



## English Language Learner Entrance and Exit Procedure

### **ENTRANCE PROCEDURE:**

#### *Step 1: Delaware Home-Language Survey (HLS)*

Every family enrolling a student in Great Oaks Charter School-Wilmington (GO-Wilm) will complete the home language survey during the student's initial enrollment process. This form must be signed and dated by the parent/guardian and will be kept in the student's cumulative record.

GO-Wilm personnel will communicate clearly with parents to assure that answers given on the home language survey are accurate. If necessary, the assistance of an interpreter will be provided for parents to complete the survey.

If a language other than English or non-US English is indicated on questions 1-3, GO-Wilm initiates the standardized identification screening process/records review to determine if further screening for English Language Proficiency is needed.

#### *Step 2: Standardized Identification Screening Process (Records Review)*

GO-Wilm's EL Coordinator reviews the records for any student whose home language is not English and completes the Records Review Form. A records review form will be maintained in the student's cumulative record if a decision is made to NOT screen a student. All screening results will be maintained in the student's cumulative record or in the EL Database.

Following the Records Review, GO-Wilm will:

1. Determine whether screening is necessary or not according to the Records Review Form.
2. Screen if needed.
3. Enter EL or Potential EL into the EL Database with screening information to determine if a student meets DE approved Entrance/Exit Criteria.
4. If it is determined that a screening does not need to be administered, note the reason on the Records Review Form and maintain the form in the student's cumulative record.

#### *Step 3: Administer Kindergarten MODEL, WIDA Screener, or DE Alternative EL Identification Protocol*

GO-Wilm will administer a Delaware approved English language proficiency placement



screeener (WIDA Screener Online or Paper; DE Alternative EL Identification Protocol) within 25 days of enrollment to any student identified as having a non-English language background through the Home Language Survey.

All scores of potential English learners who are assessed using a Delaware screening tool are entered into the English Learner Database, which is located on the Delaware Department of Education Identity Management System (IMS). Students who have reclassified or who are not eligible must still have their screening scores entered into the English Learner database so that accurate records of the student information and screening results can be maintained. These students will be coded as EL-NO in the system and will not need to receive English Language services.

Due to the nature of some disabilities, certain students will be unable to participate in the traditional screening process, even with accommodations. When the team has determined that the student cannot meaningfully participate with accommodations, the Alternative English Learner Identification Protocol should be followed. There are three components to the Delaware Alternative English Learner Identification Protocol: 1) Parent Questionnaire 2) Observation Protocol 3) English Learner Determination Narrative.

All components must be completed for students who indicate a language other than English on the Home Language Survey in questions 1-3 but cannot meaningfully participate in the traditional screeners.

The Delaware Alternative English Learner Identification Protocol Determination Narrative will be: 1) Kept in the student cumulative file 2) Uploaded into the English Learner database as a PDF document 3) Shared with the parent regarding English learner status determination.

#### *OUT OF STATE EL ENTRANCE*

When a student enters from out of state, GO-Wilm will complete a Records Review. If the student has already been identified as an English learner in another state, there are two possibilities for entrance into the English learner program:

1) the student has come from a WIDA state and has an ACCESS for ELLs 2.0 assessment within one calendar year

If the student is entering from a WIDA state and has an ACCESS for ELLs 2.0 assessment within one calendar year, that annual ACCESS may be used to place a student in our English learner program.



2) the student has NOT come from a WIDA state and/or has no evidence of a Delaware approved screener or a current WIDA ACCESS for ELL's 2.0 assessment.

If the student has NOT come from a WIDA state, and has no evidence of a DE approved screener or an ACCESS for ELLs 2.0 within one calendar year, a Delaware approved screener will need to be given to determine an accurate proficiency level and placement within an English learner program.

#### *PARENT NOTIFICATION OF EL STATUS*

GO-Wilm will notify parents/guardians of their child's enrollment in an EL Education Program. This notice should take place no later than 25 days after the beginning of the school year or after enrollment during the school year. This notice will be sent in the home language of the parent. A copy of written notices to the parents will be kept in the student's cumulative record.

#### *OPTION TO WAIVE SERVICES*

##### Option to Waive Services Notification

Parents/guardians have the option to request that their children be withdrawn from language services in writing. A written notice or waiver must include a parent signature and date and will be maintained in the cumulative record of any student who has been removed from service.

#### **EXIT PROCEDURE:**

English Learners (ELs) must meet the Delaware State mandated criteria to exit the EL Education Program. ELs are assessed annually and are exited based on WIDA's ACCESS for ELLs 2.0. The specific exit criteria are listed below. Once a student has met the required exit criteria, a Parent Notification Letter will be sent to notify parents that their child no longer qualifies for EL services.

##### Exit Criteria:

Grades K-12 ACCESS for ELLs 2.0 Alternate ACCESS

Composite Proficiency Level of 5.0 or greater

Once a student has reached a composite proficiency of 5.0 or greater on ACCESS for ELLs 2.0 or A3 Engaging or higher on Alternate ACCESS, the student will be exited as an English Learner in the database and will move to post-transition monitoring. The transition will occur automatically within the EL Database after the student has rolled over into the next grade level.

After students have exited an EL program, GO-Wilm will monitor the academic progress of former EL students for at least two years to ensure that: the students have not been



prematurely exited; any academic deficits they incurred as a result of participation in the EL program have been remedied; and they are meaningfully participating in the standard instructional program comparable to their never-EL peers.

If during the two-year monitoring period, an exited student is still hindered by his/her/their English language proficiency, additional supports will be provided. When GO-Wilm's monitoring of an exited EL student identifies a persistent language barrier or academic deficit, GO-Wilm will re-test the student with an approved Delaware screener. If the results of the re-testing qualify the student as an EL, GO-Wilm will re-enter the student into EL status and offer EL services. If the student is re-entered into EL services, GO-Wilm will document the bases for the re-entry and the parents' consent. A student who is in question for re-entry must be screened with a DE Approved Screener before being placed back into an EL Program as per the Office of Civil Rights. The new screening data will be entered into the EL Database as an additional screener. If a student meets the criteria for an EL, parents will be notified.