The dignity of a person is not guaranteed unless the dignity of her or his people is preserved
- The unique history, culture, and language of each student must be recognized and respected
- Teaching methodology must accommodate the culture and language of the student

The teacher must possess more than a cursory knowledge of the cultures, and their respective histories, represented in the classroom. Only then can real infusion take place, as opposed to the separate and supplemental "curriculum" that has characterized much of the attempts at multicultural education.

## **SECTION 7**

# **FAMILY AND COMMUNITY INVOLVEMENT**

## **FAMILY AND COMMUNITY INVOLVEMENT**

The Accelerated Schools have held firmly to the concept that parental involvement and engagement is a leading factor in student success. WAHS provides opportunities to families to be active and present in the daily life of the school, and opportunities to gain insight into the teaching and learning process via strong partnerships between teachers and families. WAHS places a high emphasis on student attendance, readiness to learn, and active parent engagement. WAHS works to create a reciprocal relationship between families and the school to provide a strong opportunity to support English Learners and their families in this learning community.

## **PARENT NOTIFICATION AND INVOLVEMENT**

The following elements below describe the ways that WAHS strives to involve families of English Learners:

- Regular parent meetings include a year-long series of workshops developed by school leaders to support parents/guardians to strengthen parents'/guardians' understanding of the digital platforms and curriculum used throughout the school year. Workshop presentation topics include school readiness, test preparation, healthy living, and providing families with tools to be successful in their home and school life. Text and speaking points are provided in both English and Spanish for families.
- Parent/Guardian conferences where parents/guardians meet with their child's mentor teacher/content teachers to receive information about grade level academic standards, their child's progress in specific classes, classroom/school activities and ways to support learning at home. Translation is also provided during these meetings.
- Parents meet once a semester with their child's counselor to discuss academic progress and college readiness. Discussions may include: interventions, study skills, and other strategies to ensure academic success. Translation is provided. Families gather for larger whole group presentations with the counselors and other school leaders where text and speaking points are translated.

## **ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)**

Per the California *Education Code*, each school with twenty-one (21) or more EL's must establish a functioning English Learner Advisory Committee (ELAC). The purpose of the ELAC is to provide input and advice to the site administration. ELACs are not decision-making councils nor do they approve expenditures from any funding source. However, they do provide input on school decisions and the use of funding sources dedicated to EL's.

Because WAHS has a high number of English Learners, the school will have an ELAC with the participation of parents/guardians of English Learners. The goal of this committee will be to ensure that the goals and objectives set forth for English Learners are met. Parents who serve on the ELAC are elected by parents/guardians of EL's and must make up at least the same percentage of committee membership as the percentage of English Learners among the student body. The minimum percentage of EL parents on the ELAC is fifty-one (51) percent. However, if the percentage of English Learners at a school is greater than 51 percent, the percentage of EL parents on the ELAC must match or exceed the percentage of the school's total EL population.

The ELAC must meet regularly with the principal or designee to identify training topics needed to assist committee members in carrying out their legal responsibilities. The ELAC must make written recommendations to the School Site Council and/or Principal for each of the following legally required training topics:

- 1) Comprehensive information about the development and implementation of the Single Plan for Student Achievement (SPSA), including analyzing student data and making recommendations regarding the allocation of fiscal resources based on the identified needs

- 2) The design, development, content, purpose & results of a school-wide comprehensive needs assessment
- 3) Information regarding the attendance patterns and trends at the school, in addition to school and district attendance policies, in order to understand the importance of regular school attendance
  - **NOTE:** Orientation and election meetings must be held in addition to regularly scheduled meetings. In the absence of a quorum, meetings are informational only and do not count toward the required number of meetings. No official actions may take place at such meetings.

### **TRANSLATORS AND INTERPRETERS**

Communication with all parents of EL's in their primary language is essential to foster parent support, involvement and engagement. All translation and interpretation services for parents are provided by staff.

Under state law, schools must provide written communication in the primary language of the parent when fifteen percent (15%) or more of the students speak a language other than English as indicated on the Language Census Report. All written communications sent to parents/guardians, including IEPs, progress reports, discipline notices, meeting/conference materials, and agendas/minutes are done in both Spanish and English.

Oral communications with parents must be provided in the parent's primary language. Oral interpretation by staff is provided at all school meetings.

### **REQUIRED PARENT NOTIFICATIONS**

WAHS provides written notification to parents of all English Learners concerning the following:

- Initial identification
- Progress expectations for each grade level
- Reclassification criteria
- Graduation requirements

In addition, WAHS provides, as appropriate to the individual student, written notification of the following:

- Progress expectations in any area that are not met
- Criteria for reclassification that have not been met
- Interventions available at the school and their purpose
- Interventions provided
- Individual Graduation and Culmination Plan

Each school year, parents of English Learners are advised of their child's progress in ELD and core content areas. In addition, EL student progress toward meeting the minimum progress expectations for English Learners is discussed at the secondary level on an annual basis through parent meetings with designated staff.

## **SECTION 8**

### **STANDARDS, ASSESSMENT & ACCOUNTABILITY**

## STANDARDS, ASSESSMENT & ACCOUNTABILITY

At WAHS, all teachers, staff and administrators will be accountable for ensuring that EL programs are effective.

The WAHS English Language Advisory Committee (ELAC) serves as the decision-making body and will conduct an annual evaluation of programs and services for English Learners. The evaluation process will focus on key questions that will be administered to staff, and parents in the form of a survey. A SSC meeting will focus on the analysis of these results and post recommendations for improvement.

WAHS undergoes several accountability processes, like Federal Program Monitoring conducted by the California Department of Education and LAUSD oversight. Both CDE & LAUSD will monitor each categorical program during various school years to make sure we are meeting all compliance requirements, including fiscal requirements.

The monitoring process will establish high expectations for all students, promote involvement of all stakeholders (administrators, teachers, parents, and students), involve guidelines set forth by the CDE for Program monitoring under ESSA, and ensure that program evaluation is an integral part of school improvement activities.

## PURPOSES OF EL PROGRAM MONITORING, EVALUATION AND ACCOUNTABILITY

WAHS is committed to implementing its EL policies, programs and services, and to evaluate their implementation and effectiveness, in order to continuously improve them and to hold itself accountable. EL program monitoring, evaluation, and accountability practices will address the following purposes:

- Monitor implementation of instructional program services, educator/stakeholder roles and duties, and administrative processes as defined in this *master plan*
- Determine effectiveness of programs, services processes in promoting EL linguistic and academic success, and college and career readiness
- Provide useful, timely feedback and identify needed modifications and actionable information to all educators and stakeholders in the system
- Support continuous improvement in instructional and support services, program designs and approaches, and administrative policies and processes, and identify needed modifications
- Foster internal accountability for implementation, outcomes, and continuous improvement

## EL PROGRAM GOALS AND RELATED EVALUATION QUESTIONS AND MEASURES

WAHS administrators will evaluate the following goals related to EL programs:

- 1) Implementing the *English Learner Master Plan* fully and consistently: The administration will monitor the implementation of EL programs and services to ensure they are delivered fully. Responsibility for monitoring implementation will reside with administrators and the leadership team.
- 2) Ensure steady progress toward and attainment of academic English language development: WAHS operates its ELD expectations in alignment with California's English Learner Progress Indicators.
- 3) Ensure steady progress toward and attainment of grade-level academic proficiency: WAHS operates its academic language expectations in alignment with California's performance expectations and empirically-based research, regarding EL proficiency and the language in which they are taught.
  - a) **Academic Proficiency:** Students completing five or more years of schooling will meet grade-level standards in core academic subjects, as measured by proficiency on the:
    - CAASPP/SBAC assessments in English Language Arts and Math
    - Internal assessments (e.g., periodic assessments, end-of-course summative assessments)

- 4) Decrease risks of linguistic and academic failure, low English proficiency, grade retention, and dropping out: WAHS will collect, analyze, assess, and monitor key indicators of risk. The goal is to identify and address the root causes of these risks and thereby decrease them over time. This requires WAHS to ensure that these data are consistently collected, accurately recorded in the SIS and regularly provided to all teachers. EL student data to be collected may include absences; suspensions (violent and nonviolent); placement in strategic and intensive interventions; years in U.S. or California schools; failing grades (D or F) received, especially in core academic courses; grade retention, at any grade level; A-G course enrollment and completion rates; "school experience" student survey responses; dropout rate (using California's four-year cohort calculation method); instructional program type; length of time in program; and/or special education services received. When feasible, these data will be disaggregated and analyzed for all students identified as English Learners, including subgroups of EL (non-LTEL, LTEL, RFEP, etc.).
- 5) Increase access and participation in advanced academic program opportunities: WAHS will collect, analyze, assess, and monitor key indicators of access and participation in advanced academic program opportunities. EL student data to be collected may include enrollment and pass rates in Advanced Placement (AP) and early college courses; California Diploma Project Early Assessment Program (EAP) participation; college information, such as, but not limited to, application, enrollment, enrollment without remediation, and completion (community colleges, California State University (CSU), University of California (UC)); and/or electives and extracurricular activities.
- 6) Strengthen parent/guardian participation and engagement in students' academic development: WAHS will collect, assess, analyze, and monitor key indicators of parent/guardian participation and engagement in students' academic development. Possible indicators include attendance at parent/teacher conferences; parent survey (e.g., School Experience Survey) response rates; and parent orientations for advanced academic opportunities.
- 7) Reduce disproportionate referral to and identification of EL's for special education services: WAHS is continually working to improve the way EL's are referred to and identified for special education. Training for Student Success Team (SST) members and special education staff are conducted regularly to ensure that EL's with disabilities are properly identified. This includes using WAHS-identified screening and diagnostic instruments that assess the students' abilities in ways that are not confounded with English language proficiency. WAHS will collect data on the number and percent of all students participating in specific special education services annually. These data will be examined as a function of the students' language status and their representation in the general population.



**EL PROGRAM EVALUATION QUESTIONS AND MEASURES, BY GOAL**

WAHS will conduct an annual evaluation of programs and services for English Learners. WAHS will annually report data on Goals 1, 2, and 3; the percentage of English Learners on track to reclassify; and the percentage of LTEL's who do not meet reclassification criteria. This data will be disaggregated by length of time in U.S. schools (fewer than five years; completed five years). WAHS will evaluate and report data on goals 4-8 on a regular basis. Action research will be conducted to determine reasons for significant increases or decreases in achieving the program goals in order to develop best practices.

EL Program Goal	Evaluation Questions	Measures/Sources
1) Implementing the <i>English Learner Master Plan</i> fully and consistently	<ol style="list-style-type: none"> <li>Are master plan instructional programs fully and consistently implemented in ways that meet the needs of EL's?</li> <li>To what extent do teachers of EL's have the qualifications and capacities to address their linguistic and academic needs?</li> <li>Are all English Learners provided ELD instruction?</li> <li>Is ELD instruction provided to EL's of high quality?</li> <li>Are all EL's provided appropriately differentiated instruction (SDAIE) in all academic content areas?</li> <li>Are differentiated instructional practices that are provided to EL's of high-quality?</li> </ol>	ELD Observation Tool <ul style="list-style-type: none"> <li>CLAD/BCLAD credential roster</li> </ul> Teacher Assignment database <ul style="list-style-type: none"> <li>Secondary SIS EL student placement monitoring</li> <li>For ELD: Research evidence-based guidelines (CDE, 2010)</li> </ul>
2) Ensure steady progress toward and attainment of academic English language development	<ol style="list-style-type: none"> <li>Are increasing percentages of EL's progressing in ELD a minimum of one level per year, per state and federal expectations? (AMAO 1)</li> <li>Are increasing percentages of EL's attaining English language proficiency, per state and federal expectations? (AMAO 2)</li> <li>Are EL's progressing on district assessments and curriculum assessments?</li> </ol>	ELPAC <ul style="list-style-type: none"> <li>ELD periodic and progress monitoring assessments</li> <li>Rate at which secondary students meet criteria for reclassification</li> </ul>
3) Ensure steady progress toward and attainment of grade-level academic proficiency	<ol style="list-style-type: none"> <li>Are English Learners progressing academically per expectations?</li> <li>Are English Learners attaining academic proficiency per expectations?</li> </ol>	<i>A-G Course load</i> <ul style="list-style-type: none"> <li>Course Grades</li> <li>Progress monitoring curriculum assessments periodically</li> </ul>
4) Decrease risks of linguistic and academic failure, low English proficiency, grade retention, and dropping out	<ol style="list-style-type: none"> <li>Are the key risk indicators for EL's decreasing annually?</li> </ol>	<ul style="list-style-type: none"> <li>Absences</li> <li>Suspensions (violent &amp; nonviolent)</li> <li>Placement in strategic, intensive interventions</li> <li>Failing grades (D or F), especially in core academic classes</li> <li>Grade retention</li> <li>A-G course enrollment &amp; completion rates</li> <li>Dropout rates</li> <li>Special Education services &amp; participation rates</li> </ul>

5) Increase access and participation in advanced academic program opportunities	<ol style="list-style-type: none"> <li>1. Are sufficient courses offered?</li> <li>2. Is there an increase in the proportion of EL's completing advanced academic programs with a grade of C or better?</li> <li>3. Is there an increase in the proportion of students applying and attending college?</li> <li>4. Is there an increase in the number of EL's participating in and passing AP examinations?</li> </ol>	<ul style="list-style-type: none"> <li>● Enrollment and pass rates in AP, and early college courses</li> <li>● California EAP participation</li> <li>● College information/data: applications, enrollment, enrollment without remediation, and completion data</li> <li>● Participation in extracurriculars</li> </ul>
6) Strengthen parent/guardian participation and engagement in students' academic development	<ol style="list-style-type: none"> <li>1. What types of orientation and training opportunities are parents offered?</li> <li>2. What measures are used to ensure that parents of EL's are knowledgeable about English Learners' program placement and their academic progress?</li> <li>3. To what extent are parents participating in and supporting students' academic development?</li> </ol>	<ul style="list-style-type: none"> <li>● Parent orientations/trainings offered regarding <i>English Learner Master Plan</i>, EL instructional program options, advanced academic opportunities</li> <li>● Attendance &amp; active participation in parent/guardian workshops, parent/teacher conferences, and ELAC meetings</li> <li>● Parent survey (e.g., School Experience Survey) response rates</li> <li>● Evidence of consistent support for home/school partnership efforts</li> </ul>
7) Reduce disproportional referral to and identification of EL's for special education services	<ol style="list-style-type: none"> <li>1. What is the percent of students, disaggregated by language status (EO, IFEP, EL, RFEP), and how is it relative to their proportion of total population by: <ul style="list-style-type: none"> <li>● special education status</li> <li>● specific special education program</li> <li>● service qualifying conditions?</li> </ul> </li> <li>2. In what grades are EL's being identified and placed into special education services?</li> <li>3. Are EL's being referred to and placed in special education services appropriately?</li> <li>4. What ELPAC levels are EL's in at the time of their identification for special education services?</li> <li>5. How long have students been at that ELD proficiency level during the time of referral?</li> </ol>	<ul style="list-style-type: none"> <li>● District special education statistics by characteristics (grade, special education status, service qualifying condition, EL status)</li> <li>● ELPAC scores</li> <li>● Special education services and participation rates</li> <li>● Random audit of IEP's and EL's to ensure access to all appropriate linguistic and academic services</li> </ul>

## USING PROGRAM MONITORING AND EFFECTIVENESS INFORMATION TO IMPROVE IMPLEMENTATION

To ensure that program implementation, monitoring and evaluation of program effectiveness leads to continuous improvement, administrators and staff at all levels will examine data.

- Site-Level Use: Site-level personnel will review outcomes of EL performance relative to expected linguistic and academic progress. In grade-level or subject matter teams, they will discuss student work, and identify areas of instructional practice that need strengthening based on student performance evidence. Key points of discussion will include effective feedback to students, and the effective use of observational protocols (e.g. teaching and learning framework rubrics, ELD observation tools, SDAIE, access to core instructional observation tools) as a way to strengthen instructional practice. Priorities for professional development will be identified, with support of the leadership team and ELD department.

- **ELD Department Use:** The ELD department will review outcomes of EL performance relative to expected linguistic and academic progress. They will discuss student work, and identify areas of instructional practice that need strengthening based on student performance evidence. Key points of discussion will include effective feedback to students, and the effective use of observational protocols (e.g. teaching and learning framework rubrics, ELD observation tools, SDAIE, access to core instructional observation tools) as a way to strengthen instructional practice. Priorities for professional development will be identified. The department will also examine patterns of EL performance relative to expected linguistic and academic progress, as well as findings regarding program implementation.
- **Administration Use:** The administration will review school EL program implementation and evaluation findings, and work with the ELD department to identify key school-wide priorities for professional development, budget priorities, program support and, where necessary, program modification. If significant numbers of EL's are unable to meet reclassification criteria, the school will identify additional measures, including additional courses, to address this issue. Administrators will support the ELD department in prioritizing and addressing key issues and areas of improvement identified by *English Learner Master Plan* monitoring/evaluation. The administration will also address policy issues related to key issues and areas of improvement identified by Master Plan monitoring/evaluation.

### **CONSORTIUM APPROACH TO PERFORMANCE MANAGEMENT**

The mission of the WAHS administration is to support WAHS' move from a culture of compliance to a culture of performance by using data to:

- Identify specific, systemic issues and barriers
- Highlight successful strategies and potential solutions; and
- Empower to make data based decisions to achieve WAHS' vision of preparing every student to be college-prepared and career ready.

The metrics for performance includes aggregated data for LTEL's to monitor the decrease in the LTEL population over time. The ELD department meets with the principal at least three times a year to monitor student progress. When EL subgroups are not meeting established expectations, the ELD department will assess whether these outcomes are the result of lack of implementation of any component of the master plan at the school and/or classroom level, and if so, what steps are necessary to address the implementation concerns identified. The assessment will include information gained from walkthrough visits to ensure that ELD and primary language instruction and support are being delivered in the manner outlined in the master plan.

### **SCHOOL PERFORMANCE FRAMEWORK - THE CALIFORNIA SCHOOLS DASHBOARD**

The California Schools Dashboard is used to evaluate school performance and student achievement using a variety of measures, both status- and growth-related. The overall goal of the dashboard is to:

- Support and improve overall student learning and achievement
- Provide the most complete and comprehensive picture of how schools are performing
- Assist teachers and school site leaders in setting school goals, aligned with the Single Plan for Student Achievement

The Dashboard will help the district determine how students benefit from school and how schools differ in their ability to educate their students. The Dashboard is a management tool that will help identify best practices across the district. The Dashboard is also designed to be a tool for families to effectively understand the quality of the schools in their neighborhood.

On the Dashboard, each school receives a performance rating on what is called the 5X5 Grid. The combined five *Status* levels and five *Change* levels result in 25 performance levels displayed in a five-by-five color table. Each of the 25 performance levels are represented by one of the five colors:

- Very High (Blue)
- High (Green)
- Medium (Yellow)
- Low (Orange)
- Very Low (Red)

The goal for schools is to reach the Green performance level on all indicators. Any performance level below green indicates that improvement is needed.

### **ACCOUNTABILITY FOR IMPLEMENTATION OF INSTRUCTION**

To ensure accountability for implementing effective instructional services for EL's, WAHS specifies the following duties for which it will be held responsible:

#### **Teachers**

- Implement the ELD curriculum as outlined in the *English Learner Master Plan* with fidelity
- Provide instruction during core classes using evidence-based strategies and the SDAIE methodology
- Attend all professional development sessions
- Refer to the ELD department for intervention when students do not make adequate progress; participate in ELD team processes and implement recommendations
- Maintain contact with the students' families and keep them apprised of their students' progress
- Maintain a system of information on student progress that is well organized, efficient, and tracks progress towards learning language outcomes.
- Participate in maintaining records and in communicating with parents

#### **Site Administrators**

- Supervise classroom instruction for content and pedagogy to ensure the delivery of ELD and access to the curriculum through SDAIE methodologies
- Provide leadership and support to teachers and staff to improve student achievement and accelerate the learning of EL's
- Conduct regular class walkthroughs to ensure that ELD and SDAIE support are adequately delivered
- Evaluate program objectives and outcomes of all relevant staff
- Identify, design and implement appropriate interventions for EL's when they do not meet minimum progress benchmark achievement
- Utilize multiple sources of data to monitor EL program implementation
- Keep record of all walkthrough and reflection data
- Review placement of EL's prior to the beginning of each semester and correct any inconsistencies
- Monitor the progress of RFEPs each reporting period and intervene as necessary
- Ensure that teachers have professional development opportunities to develop their skills and knowledge in ELD and SDAIE support
- Conduct semester ELD progress reviews with teachers to identify student progress and plan for acceleration and/or intervention
- Ensure that interventions are designed and delivered consistent with the master plan
- Provide a welcoming environment for parents of English Learners and ensure that they are regularly apprised of EL assessments, reclassification processes and results, and EL progress monitoring

**ELD Department**

- Provide professional development and support to all stakeholders
- Identification and placement of EL's
- Effective ELD, SDAIE, and access to core methodologies and use of ELD portfolios
- Reclassification criteria process and procedures
- Collaborate with teachers and administration to ensure that the professional developments and intervention services are aligned with the SPSA and address the linguistic and academic needs of EL's
- Conduct demonstration lessons and facilitate classroom observations to improve instruction for EL's
- Facilitate grade-level team to analyze EL assessment data, review student work, debrief classroom observations and best practices, identify student needs, and plan differentiated instruction
- Facilitate peer coaching by working with teachers to plan, deliver, and analyze lessons
- Provide support to teachers and staff to improve student achievement and the learning of EL's
- Serve as faculty member designated to monitor the language status, test results, goals for meeting grade level standards and reclassification for assigned LTEL's

**Counselors and School Leadership Team members**

- Ensure appropriate placement for EL's in the development of the master schedule
- Conduct monthly EL placement audits to ensure proper course placement & correct inconsistencies
- Monitor the progress of RFEPs each reporting period and intervene as necessary
- Collaborate with ELD stakeholders to monitor EL progress toward reclassification and ensure appropriate student programming
- Collaborate with parents, students and others to monitor the progress of EL's toward meeting graduation and college admission requirements.
- Support teachers and staff to improve student achievement and accelerate the learning of EL's
- Serve as designees to monitor the language status, test results, goals for meeting grade-level standards and reclassification for assigned LTEL's

**Director of Curriculum and Instruction**

- Evaluate goals relative to district's Strategic Operating Plan, including implementation of the master plan, student achievement, professional development, and evaluation & accountability
- Report progress to The Accelerated Schools board, and to the public

**MEETING STATE AND FEDERAL COMPLIANCE REQUIREMENTS**

**Teacher Authorization:** Specialized knowledge is required to teach EL's. This requirement is met by completing coursework leading to a teaching credential with the appropriate authorizations, or by passing exams approved by the California Commission on Teacher Credentialing (CTC). The State issues two types of authorization that permit teachers to provide instruction to EL's:

- English Learner Authorization/CLAD Certificate; and
- Bilingual Authorization/BCLAD

WAHS requires all teachers, including out-of-classroom teacher positions, to possess an appropriate authorization to teach EL's in order to receive an offer of employment or to continue in an existing assignment. An EL authorization allows the teacher to provide instruction (ELD and SDAIE) to EL's.

## TEACHER MISASSIGNMENT

Teachers are assigned according to instructional program needs and established certification/authorization guidelines. Teachers who do not hold an appropriate authorization for their current assignments will receive notice from Human Resources informing them that completion of the required authorization is necessary. If not pursued and completed within established timelines, the teacher will be reassigned, displaced, or dismissed.

Teachers of English Learners who do not hold approved authorizations and/or designations will be identified as mis-assigned according to the Williams Settlement and the State Assignment Monitoring Report. The mis-assignments are reported annually to the Board of Education, Los Angeles County Office of Education (LACOE) and the CTC.

K-12 teachers, coordinators and coaches who are unwilling to avail themselves of the steps necessary to obtain the appropriate authorization may be subject to issuance of an unsatisfactory service act, assignment to a paid-as-worked status, an unpaid suspension, and possible dismissal by the Board of Education.

## ADMINISTRATOR AUTHORIZATION

All employees who apply for, or who are assigned to, entry-level K-12 certificated administrator positions must have completed two semester units each (a total of six semester units) of culture, language, and bilingual-ESL methodology or the equivalent. An entry-level position is defined as an employee's first assignment on the Salary Table, including an assignment in any Temporary Adviser classification. In the rare instance when a site administrator must be assigned without an EL authorization, intensive professional development on EL programs, services, and teaching strategies will be provided. Participation in this professional development is required.

## SCHOOL LEADERSHIP FRAMEWORK

The School Leadership Framework provides guiding principles which, when implemented fully, enables schools to focus on improving EL instruction. Notable areas of the School Leadership Framework addressing EL's include:

- Supervision of Instruction: This domain sets high expectations for school leaders to engage in ongoing, coherent guidance for implementation and continuous improvement of teaching and learning. Specific elements focus on assessment of pedagogical practices, building teacher effectiveness in supporting learning of all students, supporting culturally relevant and responsive pedagogy for diverse learners, and differentiation and intervention based on student need.
- Culture of Learning: School Leaders are responsible for creating culturally responsive environments, which support diverse groups of students and leading staff through self-awareness of understanding their own worldviews and how experiences shape their instructional practices.
- Systems and Operations: This domain requires that School Leaders appropriately budget based on student need; set goals based on student data; build monitoring systems for student achievement; align resources appropriately, and comply with state, federal or district policies in regards to EL's.

## TEACHING & LEARNING

WAHS has strong foundations in themes that are essential for EL achievement and based on the California Standards for the Teaching Profession. These themes are an overview of how the WAHS' Teaching & Learning design will help create strong instruction for English Learners:

- Equity: WAHS has a commitment to equity. In an environment of respect, *all* students feel valued. When students are engaged in discussion, *all* students are invited and encouraged to participate. When feedback is provided, it is provided to all students. The Framework makes this a clear expectation for all teachers to appropriately support all English Learners.
- Cultural Competence: WAHS works to address a teacher's need to know and respect their students' cultural backgrounds. The components of Demonstrating Knowledge of Students, Use of Appropriate Materials, and Communication with Families all specifically address best practices in EL instruction.
- High Expectations & Cognitive Engagement: High expectations and student cognition are reflected in many components of the teaching and learning that takes place at WAHS. Teachers set instructional outcomes at challenging levels, the culture for learning explicitly includes high expectations, and the questions posed are planned, thoughtful and aimed at high cognitive levels.

## **SECTION 9**

### **FUNDING**



## GENERAL FUNDS

The school receives general funds to provide core curriculum and services to all students. It utilizes these general funds to ensure that every student, preschool through grade 12, receives quality, standards-based instruction in all content areas to enable students to graduate ready for college and careers.

General funds are used to pay for core resources that include, teacher and administrator salaries, state-adopted district-approved textbooks, and services such as transportation, facilities, library, and student meals.

General ADA funds are also used to support systems to evaluate program implementation and monitor student progress, provide English Learners with appropriate academic instruction, which includes but is not limited to textbooks, as well as supplemental materials and services in the same ratios as native English speakers.

## CATEGORICAL FUNDS

The school applies for supplemental categorical funds annually via the Consolidated Application. Categorical funds are granted to districts and schools for specific program purposes and are above and beyond the general funds used to support the core program. Supplemental funds are not used to replace, or supplant the core program and activities. Categorical funds allocated to support the English Learner Program must be: (1) used to assist EL's with acquiring English beyond the core ELD program and meeting federal and state accountability requirements, (2) linked to EL need as measured by analysis of student data, and (3) directly aligned to the Single Plan for Student Achievement (SPSA) and the Local Control and Accountability Plan (LCAP).

In addition to general funds, Title III provides supplemental funding to enhance ELD programs and to enhance access to core programming. Title III funds will be also used to provide instructional materials and resources for English Learners designed to help them access the core curriculum and meet state curriculum standards while becoming proficient in Academic English. These funds will also be used toward professional development for teachers to build competency in meeting the unique needs and supports required for English Learners.

Categorical funds received by WAHS are used to supplement and not supplant general funds to support the delivery of effective instruction for English Learners. Supplemental supports include but are not limited to:

- Professional development focusing on English Learners
- Supplemental instructional materials for English Learners
- Bilingual paraprofessionals for focused classroom instruction
- Parental education

In addition to categorical funds received specifically for English Learners, other identified funding sources include Title I, to meet the academic needs and narrow the educational achievement gap for socioeconomically disadvantaged students, including EL's.

To reach the goal of accelerating student achievement rates, the district has established the following instructional priorities for Title I programs:

- Provide effective, research-based professional development
- Provide support for at-risk students, including EL's, with social and emotional behaviors
- Promote personalization via reduced student-to-teacher ratio and reduced student-to counselor ratio
- Provide supplemental materials for targeted interventions
- Build effective school, family and community partnerships

## **BUDGET PROCESS FOR FUNDS DEDICATED TO ENGLISH LEARNERS**

The budget at a school site is spent based on the needs of the student population as identified through achievement data analysis and the annual needs assessment. Title III budgets are spent based on the district's program priorities, meeting the needs of the EL population, as determined by student data and the identified needs of the instructional programs.

State supplemental funds must be allocated before federal Title III funds. Title III funds must not be used to fund any state mandated activity for EL's such as ELAC. The purpose is to provide the additional support EL's need to develop proficiency in English and master the core content required of all students in California.

The budget process must be followed with regard to Title III funds. The School Site Council (SSC) and ELAC Committees will have opportunities to review the budget development process and provide recommendations on how to best use these funds to meet the needs of EL's.

The SPSA requires schools to monitor school programs annually through comprehensive needs assessments and program evaluation results. The data on monitoring and assessment findings must include examination and disaggregation of EL's and be aligned with Title III accountabilities. All expenditures must be documented on a Budget Justification Page, which must clearly show evidence of how the programs funded are directly tied to the goals of the SPSA. If the expenditure is not described and justified in the current SPSA, then an *update page* must be inserted in the existing plan.

It is important that the budget process be followed dutifully to ensure transparency of expenditures for all stakeholders. The budget process is a safeguard to ensure all schools are compliant in spending EL-designated funds to maximize the impact of the supplemental services for EL's. Categorical funds cannot be used to supplant general funds expenditures, or to serve students who are not identified as EL's or former EL's.

## **MONITORING EL CATEGORICAL FUNDS EXPENDITURES**

Monitoring of funds helps guide the appropriate and effective use of allocated resources to ensure adherence to established district, state and federal program mandates.

The district and schools are held accountable for using categorical funds appropriately through the annual Single Audit, as required by the California Education Code. Expenditures are also monitored annually by district categorical and fiscal staff. If Title III funds are expended inappropriately and contrary to district, state, and federal guidelines, schools will be required to reimburse the misused program funds out of the school's unrestricted general funds. The district's goal is to ensure fiscal responsibility, foster budget transparency, and maximize the use of EL categorical funds to supplement the core program for EL's.

## RESOURCES

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