Policies, Procedures and Best Practices for Language Learners



Agenda

- Introduction/Overview
- Primary Goals
 - ADE and Federal Requirements
 - Language Program Guidebook
 - Attestations- Beginning, Middle and End of Year
- LAD Support Team
- Meaningful Access

Introduction



Mission

The Language Acquisition Department seeks to create a culture of support in the Tucson Unified School district that ensures English Language Learners in every school are guaranteed a high quality and equitable education.

The overall goals of the Language Acquisition Department are to provide support and resources so that:

- English Language Learners participate fully in our district-wide academic initiatives.
- English Language Learners acquire English and content at an accelerated pace.
- English Language Learners are prepared to meet rigorous promotion and graduation requirements.

Primary goals

Ensure TUSD meets state, federal, and district policies/procedures for language learners

How do we do this...

We ensure:

- All TUSD schools implement the state models for language learners. (The Arizona LDA* Model)
- That all federal law surrounding language learners is in place, for example, that parents are informed and notified of their child's program and progress.

We monitor:

- EL student placement, assessment, documentation as well as EL language and academic progress.
- Program efficacy.

These procedures and practices ensure the district receives funding for all ELs who receive services.

^{*} Language Development Approach

The Essential Procedures

Identification

• Enrollment Form-3 language questions

 Home Language Survey (HLS) Place initial HLS (paper) in Cum form into Synergy

As a result of state and federal law, the following procedures are in place.

Assessment

AZELLA



Placed in a designated classroom

- Structured English Immersion (SEI)
- Low Incidence English Learner (LIEL)
- Two-Way Dual Language Program (TWDL

Newcomer Program (At secondary only)

Parents must by notified within 30 days of enrollment at the start of the school year thereafter within 2 weeks on enrollment. The completed *Parent Notification and Consent form* must by signed by the parent and placed in the CUM

Reassessment Reclassification

 Reassessed every Spring with AZELLA until they reclassify as English proficient

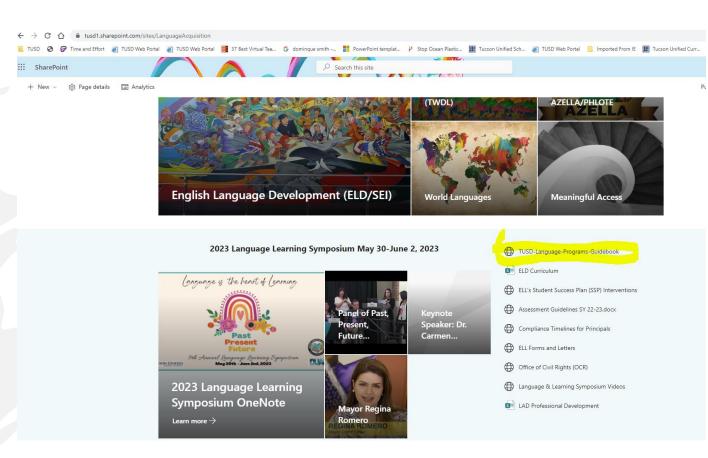
Tools to help keep administrators on track

Attestations (see hand-outs):

- Beginning of the year Focus is on informing Parents and ensuring proper documentation is completed by the school and students are tested and placed appropriately
- Middle of the Year Focus is on continued follow-up on new PHLOTE students and adherence to ELD assessments to monitor progress
- End of the Year Focus is on 2-yr Reviews, Informing parents for the following year and completing assessments

Where to find the Language Program Guidebook

Go to TUSD 1. org, Staff tab, Department Links, Language Acquisition link then click on TUSD-Language Program Guidebook



SCHOOL YEAR 2023-2024

BEGINNING OF YEAR PHLOTE CHECKLIST & ATTESTATION for Principals July-August

Link to <u>Language Program Guidebook</u>
Staff designated to ensure PHLOTE file compliance:
Staff designated as AZELLA Testing Coordinator/Tester:

New District Enrollments:

- □ Parent fills out Home Language Survey (HLS). Home Language Survey / Home Language Survey Spanish
 □ Designated office staff marks HLS/PHLOTE box and upload in Synergy on Documents page.
- Designated office staff <u>places a hard copy of the Enrollment Form and the initial completed Home Language</u> <u>Survey (HLS)</u> in a designated PHLOTE folder in the student's Cumulative folder.

Please ensure the following:

- Home Language Survey (HLS)
 - > The language questions on the HLS match the language questions on the enrollment form.
 - The parent signs and dates the HLS within 30 days of the first day of school (or within 2 weeks if enrolling after first day of school).

Please note - HLS is for new to district students only. (Not to be done annually)

 PHLOTE Students - Students who have a language other than English as determined by the HLS and enrollment form must be assessed with AZELLA within <u>30 days</u> of the first day of the school year or within 2 weeks of enrollment thereafter.

Program Placement

- All new and continuing ELs and Dual Label Ex. Ed students must be placed in an SEI or LIEL Program for English Language Development (ELD) unless they have withdrawn from EL services.
- In addition, ELs and Dual Label Ex. Ed students may be placed in a TWDL program if requested by the parent with an approved Bilingual Parent Waiver Request Application. Bilingual Parental Waiver Request Application / Bilingual Program Waiver Request Form - Spanish
 - Submit an approved waiver to the Language Acquistion Department, ensuring that all signatures reflect the appropriate school year.
 - > Parent signature must be prior to principal signature.
 - The approved waiver must be entered in the TWDL TEAMs area before the student is placed in the TWDL program. Dual Label (Ex. Ed and EL): Review all dual label students for appropriate placement.
 - Designations The Language Acquisition Department (LAD) will enter individual teacher (at Elementary) or class (at secondary) program designation (SEI, LIEL (Pull-out), TWDL (BEP) in Synergy.

Parent Notifications:

- Print the Parent Notification and Consent of Placement in an EL Program form (PNC) and the TUSD Language

 Education Program Policy and Program Options Brochure (available on the Language Acquisition Department web page in various languages). Parental Notification and Consent Form / Parental Notification and Consent Form Spanish
- Send a copy of these two items to every EL student's home within 30 calendar days of enrollment for a parent signature on the PNC or 2 weeks of their enrollment thereafter.
 - If unable to obtain a signed PNC, three documented attempts must be made. Document by initialing and dating each attempt on the form. After the third attempt, place a copy of the form with documented attempts in the student's PHLOTE file in Cumulative folder.

District Adopted CORE Materials for Language Learners:

- ☐ Ensure the following CORE is being used:
 - o At Elementary, Cengage Reach is the CORE used for English Language Development.
 - o At grades 6-8, Vista Get Ready and Bridges are the CORE materials for ELD instruction.
 - At grades 9-12, Vista Get Ready, Cengage Visions and EDGE are the CORE materials for ELD instruction.
 - In TWDL programs at the Elementary Level, the CORE program for SLA (Spanish Language Arts) is Benchmark/Adelante.

Formative and Summative Assessments:

- Please ensure designated SEI/ELD/TWDL teachers follow the district assessment calendar for formative and summative assessment which will inform instruction to monitor academic and language progress.
- The corresponding assessments are located on the School City Platform.

BEGINNING OF YEAR PHLOTE CHECKLIST & ATTESTATION

BEGINNING OF YEAR PHLOTE CHECKLIST & ATTESTATION

By signing below, I	attest that all of	the above docu	mentation has	been completed	d within the re	quired
timeline.						

Principal Signature: _	Date:	School:	
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Regional Superintendent Signature: ______ Date: ______

Please submit this completed form to the Language Acquisition Department by October 6, 2023. It may be sent by district mail or scanned to Elizabeth Taggart at Elizabeth.taggart@tusd1.org

SCHOOL YEAR 2023-2024

➤ MIDDLE OF YEAR PHLOTE CHECKLIST & ATTESTATION for Principals September-December

Link to	<u>Language Program Guidebook</u> (review for specific timeframes)
Staff de	signated to ensure PHLOTE file compliance:
Staff de	signated as AZELLA Testing Coordinator/Tester:
Beginni	ng of year items required to continue through school year for qualifying students completed:
	New Students-Parent fills out Home Language Survey (HLS).
	Mark HLS/PHLOTE box and upload in Synergy on Documents page.
	Monitoring/Verification of AZELLA Assessment and Placement in appropriate program.
Summa	tive and Formative Assessments:
	Elementary Cengage Reach:
	☐ Administer Kindergarten mid-year assessment and review results to guide instruction.
	□ Please ensure designated SEI/ELD/TWDL teachers follow the district assessment calendar for formative and
	summative assessment which will inform instruction to monitor academic and language progress. The
	corresponding assessments are located on the School City Platform.
•	Secondary ELD Benchmarks:
	☐ Administer and enter results of Quarter 2 for all ELs in grades 6-12.
	□ Please ensure designated SEI/ELD/TWDL teachers follow the district assessment calendar for formative and
	summative assessment which will inform instruction to monitor academic and language progress. The
	corresponding assessments are located on the School City Platform.
By signir	ng below, I attest that all the above documentation has been completed within the required timeline.
Principa	Signature:School:

Please submit this completed form to the Language Acquisition Department March 8, 2024. It may be sent by district mail or scanned to Elizabeth Taggart at Elizabeth.taggart@tusd1.org

Regional Superintendent Signature: ______ Date: _____

SCHOOL YEAR 2023-2024

END OF YEAR PHLOTE CHECKLIST & ATTESTATION for Principals February - May

Link to	Language Program Guidebook (review for specific timeframes)
Staff de	esignated to ensure PHLOTE file compliance:
Staff de	esignated as AZELLA Testing Coordinator/Tester:
Beginni	ing of year items required to continue through school year for qualifying students completed:
	New Students-Parent fills out Home Language Survey (HLS).
	Mark HLS/PHLOTE box and upload in Synergy on Documents page.
	Monitoring/Verification of AZELLA Assessment and Placement in appropriate program.
AZELLA	Reassessment: Administer the AZELLA to all continuing ELs.
Parent	Meetings:
	Schedule Title III meetings in conjunction with other school events, such as PTA, School Council meetings, Parent-Teacher Conferences, and Kinder Roundup.
	Invite parents of ELs to learn about language program options available in TUSD and about ways to support their child's learning.
Two-Ye	ar Review Form with the Two-Year Review Attestation:
	Have teachers complete, sign and date Two-Year Review forms for reclassified students and parent withdrawn EL students.
	Place signed forms in students' cumulative folders.
	Provide needed interventions for students according to forms.
	Principal signs Two Year Review attestation form.
FI Mat	orials:

☐ Inventory and replenish as necessary any EL materials needed for next year.

☐ Submit any necessary order to the Language Acquisition Department.

Summative and Formative Assessments:			
 Elementary Cengage Reach: Ensure that teachers administer the post Ensure that teachers administer and ha Please ensure designated SEI/ELD/TWD 	nd score the Kinder <i>Cengage</i>	Reach End-of-Year Test.	
summative assessment which will infor- corresponding assessments are located	m instruction to monitor aca	demic and language progress. The	
Secondary ELD Quarterly Benchmarks: □ Ensure that teachers administer and en corresponding assessments are located □ Ensure that ELD teachers review studen	on the School City Platform.		he
Parent Notification of Students Achievement o	of English Proficiency:		
 Upon receipt of AZELLA results, send a during Reassessment), using the Parent 	•		
Student Placement:			
 Ensure students are properly placed in Review and adjust placement of reclass 		g school year.	
By signing below, I attest that all the above doc	umentation has been comple	eted within the required timeline.	
Principal Signature:	Date:	School:	
Regional Superintendent Signature:		Date:	

PHLOTE
CHECKLIST &
ATTESTATION

END OF YEAR

Please submit this completed form to the Language Acquisition Department May 24, 2024. It may be sent by district mail or scanned to Elizabeth Taggart at Elizabeth.taggart@tusd1.org

LAD Provides

Professional Development

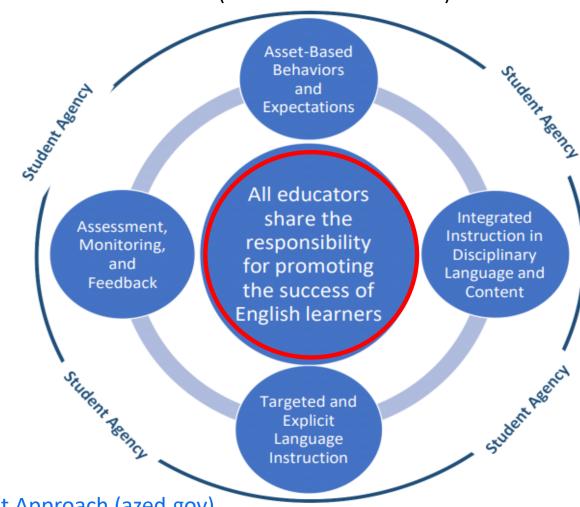
Program Development

Resource materials for Language Learners



All Instruction for ELs must reflect the State LDA

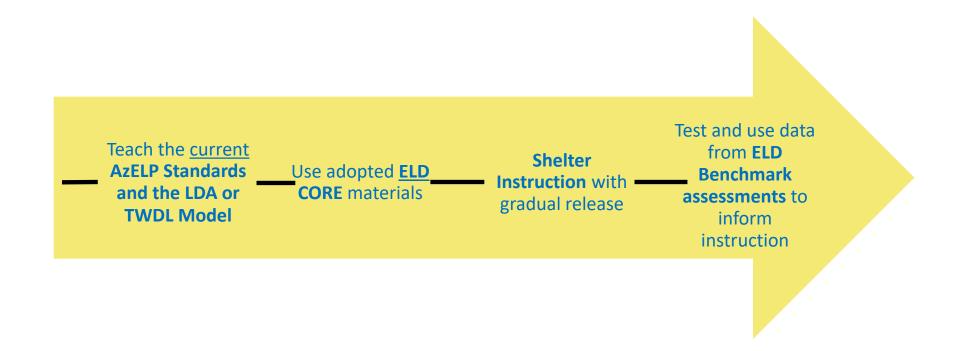
ARIZONA'S LANGUAGE DEVELOPMENT APPROACH (The state's framework)





Arizona's Language Development Approach (azed.gov)

Road for ELD/SEI teachers to follow ...



ELD CORE materials (Cengage REACH, VISTA and EDGE) are aligned to state AzELP and Core Standards for ELA)

Teachers are teaching Listening Speaking Reading and Writing and working to ensure content is meaningful

District Resources & Tools

District Adopted Materials for English Language Development (LSRW)

Cengage:

- REACH-K-5
- Vista-6-12
- Edge- 9-12

Imagine Learning- for selected Elementary schools

Rosetta Stone- For Pre-emergent, emergent and basic ELLs at grades 6-12

Ongoing Professional development on all aspects of TUSD's Language Programs



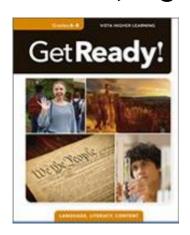
New Middle School ELD Curriculum Materials

ELD 1 (Pre-Emergent/Emergent) – Vista Get Ready! 6-8

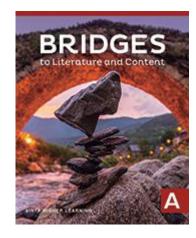
ELD 2 (Basic) - Vista Bridges A

ELD 3 (Intermediate) - Vista Bridges B

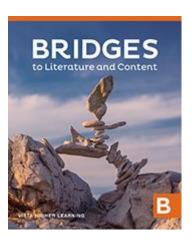
ELD 4 (High Intermediate) - Vista Bridges C



ELD 1



ELD 2

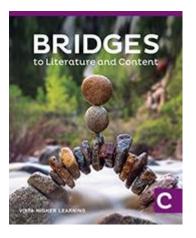


ELD 3





Vista Higher Learning



ELD 4

All Levels of MS ELD – Houghton Mifflin Harcourt Writable

Comprehensive writing program

Catalog of pre-created assignments

Teachers can customize, edit and create assignments

Read and Respond (similar to state assessments)

Skills focus

Fully digital (teacher and student access through Clever)





HMH Ed Learning Platform SSO

HS ELD Materials Phase-in 2023-24 School Year

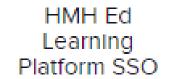
All Levels of HS ELD will now have Houghton Mifflin Harcourt Writable

Writable

- Comprehensive writing program
- Catalog of pre-created assignments
- Teachers can customize, edit and create assignments
- Read and Respond (similar to state assessments)
- Skills focus
- Fully digital (teacher and student access through Clever)





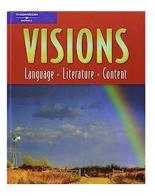


HS ELD Materials Phase-in 2023-24 **School Year**

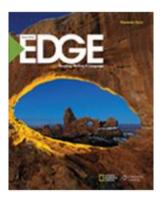
ELD 1 (Pre-Emergent/Emergent) – Vista Get Ready! 9-12

ELD levels 2 –5 will continue to use the same Anchor texts as last year









ELD₁

(new!)

ELD 2

ELD 3 & 4 ELD 5

(continued use from 2022-23 SY)

Best Practices for ELs... Sheltered Instruction

8 SIOP Components	Questions to ask
1. Lesson Preparation	Does the lesson plan include content and language objectives, supplemental materials, and meaningful activities?
2. Building Background	How will I connect with what students already know?
3. Comprehensible Input	How will I adjust, so students will understand?
4. Strategies	How can I teach students strategies to help themselves?
5. Interaction	Are students in groups where they can interact?
6. Practice and Application	Will students get to practice the new content and language?
7. Lesson Delivery	Does the lesson meet the objectives? Are students engaged?
8. Review and Assessment	Did students learn? What feedback will I give them?

District Level Monitoring

Paper compliance monitoring

School visits and follow-up on professional development

Walkthroughs at targeted schools (a cross section of programs)

This is a full day Walkthrough using a monitoring Rubric

Please Look For...

Your assigned Language Acquisition Coach

PLT Sessions provided by LAD to best inform your team!

See All
Handouts in
the Folder
And in ILA
Folder for this
Session

Meet our Secondary Team



Paula Cortes Secondary LAD Specialist



Jean D'Andrea Secondary LAD Specialist



Ben Kowalski Secondary LAD Specialist



Maritza Mazón Secondary LAD Specialist



2023-2024 School Assignments for LAD Specialists SECONDARY SPECIALISTS

	Ben	Maritza	
1.	Catalina HS	Borman 6-8	
2.	Dietz 6-8	C.E. Rose 6-8	
3.	Dodge MS	Cholla HS	
4.	Doolen MS	Hollinger 6-8	
5.	Drachman 6-8	Lawrence 3-8	
6.	Fickett 6-8	Mary Meredith 6-12	
7.	Gridley MS	McCorkle 6-8	
8.	Innovation Tech HS	Miles 6-8	
9.	Magee MS	Morgan Maxwell 6-8	
10.	Mansfeld MS	Pistor MS	
11.	Naylor 6-8	Project MORE HS	
12.	Palo Verde HS	Pueblo HS	
13.	Pueblo Gardens 6-8	Robins 6-8	
14.	Rincon HS	Roskruge 6-8	
15.	Sabino HS	Safford 6-8	
16.	Sahuaro HS	TAP HS	
17.	Santa Rita HS	Utterback MS	
18.	Secrist MS	Valencia MS	
19.	Tucson HS	Wakefield 6-8	
20.	TUVA		
21.	Vail MS		
	Benjamin.Kowalski@tusdl.org	Maritza.Mazon@tusdl.org	

Meet our Elementary Team



Cathy EspinozaElementary LAD Specialist



Cruz HerreraElementary LAD Specialist



Lizeth QuijadaElementary LAD Specialist



Lourdes Serna Elementary LAD Specialist



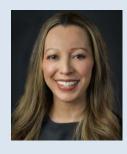
2023-2024 School Assignments for LAD Specialists ELEMENTARY SPECIALISTS (K-5)

	Lizeth	TBD	Lourdes	Cruz
1.	Booth-Fickett	Blenman	Banks	Bonillas
2.	Borman	Collier	(DL) Bloom	Borton
3.	Cavett	Cragin	Carrillo	Erickson
4.	Davidson	Dietz	Drachman	Fruchthendler
5.	(DL) Davis	(DL) Grijalva	Ford	Henry
6.	Dunham	Hudlow	Holladay	(DL) Hollinger
7.	Gale	Miles	Johnson	Hughes
8.	Howell	Myers-Ganoung	Kellond	(DL) McCorkle
9.	Lineweaver	Ochoa	Lawrence	(DL) Roskruge
10.	Lynn-Urquides	Oyama	Maldonado	Safford
11.	Marshall	Robins	Manzo	Tully
12.	Pueblo Gardens	Steele	Maxwell	Warren
13.	Roberts/Naylor	Sewell	Miller	Whitmore
14.	Rose (K-5)	Tolson	(DL) Mission View	Wright
15.	(DL) Van Buskirk	Wheeler	Robison	Soleng Tom
16.		(DL) White	Vesey	
	Lizeth.Quijada@tusd1.org		Lourdes.Serna@tusd1.org	Cruz.Herrera@tusd1.org

Meet our TWDL Team



Anna ManzanoTWDL Program Coordinator



Maria Jimenez Baca
TWDL Itinerant Teacher



Elizabeth Escarcega
TWDL Itinerant Teacher



Irina GomezTWDL Itinerant Teacher



Lourdes VidrioTWDL Itinerant Teacher



2023-2024 DL Itinerant Assignments

	Elizabeth Pistor	Maria Roskruge	Irina Hollinger	Lourdes Davis
1.	Pistor 6-8	Roskruge K-5	Hollinger K-8	Van Buskirk K-5
2.	Pueblo	Bloom K-4	White K-5	McCorkle K-8
3.	Roskruge K-8	Mission View K-5	Grijalva K-5	Davis K-5
4.		Magee 6-8		
5.				
6.				
	Elizabeth.EscarcegaTapia@tusdl.org	Maria.JimenezBaca@tusdl.org	Irina.Gomez@tusdl.org	Lourdes.Vidrio@tusdl.org

Data and Administrative Team



Liz TaggartAdministrative Assistant



Maria Ramirez

Dept Accounting

Specialist



Li Lin EnglishInstructional Technology
Specialist



Lisa SofiasData Integrity Analyst SIS



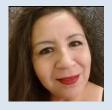
Charlotte Almazán Language Assessment Coordinator



Heeyoung KimData Entry Specialist



Veronica Robles Salcido
Testing Technician



Luz Rodriguez
Testing Technician



Tina VigilTesting Technician



John D'Andrea World Languages

The Meaningful Access Team



Luis OrantesMeaningful Access
Coordinator



Nancy Medina Beltran Administrative Assistant



Lama Attiyah
Translator/Interpreter



Sophia Desaracho Translator/Interpreter



Jean Marie Habimana
Translator/Interpreter

Not Pictured

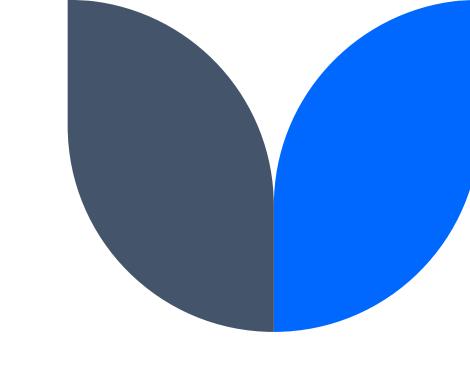
Amina Saleh
Translator/Interpreter

Not Pictured

Hai VuTranslator/Interpreter

Meaningful Access Presentation

Luis Orantes



Thank you

Patricia Sandoval Taylor, Director Language Acquisition Department Curriculum and Instruction TUSD

Patricia.sandovaltaylor@tusd1.org 520-225-4600