

Jefferson County Schools Handbook for Secondary Counselors, Administrators, and Teachers Working with English Language Learners

**Golden, Colorado
2014 Edition**



Section Four: Enrollment and Scheduling

A: Rationale and Guidelines

ESL students in Jeffco enter from a variety of countries, cultures, and educational histories. No two students are alike and schools need to set aside time to get to know each student and family to determine the best course of study for the child. The best way to set students up for success from day one is to greet the family with an approach that communicates, "You are welcome here."

Successful scheduling of ELLs requires collaboration between school staff and families. The path to meeting graduation requirements will look different for an ELL than for the native English speaker, since course selection will reflect appropriate classes to help the student develop linguistic competence and content expertise simultaneously.

Goal: In all Jeffco secondary schools, ELLs will have access to programs that address their linguistic and academic needs so that they can successfully complete higher level academic requirements.

General Guidelines:

- ✦ It is essential that counselors, administrators, and ESL staff members collaborate throughout the enrollment and scheduling process.

- ✦ Schools are encouraged to design a scheduling guide that is appropriate for their school's population and resources. This planning guide is the best place to start. Moreover, schools recognize that meeting the needs of each ELL will require individual attention, planning, and review. Although the number of ESL course offerings may be limited at a low or mid-incidence high school, ELLs must have the opportunity to receive ELD instruction.

Section Four: Enrollment and Scheduling

B: Identification, Assessment and Enrollment

1. *When students enroll in our high school, how do I know if I should notify the ESL program that this student needs to be assessed for ESL services?*

Federal law requires the identification of all students who have a Primary or Home Language Other Than English (PHLOTE).

- # This information is obtained when parents complete the Home Language Survey (HLS) on Jeffco Connect.

- # **If a language other than English is indicated on the HLS, ESL staff must be notified upon enrollment.**

- # The ESL staff person will evaluate the student's academic and language skills and records to determine possible language testing and enrollment in the ESL program.

2. *What is the typical procedure for assessing and enrolling ESL students?*

- # New enrollees call for an appointment or report to the counseling office and enroll on Jeffco Connect.

- # If HLS indicates there is another language in the home, the secretary communicates this information to the ESL staff.

- # ESL staff confirms the information on the HLS and schedules a time to further evaluate the student's academic skills and possibly time for the W-APT (placement test) to be administered.

- # If student is from another country, make a copy of the transcript. If the student does not have a transcript, then give the family the school's fax number so they may send the transcript as soon as possible. If the student is from another U.S. school, follow the same procedures as for other transfer students.

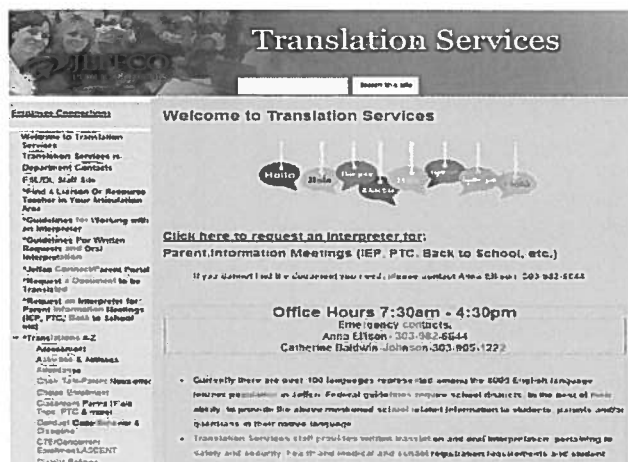
- # Enrollment secretary requests the following documents:
 1. **One proof of residency:**
 - Lease agreement
 - New home contract
 - Public Service bill
 2. **One proof of age:**
 - Birth Certificate or baptismal record or
 - Immunization certificate or
 - School records document or
 - Transfer document (through Migrant Binational Program) or
 - 1-94 or visa or passport

- # 3. Immunization records. Requirements available on the website in the following languages: Spanish, Russian, Vietnamese, Bosnian, Arabic, Korean and Chinese or call Health Services at 982-7251.

- # The student completes the registration process the same as all other students (ID photo, locker assignment, etc.)

- # Enrollment secretary and ESL staff make sure the following documents are made available: media release, internet permission, bus transportation information, migrant survey, code of conduct with signature page, free and reduced lunch application and military opt-out (if applicable).

Many of these forms have been translated into Spanish, Russian and Vietnamese and are available from the Translation Services' website: <https://sites.google.com/a/jeffcoschools.us/translation-services/translations-a-z>



3. Who do I call if I have difficulty communicating with the family?

- # Please see next section on accessing translation services.

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C: Accessing Translation Services

(Oral Interpretations & Written Translations)

1. Are there translated district enrollment documents & forms, and how do I get them?

Translated documents are available on the district website within *Translations A-Z* on the ESL/DL Translations sites above.

2. What other forms are available in translation?

Translation Services coordinates the translation of district-wide and school-based documents related to Academic Performance, Health & Safety, Parental Rights, Attendance, Conduct, supplemental instructional programs, and other district policies and procedures. However, we do not translate instructional materials or assessment tools. Many district documents can be found on the same Translation Services website as noted above.

If you need additional items translated into Spanish or Russian* please contact the Bilingual Liaison assigned to your school. Check the Translation Services website above for your liaison's name and contact information.

If you need a home communication translated into a language other than Spanish or Russian, please complete the on-line form titled *Request an Interpreter/Translator* found on the Translations website. If there are further questions please contact Translation Services at 303-982-6644.

3. What do I do if I can't communicate with a family because they don't speak English?

If the family speaks Spanish, Russian or Ukrainian, please contact the Bilingual Liaison assigned to your school. If the family speaks a language other than Spanish or Russian please fill out the *Request an Interpreter/Translator* form on the Translations website with specific times and dates needed. Immediate needs can be addressed by calling Translation Services at 303-982-6658. Contact your ESL Resource Teacher for help with problem solving any translation needs.

*If you have families that speak Ukrainian as their primary language, they will also typically read, speak, and understand Russian.

4. Who pays for interpreters and written translations?

Spanish and Russian -speaking liaisons are full-time district-employed staff.

For all other languages, interpreters are available based on request and availability from outside agencies. In most cases, oral interpretations are paid for by ESL/DL Programs.

5. What other resources could we use if the district can not provide us with interpreters?

Schools are encouraged to develop a resource bank of students and teachers who are bilingual and can assist with non-English speaking students and parents with non-confidential or controversial information. Other options may be to find bilingual community members and/or foreign exchange students at the local colleges and universities. Confidential and/or controversial information should be handled through district liaisons whenever possible rather than through students or teachers.