




# BALTIMORE CITY PUBLIC SCHOOLS

## 2021-2022 School Year: ESOL Teachers Professional Responsibilities and Compliance Training

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Chief Executive Officer, Baltimore City Public Schools



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## Attendance Link



Record your  
attendance  
using the link  
or the QR Code

# Working Agreements



Stay on mute



Raise your “hand” to talk



PPT will be available on Sharepoint



Use the chat box to respond to prompts and build on peer responses



Please be open to learning in new ways, from multiple perspectives

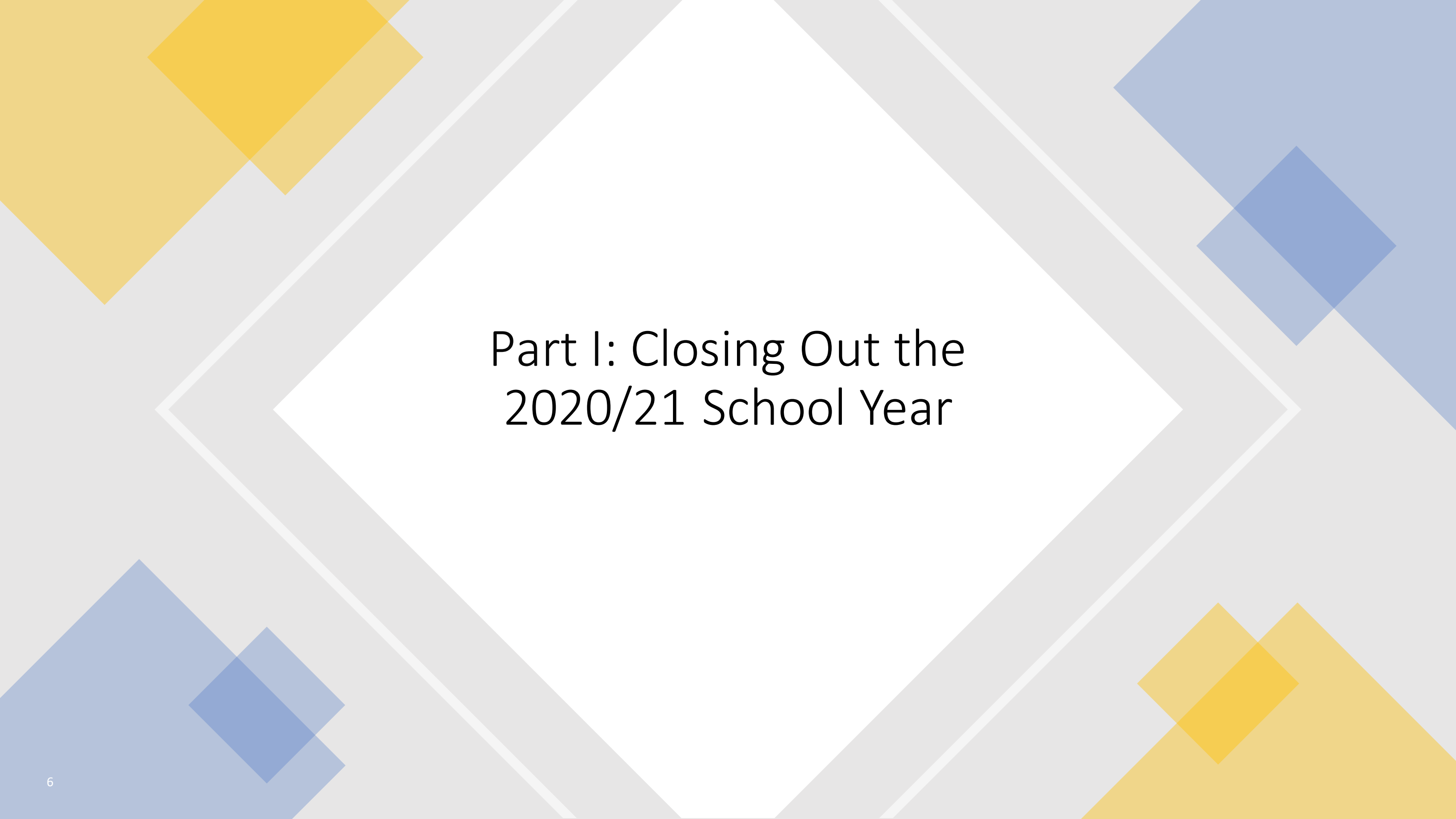


# Agenda

- Part I: Closing out the 2020/21 SY
- Part II: ESOL Service Eligibility Screening 21/22 SY
- Part III: Compliance Documentation and Professional Responsibilities
- Part IIII: Schedules for ESOL Teachers
- Part V: ESOL Teachers' Blackboard and SharePoint



# Welcoming Ritual



# Part I: Closing Out the 2020/21 School Year





# Part I: Closing Out the 2020/21 School Year

## Updating EL Plans

Create EL plans for any EL that does not have one.

Update EL plans with screener scores:

- WIDA Screener
- CGCS Screener
- HLS (For PK ELs identified by the Home Language Survey, write: **1 (HLS)** in the testing line)

Update EL plans with any missing ACCESS scores.

Update EL plans for the 20/21 SY by writing the comment "**Not tested—virtual learning**" if student did not take WIDA ACCESS.

Update EL Plans for any exited students.



# Part I: Closing Out the 2020/21 School Year

## Updating Compliance Paperwork

- ESOL EAs will be distributing digital folders with copies of the completed, digital compliance documents from the 20/21 SY. **Do not print directly from Infinite Campus.**
- Each document will be in an individual digital folder by item type.
- ESOL teams and ESOL teachers should print and file these documents in the physical EL plans.
- Some schools may receive a limited number of documents by interoffice mail.



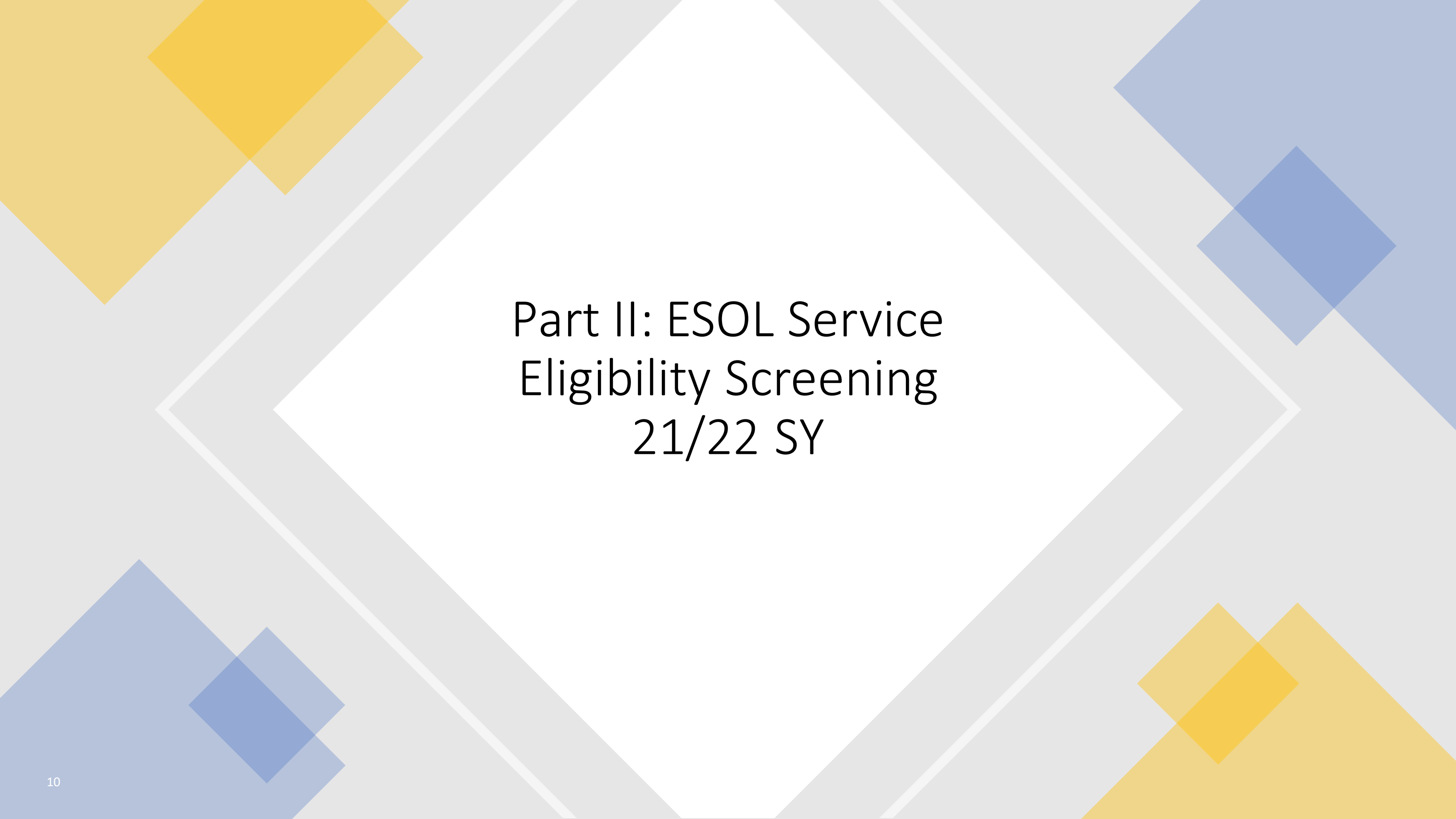
# Part I: Closing Out the 2020/21 School Year

## Updating Compliance Paperwork

The following documents from the SY 20/21 will be distributed by the ESOL office in digital files and must be **printed and filed at your school**:

- Notification Eligibility Letters
- State Assessment Forms
- Instructional Support Forms
- Reclassified English Learner (REL) Support Forms
- Refusal Forms
- SY 19/20 Exit Letters
- L1 Literacy Assessment \*
- October Work Sample \*

\*These documents will only be sent in digital folders if they were uploaded to 'Person Documents' using the correct naming conventions.





# Part II: ESOL Service Eligibility Screening 21/22 SY


## Part II: ESOL Service Eligibility Screening 21/22 SY


1. When a new student registers, the parents complete a Home Language Survey (HLS). The secretary enters the student's information, including home language, into Infinite Campus (IC).
2. Students who have a home language other than English will appear in the Student Primary Language Not English report for you to access on IC.
3. Determine if student should be screened for ESOL services.

# Student Primary Language Not English Report on Infinite Campus




Year 21-22 

School 0004 Steuart Hill Academic Academy 

Calendar 21-22 0004 Steuart Hill Academ 

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Search 

Search Campus Tools

Natalie LaBarr

IC Extensions

Virtual Learning Dashboard

BCPS Custom Reports

▸ Student Information

▸ Census

▸ Ad Hoc Reporting

Account Settings

Access Log

District Announcements

• [ 08/09/2021 ]

Summer Graduation Validation

High school principals, with seniors on track to graduate in August, should work with their teams to complete the [key activities](#) by Monday, in Infinite Campus to ensure that the Graduation Validation team reviews each student. For questions, please email Michelle Talley in the

• [ 08/02/2021 ]

Summer School Enrollment and Scheduling Training

If you have any questions on access and acronyms of the different programs, please reach out to Sarah McConnell.

[Video for District Sponsored Site Training](#)

[Video for School Sponsored Site Training](#)

[Summer Learning PD Recorded Trainings](#)



[Enrollment Training Resources](#)

[Attendance Document Link](#)

School Announcements

No school announcements at this time.

Process Alerts

<input type="checkbox"/>			Process	Name	Posted Date	Due Date
No Process Alerts items at this time.						

Year 

School 

Calendar 

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Search



## Students With Home Primary Language Not English Report

List of students active in the current school year whose home primary language is not English.

Search Campus Tools

### ▼ BCPS Custom Reports

CEO Dashboard Cloud DW

▶ Archive Dashboards

▶ ILT Dashboards

▶ Attendance

▶ Enrollment

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▶ Scheduling

▼ Student

Immunization Non Compliance Letter

Student Label

Campus Portal Activation Letter

▼ EL

### Student Primary Language Not English

Exited EL Students with WIDA Assessment Data

Active PreK EL Students with PreLAS Assessment Dat

EL Students with Accommodation Data

Active EL Students with WIDA Assessment Data

Initial FEP Report

Note: Fields marked with an asterisk (\*) are Required

School: 

0007 Cecil Elementary

0008 City Springs Elem/Middle

0010 James McHenry Elem/Middle

0011 Eutaw-Marshburn Elementary

0012 Lakeland Elementary/Middle

0013 Tench Tilghman Elem/Middle

\*Report Format: ☒ Excel

Generate Report



## Part II: ESOL Service Eligibility Screening 21/22 SY

- Students that are enrolled in school on the first day of school must be tested within **30 calendar days** from the start of the school year.
- Students that enroll after the school year has already started must be tested within **14 calendar days** of their enrollment date.



## Part II: ESOL Service Eligibility Screening 21/22 SY

# ESOL Service Eligibility Assessments

**WIDA Screener:** 1st grade second semester – 12th grade

**Kindergarten W-APT:** Kindergarten and 1st grade first semester

**Prekindergarten:** PreLas

## Part II: ESOL Service Eligibility Screening 21/22 SY

If eligible for ESOL Services...	If Fully English Proficient (FEP)...
<ul style="list-style-type: none"><li>• <u>Grades 1-12</u>: Print and file score report from Wida.wisc.edu which will include proficiency levels.</li><li>• <u>Kindergarten</u>: Use the guidelines posted in the Assessments tab (W-APT) on Blackboard to determine PLs and file the K WAPT Summary Score Sheet.</li><li>• <u>Prekindergarten</u>: Make a copy of the front of the PreLAS assessment, which is the PreLAS score sheet and file.</li></ul>	<ul style="list-style-type: none"><li>• Send home English Language Assessment Results (FEP letter) in both English and the Home Language.</li></ul>

For all grade levels, screener assessment scores and testing date information must be entered into Infinite Campus.



# Part III: Compliance Documentation and Beginning of Year Professional Responsibilities 2021-22

# Part III: Compliance Documentation and Beginning of Year Professional Responsibilities 2021-22

For returning teachers: we will be going back to the same protocol used prior to virtual learning.

EL Plan (all paper notifications)	Infinite Campus
<p>Each EL Plan must have the following:</p> <ul style="list-style-type: none"><li>➤ Notification of Placement Letter</li><li>➤ State Assessment Accommodation Form (Grades 3rd-12th)</li><li>➤ EL Support Form</li><li>➤ October Student Work Sample</li><li>➤ Annual ESOL Score Report</li><li>➤ L1 Literacy Sample (9 years or older when originally placed in ESOL)</li><li>➤ Refusal Letter (If applicable)</li></ul> <p>Note: The purpose of the EL plan is to hold MSDE required documents <i>only</i>. Do not put extra student work samples or tests in it.</p>	<p>Updates to EL Program Participation Tab:</p> <ul style="list-style-type: none"><li>➤ EL Tab</li><li>➤ EL Services Tab</li><li>➤ EL Accommodations (Grades 3rd-12th)</li><li>➤ EL K-WAPT, EL PreK LAS, EL WIDA Screener Tab (if student is new and qualifies for a diagnostic test)</li></ul>



## EL Plan (all paper notifications)

Each EL Plan must have the following:

- Notification of Placement Letter
- State Assessment Accommodation Form (Grades 3rd-12th)
- EL Support Form
- October Student Work Sample
- ESOL Score Report
- L1 Literacy Sample (9 years or older when originally placed in ESOL)
- Refusal Letter (If applicable)

Note: The purpose of the EL plan is to hold MSDE required documents *only*. Do not put extra student work samples or tests in it.

Helpful guidance document to use when completing these tasks is the [Instructions for Completing EL Plans](#) found in Blackboard

# EL Plan – Notification of Placement Letters

What is it?	Where do I find it?
Annual letter sent home to notify parents/guardians that students are either being initially identified in the ESOL Program or have continuing placement in the program.	Notification of Placement Letters can be found in Blackboard > Teaching and Learning > ESOL > ESOL Handbook > ESOL Compliance Documents > <a href="#">Notification of Placement in English for Speakers of Other Languages (ESOL) Program</a>

**NOTIFICATION OF PLACEMENT IN  
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAM**

Date: _____		<input type="checkbox"/> Initial Placement <input type="checkbox"/> Continuing Placement	
Last Name	First Name	M.I.	Student ID
School		Grade	

- ☐ Choose Initial Placement for students who are newly enrolling in the ESOL Program.
- ☐ Choose Continuing Placement if the student is a continuing EL from previous years.

# EL Plan – Notification of Placement Letters

Dear Parent/Legal Guardian:

We are pleased to inform you that your child is eligible to receive instruction in our ESOL program for the \_\_\_\_\_ school year. Students are identified as needing services based upon your response to Maryland's Home Language Survey and a test of English proficiency.

Overall English Proficiency Level						
Initiating A1	Exploring A2	Engaging A3	Entering 1	Emerging 2	Developing 3	Expanding 4

Check corresponding box for overall proficiency level on most recent ACCESS score or placement test.



# EL Plan – Notification of Placement Letters

Two most likely choices for methods of instruction are:


- ☐ EL-specific English-only Instruction (pull-out support/stand-alone ESOL classes)
- ☐ Mixed Classes with English-only Support (co-teaching/push-in support)

**The method of instruction used in your child's ESOL program will be as indicated below:**

- ☐ **EL Bilingual:** Students gain proficiency in both their native language and English with some instruction in the student's native language.
- ☐ **Mixed Bilingual:** Equal focus is given to English and a partner language, including content instruction in the partner language in the ELs' and non-ELs' class.
- ☐ **EL-specific Transitional Instruction:** Student's native language is used to support English proficiency acquisition but proficiency in a student's native language is not a program goal in the EL only class.
- ☐ **Mixed Classes with Native Language Support:** Student's native language is used to support English proficiency acquisition, but most instruction is provided in English in the ELs' and non-ELs' class.
- ☐ **EL-specific English-only Instruction:** English language skills and content are the focus of instruction in the EL only class.
- ☐ **Mixed Classes with English-only Support:** English language skills and content are the focus of instruction in the ELs' and non-ELs' class.

# EL Plan – Notification of Placement Letters

- The form is needed in both English and their home language, if available. Several translations are available.
- A **parent signature** is REQUIRED.
- If the form is not signed, document that you made two attempts to obtain the parent's signature on the form (write the attempt dates on the form).
- File the original in the EL plan with a parent signature and always place an English version of the letter in the EL plan for school staff to read.




Please indicate your decision below regarding your child's ESOL placement:

☒ Yes, I want my child to participate in the ESOL program for the 2018-2019 school year.  
I understand that my child will be tested annually with the English language proficiency assessment to measure progress in learning and attainment of English.


☐ No, I do not want my child to participate in the ESOL program for the 2018-2019 school year.  
I understand that my child will be tested annually with the English language proficiency assessment to measure progress in learning and attainment of English even if I have refused ESOL services for my child. My child will remain an English learner until the state exit criteria is met. Please note that with your permission, you and your child may be eligible for additional services under Title III such as after school tutoring and summer intensive English programs, parent outreach programs, and the services of an interpreter for parent-teacher conferences.

**Exit Criteria**  
English learners will no longer be eligible for ESOL services when they meet the state exit criteria on the annual English language proficiency assessment.


Respectfully,

 ESOL Teacher  
Name Title Phone Number


For more information about the programs of instruction or assistance in selecting a program contact:

 ESOL Teacher  
Name Title Phone Number

Please ensure you indicated your decision regarding your child's ESOL placement above and sign your name below to confirm.

 Parent/Guardian Signature Date 06/05/18

Return this document to:

 ESOL Teacher May 2018  
Name Title Date

Attempt #1: 5/25/2018  
Attempt #2: 5/27/2018  
Attempt #3: 5/30/2018




# EL Plan – State Assessment Accommodation Form

What is it?	Where do I find it?
Annual accommodation form completed for students in 3rd-12th grade. This should be sent home to parents/guardians for a signature, as well as shared with appropriate school staff (administration, STCs, teachers).	State Assessment Accommodations can be found in Blackboard > Teaching and Learning > ESOL > ESOL Handbook > ESOL Compliance Documents > State (MSDE) Assessment Accommodation Form

- Exemption/Math Exclusion – only if FIRST year in US schools
- Enrollment date – Usually BCPSS, unless they are a transfer and you know they attended another US school. Put that date if known, if not put BCPSS entry date and indicate it's BCPSS entry date, but student is not exempt.

### State Assessment Accommodation Form for a Student Who Is an English Learner (EL)

Use this form or other accommodation documentation to document decisions regarding accommodations for each English learner for State assessments. Available accommodations are listed in the *Maryland Accessibility Features and Accommodations Policy Manual*. This form or other accommodation documentation should be completed and updated annually within 45 days of the start of the school year or the student's date of enrollment. Accommodation decisions for English learners with disabilities should be documented on the student's IEP or 504 plan.



Student Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Grade: \_\_\_\_\_ Local Student ID: \_\_\_\_\_

School: \_\_\_\_\_ Local School System: \_\_\_\_\_

Entry Date: \_\_\_\_\_ (Date first enrolled in U.S. school system)

Are accommodations recommended for this EL? Yes ☐ No ☐ (If yes, please list in the box below.)

English Language Arts/Literacy exemption: Yes ☐ No ☐ Math scores to be excluded: Yes ☐ No ☐

# EL Plan – State Assessment Accommodation Form

State assessment accommodation(s) for the student recommended by the following members of the English learner committee (Check where appropriate):

ESOL Teacher \_\_\_\_\_ Classroom Teacher \_\_\_\_\_ Reading Specialist \_\_\_\_\_ ESOL Contact Personnel \_\_\_\_\_

Other (Please describe) \_\_\_\_\_

Committee Chair's Signature \_\_\_\_\_ Name printed \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Name printed \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Name printed \_\_\_\_\_ Date \_\_\_\_\_

- Check who you consulted with
- ESOL Teacher signs for Committee Chair
- School's principal should sign for administrator
- At least two documented attempts for Parent/Guardian's signature must be made
- Enter accommodations into Infinite Campus
- This must be completed within 45 days of the start of the school year

Directions: Please indicate below the specific accommodation(s) that will be provided to the English learner on State assessments.

Accommodation(s)	Comments
7a: Extended Time	<input type="checkbox"/> Yes <input type="checkbox"/> No
7b: Word-to-Word Dictionary (English/Native Language)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7c: Mathematics and Science Response Speech-to-Text 7d: Mathematics and Science Response Human Scribe	<input type="checkbox"/> Yes <input type="checkbox"/> No
7e: General Administration Directions Read Aloud and Repeated in Student's Native Language (by test administrator)	Verify that test administrator is qualified to provide this accommodation. Initials _____
7f: General Administration Directions Clarified as Needed in Student's Native Language (by test administrator)	Verify that test administrator is qualified to provide this accommodation. Initials _____
7g: Online <u>Transadaptation</u> of the Mathematics Assessment in Spanish	Student in country less than 3 years <input type="checkbox"/> Yes
7h: Paper-Based Edition of the Mathematics Assessment in Spanish	Student in country less than 3 years <input type="checkbox"/> Yes
7i: Large Print Edition of the Mathematics Assessment in Spanish	Student in country less than 3 years <input type="checkbox"/> Yes
7j: Text-to-Speech for the Mathematics Assessments in Spanish 7k: Human Reader for the Mathematics Assessments in Spanish	Student in country less than 3 years <input type="checkbox"/> Yes



# EL Plan – EL Support Form

## What is it?

Annual support form completed for all students. There's one form for 1st-12th and one form for PK-K. The purpose of this form is to document and share what instructional supports should be implemented by **all** teachers who teach the student. General educators should sign and receive a copy of the form to use while planning instruction.

## Where do I find it?

EL Support Forms can be found in Blackboard > Teaching and Learning > ESOL > ESOL Handbook > ESOL Compliance Documents > [EL Support Forms \(ELs and RELs\)](#)

**Supports to Scaffold Instruction for English Learners (ELs)** Grades 1-12  
Active and Refused (Waived) ELs. This form should be completed within 45 days from start of school year or student date of enrollment.

Federal guidelines mandate that all students, including ELs, have "equal access" to general education curricula; therefore, differentiation may be required, depending on the individual needs of the student.

Student: \_\_\_\_\_ ID: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last Name First Name

School: \_\_\_\_\_ Home Language: \_\_\_\_\_ U.S. Schools Entry \_\_\_\_\_

ACCESS for ELs 2.0 assessment \_\_\_\_\_ or WIDA Screener \_\_\_\_\_ Date administered \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ACCESS/WIDA Screener scores: Listening \_\_\_\_\_ Speaking \_\_\_\_\_ Reading \_\_\_\_\_ Writing \_\_\_\_\_ Oral \_\_\_\_\_ Literacy \_\_\_\_\_ Overall \_\_\_\_\_

Other current academic assessment data, if available. Example: PARCC, i-Ready, ANet, Amplify (level and score):  
Reading \_\_\_\_\_ Math \_\_\_\_\_ Other \_\_\_\_\_

Suggested support options for proficiency level 1.0-2.5	Suggested support options for proficiency level 2.5-3.0
<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Extended time (assignments, assessments)	<input type="checkbox"/> Extended time (assignments, assessments)
<input type="checkbox"/> Use of published word-to-word bilingual dictionary	<input type="checkbox"/> Use of published word-to-word bilingual dictionary
<input type="checkbox"/> Repeated readings of passage/text by student	<input type="checkbox"/> Repeated readings of passage/text by student
<input type="checkbox"/> Leveled text	<input type="checkbox"/> Leveled text
<input type="checkbox"/> Selected portion of grade-level text or task	<input type="checkbox"/> Selected portion of grade-level text or task
<input type="checkbox"/> Read aloud selected parts of the passage/text	<input type="checkbox"/> Read aloud selected parts of the passage/text
<input type="checkbox"/> Read aloud entire passage/text	<input type="checkbox"/> Read aloud entire passage/text

ESOL teacher \_\_\_\_\_

General educator \_\_\_\_\_

Other educator \_\_\_\_\_

☐ Sent home to parent/guardian Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

- **EL Support Forms are also mandatory for Reclassified English Learners (RELs) for two years after they have exited ESOL services.** RELs are students who have exited from the program but still need to be monitored and given appropriate supports for **two years** after they have exited the program. The list of RELs at your school can be found on IC.
- This must be completed within **45 days** of the start of the school year.

# EL Plan – October Work Sample

## What is it?

The October Work Sample is an annual work sample that is required for all English Learners to serve as proof of service for Title III Funding.

## Where do I find it?

It is a piece of student produced work that ESOL Teachers should file in each student's EL Plan.

### Work samples should have:

- Student name
- A date in October (or if student enrolled after October 31st, as close to enrollment date as possible)
- A grade (checkmark, rubric score, percentage, etc.)
- Teacher name
- Show work that is age and proficiency level appropriate (picture prompt, journal entry, etc)

Name: Christopher [redacted] Date: 10/25/18

	
fin The a fin be shark fin. (3) (101)	Kid The kid can play (81)
The shark has a fin.	

Mrs. [redacted]

# EL Plan – L1 Literacy Sample

## What is it?

The first language literacy sample is required for all students 9 years or older when they first enroll. It is only to be completed and filed in the EL Plan one time upon initial enrollment. Optional prompts are available in Blackboard.

## Where do I find it?

L1 Literacy Prompts can be found in Blackboard > Teaching and Learning > ESOL > ESOL Handbook > ESOL Compliance Documents > [L1 Writing Sample Prompts](#)

### L1 Language Fluency Writing Assessment - Spanish

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*This assessment is for any student who is entering at 9 years or older. Please use this assessment to determine home language literacy.*



Mire ese dibujo. Piense de una historia que lo corresponda. Escriba una descripción de lo que ve en el dibujo. Escriba su historia.

Escriba lo mas posible, utilizando que sabe en su idioma, español.

Look at this drawing. Think about a story that would match it. Describe everything you see in the picture.

Write your story below. Write as much as you can, using what you know in your language.

Escriba aquí:



# EL Plan – Refusal Letter

What is it?	Where do I find it?
Refusal Letters are used only if a parent/guardian has decided to refuse services through the ESOL Program. Please see contact your Educational Associate if a parent has communicated this.	L1 Literacy Prompts can be found in Blackboard > Teaching and Learning > ESOL > ESOL Handbook > ESOL Compliance Documents > <a href="#">Waiver/Refusal of English as a Second Language/Bilingual Program</a>

- If a parent checks the Notification of Placement Letter requesting that his/her child NOT receive ESOL services, then contact your Educational Associate.
- The parent MUST check no and sign the Notification of Placement Letter if refusing service. The parent/guardian must also sign the **Refusal of Placement in ESOL Program Letter** located on Blackboard.
- Explain to parents that refused students are still required to take the annual ELP assessment (WIDA ACCESS).
- Report refusal date by entering the date into Infinite Campus. It must also be recorded on the front of the EL plan.
- Update the EL Service Tab. Refused students must have a service model of NSP (No Support Provided) in Infinite Campus.
- The refusal letter must be placed in the EL plan along with the Notification of Placement Letter. Leave the refusal letter in the file even if the parents change their mind and enter service.

## Infinite Campus

Check Active Students Report

Updates to EL Module Program Participation Tab:

- EL Tab
- EL Services Tab
- EL Accommodations (Grades 3rd-12th)
- EL K-WAPT, EL PreK LAS, EL WIDA Screener Tab (if student is new and qualifies for entry test)

Helpful guidance document to use when completing these tasks is the [Infinite Campus EL Module Directions](#) found in Blackboard

# Active EL Students with WIDA Assessment Data

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Immunization Non Compliance Letter

Student Label

Campus Portal Activation Letter

▼ EL

Student Primary Language Not English

Exited EL Students with WIDA Assessment Data

Active PreK EL Students with PreLAS Assessment Dat

EL Students with Accommodation Data

Active EL Students with WIDA Assessment Data

Initial FEP Report

Active EL Students with SpEd Indicator Report

Active LEP Students with WIDA Assessment Data Report

Display a list of active LEP students with their WIDA Assessment Data report is based on the school you logged in.

Note: Fields marked with an asterisk (\*) are Required

School:

0004 Steuart Hill Academic Academy

0007 Cecil Elementary

0008 City Springs Elem/Middle

0010 James McHenry Elem/Middle

0011 Eutaw-Marshburn Elementary

0012 Lakeland Elementary/Middle

0013 Tench Tilghman Elem/Middle

\*Report Format: ☒ Excel

Generate Report

Use this report to see all active ELs at your school. It can be used to check for updates needed (ESOL teacher assigned, transfer students from within Baltimore City, etc.) It should also be used to confirm rosters/roll calls for ESOL Teachers' schedules.

# Infinite Campus – EL Tab

## What is it?

The EL Tab shows a snapshot of the student's EL Record, Census Information, and other relevant data.


## Where do I find it?


Infinite Campus

1. Change “Instruction” to “Campus Tools”
2. Search by Student Last Name or use Advanced Search
3. On the left change to “Index” and then click “Student Information”
4. Click “Program Participation”
5. Click “English Learners (EL)”


**Active EL Record**

**\*Program Status**


**Identified Date**  

**Expected Exit Date**  

**Program Exit Date**

**Parent Notified**  

**Parent Declined** ☐

**Parent Declined Date**  

**Interrupted Schooling** ☐

**Comments**



When enrolling a new student into the ESOL program, the ESOL Teacher is responsible for the following:

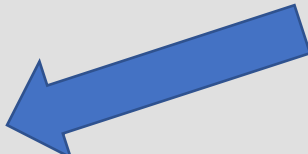
- Program Status
- Identified Date (date of entry test)
- Parent Notified Date (date Notification of Placement Letter was sent)
- Parent Declined is only used when services are refused
- Interrupted Schooling should be checked if the student missed 6 months or more prior to enrolling



# Infinite Campus – EL Tab

**District Defined Elements**

ESOL Initial FEP Date <input type="text"/> 	ESOL Not Tested Date <input type="text"/> 
Newcomer Program <input type="checkbox"/>	
ESOL Teacher Assigned <input type="text"/>	
Reading Exemption <input type="checkbox"/>	Math Exclusion <input type="checkbox"/>
Unaccompanied Minor <input type="checkbox"/>	Refugee <input type="checkbox"/>



- The ESOL Teacher Assigned field should be updated annually if a student has a new ESOL Teacher
- Other boxes should be checked or unchecked when applicable (unaccompanied minor, reading and math exemptions when 3rd grade and above and in the country less than a year, etc.)

# Infinite Campus – EL Services Tab

What is it?	Where do I find it?
The EL Services Tab is required by ESOL Teachers to show the type of instructional services being provided to the student.	<ol style="list-style-type: none"><li>1. Change “Instruction” to “Campus Tools”</li><li>2. Search by Student Last Name or use Advanced Search</li><li>3. On the left change to “Index” and then click “Student Information”</li><li>4. Click “Program Participation”</li><li>5. Click “English Learners (EL)”</li><li>6. Choose EL Services</li></ol>

EL

EL Assessments

EL Services

EL Accommodations

EL K WAPT

+ New

Save

Delete

EL Services Detail

\*Start Date

End Date

\*Service Type

☐ Parent Refused Services

Date Refused:

Comments

**All English Learners must have a service type selected with a start date. If the same service type is being used again there is no need make changes, as it will continue until an end date is selected.**

- EEO: EL- Specific English-only Instruction (Pull-out service focused on language-specific instruction primarily for newcomers and secondary students in a standalone ESOL class)
- MEO: Mixed classes with English-only Support (Push-in, co-teaching, or small group instruction that occur during or are aligned to grade level content)
- EBL: EL Bilingual (All ELs have same first language)
- ETI: EL-Specific Transitional Bilingual (ELs only)
- MBL: Mixed Bilingual (ELs and Non-ELs in the same classroom)
- NSP: No Support Provided (Parent refuses service)



# Infinite Campus – EL Accommodations

## What is it?

The EL Services Tab is required by ESOL Teachers to show the type of instructional services being provided to the student.

## Where do I find it?

1. Change “Instruction” to “Campus Tools”
2. Search by Student Last Name or use Advanced Search
3. On the left change to “Index” and then click “Student Information”
4. Click “Program Participation”
5. Click “English Learners (EL)”
6. Choose EL Accommodations

The screenshot shows the 'EL Accommodations' tab in the Infinite Campus system. At the top, there are navigation tabs: 'EL', 'EL Assessments', 'EL Services', 'EL Accommodations' (which is selected), 'EL K WAPT', and 'EL Pr'. Below these tabs are three buttons: 'New' (with a plus icon), 'Save' (with a floppy disk icon), and 'Delete' (with a trash can icon). The main form area is titled 'EL Accommodations Detail'. It contains several fields: '\*Start Date' with a calendar icon, 'End Date' with a calendar icon, '\*Accommodation Type' with a dropdown menu, and 'Comments' with a text area. The form is set against a light gray background.

- This is completed for students in **3rd-12th Grade**
- These are the same accommodation choices found on the State Assessment Accommodation Form
- The form and Infinite Campus tab should match

# Infinite Campus – EL K WAPT

## What is it?

The EL K WAPT tab is used upon entry into the ESOL Program when a student is given the Kindergarten entry test (Kindergarten and 1st Grade 1st semester).

## Where do I find it?

1. Change “Instruction” to “Campus Tools”
  2. Search by Student Last Name or use Advanced Search
  3. On the left change to “Index” and then click “Student Information”
- Click “Program Participation”  
Click “English Learners (EL)”  
Choose EL K WAPT

EL EL Assessments EL Services EL Accommodations **EL K WAPT** EL PreK LAS

Save New Status Delete

EL K WAPT

\*Status Date 08/12/2021 Status Time 08:44 AM

\*Date

Reading Scale Score

Reading Proficiency Level

Writing Scale Score

Writing Proficiency Level

Oral Language Scale Score

Oral Language Proficiency Level

Overall (Composite) Scale Score

Overall (Composite) Proficiency Level

- Must include the date the test was given and the Overall Proficiency Level
- The conversion chart for the proficiency levels for K-WAPT can be found on Blackboard

# Infinite Campus – EL PreK LAS

## What is it?

The EL PreK LAS tab is used upon entry into the ESOL Program when a student is given the PreK LAS entry test (Prekindergarten).

## Where do I find it?

1. Change “Instruction” to “Campus Tools”
2. Search by Student Last Name or use Advanced Search
3. On the left change to “Index” and then click “Student Information”

Click “Program Participation”

Click “English Learners (EL)”

Choose EL PreK LAS

- Must include the date the test was given and the Level
- Test Form and Oral Score should also be completed

EL EL Assessments EL Services EL Accommodations EL K WAPT EL PreK LAS

Save New Status Delete

EL PreK LAS

\*Status Date 08/12/2021 Status Time 08:43 AM

Test Form

Level

\*Date

Oral Score

# Infinite Campus – EL WIDA Screener

## What is it?

The EL WIDA Screener tab is used upon entry into the ESOL Program when a student is given the WIDA Screener test (1st Grade 2nd semester – 12th Grade).

## Where do I find it?

1. Change “Instruction” to “Campus Tools”
2. Search by Student Last Name or use Advanced Search
3. On the left change to “Index” and then click “Student Information”

Click “Program Participation”  
Click “English Learners (EL)”  
Choose EL Accommodations

EL EL Assessments EL Services EL Accommodations EL K WAPT EL PreK LAS EL WIDA Screener

Save

New Status

Delete

\*Status Date

08/12/2021



Status Time

08:42 AM

\*Date



Path



Listening Proficiency Level

Speaking Proficiency Level

Reading Proficiency Level

Writing Proficiency Level

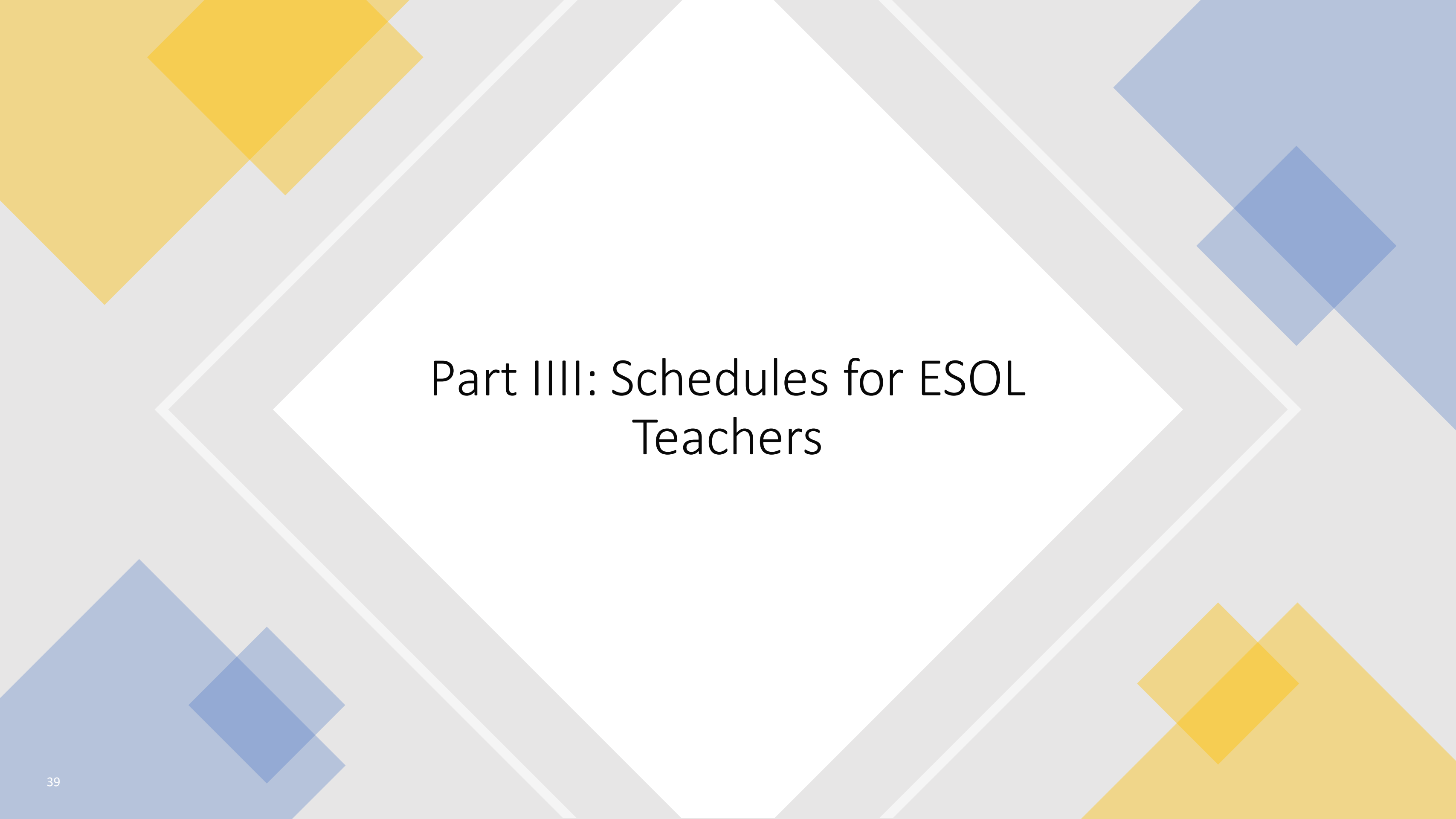
Oral Language Proficiency Level

Literacy Proficiency Level

Overall (Composite) Proficiency

- Must include the date the test was given and the Overall Proficiency Level
- Other domain levels and Path should be chosen depending on results of the screener





# Part III: Schedules for ESOL Teachers



# Schedules for ESOL Teachers

- Schedules will be unique to each teacher and school. ESOL Educational Associates will be available to provide assistance with creating schedules.
- ESOL teachers will continue to provide explicit language development instruction to ELs in the areas of reading, writing, listening, and speaking on a regular basis.
- Language instruction will be targeted for ELs at multiple English proficiency levels and scheduled in alignment with the **ESOL Instructional Matrix**.
- ELs in elementary and PK-8 schools may engage in co-taught classes and/or pull-out sessions with ESOL teachers. Secondary ELs will be scheduled for an ESOL course or a co-taught course.



# Schedules for ESOL Teachers

- ESOL teachers must use the Excel version of the ESOL teacher schedule template that is available on Blackboard under Teaching & Learning > ESOL > ESOL Handbook > ESOL Guidance Documents > ESOL Teacher Schedule Guidance and Templates.
- Schedules must be approved by both the ESOL Office (email your schedule to your Educational Associate) and your school administration.
- After approval, ESOL teachers' schedules must be uploaded to Blackboard under the course "ESOL Staff Schedules." If you are a new teacher and do not see this class, please email your Educational Associate so you can be added.

## ESOL Teacher Schedule 2020-21

Teacher: Example Teacher

School: Example School

Date Updated: 9.9.21

Time	Location	Instructional Model	Student Name	Oral PL	Literacy PL	Overall PL
9:00-10:00am	4th Grade Room # 1	Integrated Instruction: Co-Teaching ELA	Example Student Name	4	2.9	3.3
			Example Student Name	5.2	3.7	4.1
			Example Student Name	1	1	1
			Example Student Name	1	1	1
			Example Student Name	6	1.8	3
			Example Student Name	4.6	1.6	1.9
			Example Student Name	1.7	2.1	1.9
10:05-11:15	ESOL Classroom Room # 2	Integrated Instruction: Pull-Out Groups	Example Student Name	1.5	1.7	1.5
			Example Student Name	1.9	1.5	1.6
			Example Student Name	6	2	3.4
			Example Student Name	5	2.2	3.1
			Example Student Name	4.4	1.2	1.6
			Example Student Name	1.8	1.3	1.4
			Example Student Name	2.2	1	1.2
11:15-12:00	Lunch					





# Part V: ESOL

## Teachers' Blackboard and ESOL Teachers' SharePoint

ESOL teacher schedules  
are uploaded  
within Classes -> ESOL  
Staff Schedules

tal/execute/tabs/tabAction?tab\_tab\_group\_id=\_1\_1

My Drive - Google... ESOL Toolkit for Sta... ESOL School Visits... MODEL - Login

Other bookmarks Reading list

Natalie LaBarr 12

Classes

RECENTLY VISITED

[ESOL Staff Schedules](#)

[ESOL Teacher Professional Responsibilities](#)

[Cyber Awareness for Staff](#)

[COVID-19 Heath and Safety](#)

[Grade2ESOL \(not currently available\)](#)

MY OTHER CLASSES

[Baltimore City Public Schools - Ethics Training](#)

[City Schools Connect](#)

[City Schools Grading Policy](#)

[City Schools Online Performance Management System](#)

[City Schools Technology Organizations](#)

Links

Tools

Teaching & Learning

SLO

School Nursing Electronic Health Record

CONFLICT OF INTEREST

Grading and Reporting Policy

CYBER AWARENESS TRAINING

Equal Employment Opportunity Employee Training

EEO Managerial Training

CO<sub>2</sub> Monitor Training

STUDENT PASSWORD RESET

504 Compliance

Instructional

BMore me



ESOL Teacher's  
Blackboard is listed  
under Organizations ->  
BCPSS ESL

Professio

Classes

Organizations

RECENTLY VISITED

BCPSS ESL

City Schools Desk Reference

TEACHING and LEARNING

City Schools Data Link

Knowledge

Teacher Resources

Quick Li

ps

Schools  
Bb  
ning Site

Infinite  
CAMPUS

Teaching  
&  
Learning

SLO

School Nursing  
Electronic  
Health Record

CONFLICT  
of  
INTEREST

Data  
Link

PGS

Grading and  
Reporting  
Policy

CYBER  
AWARENESS  
TRAINING

Equal  
Employment  
Opportunity  
Employee Training

EEO  
Managerial  
Training

CO<sub>2</sub> Monitor  
Training

Maryland  
Online

STUDENT  
PASSWORD

504  
Compliance

BMore  
me

Links

# Part V: ESOL Teacher's Blackboard

The screenshot displays the BCPSS ESL Blackboard interface. At the top, a navigation bar includes links for Apps, Bookmarks, Mail, My Drive, ESOL Toolkit, ESOL School Visits, and MODEL Login. Below this, the main header shows 'BCPSS ESL' and 'ESOL Handbook'. The left sidebar contains a menu with categories: BCPSS ESL (including ESOL Toolkit, ESOL Handbook, Bilingual Staff Guidelines, Assessments, School Choice, and Tools), My Groups (including ESOL Teachers), Organization Management, Control Panel, Content Collection, and Organization Tools. The main content area is titled 'ESOL Handbook' and features two sections: 'City Schools Communications Templates and Resources' (with a link icon) and 'ESOL Guidance Documents' (with a folder icon). The 'ESOL Guidance Documents' section lists the following documents:

- ESOL Teacher Schedule Guidance and Templates
- ESOL Teacher's Professional Responsibilities Checklist
- End of Year ESOL Teacher Checklist
- Data Link Instructions with Screenshots
- City Schools Board Policy: Promotion and Retention in Grades K-12 (7/28/2021)
- Retention Guide for ELs
- City Schools Board Policy: Grading and Reporting (06/08/2021)
- Home Visit Guidance
- Home Visitation Form
- ESOL Stipend Guidance
- ESOL Stipend Form
- Employee Online Travel Mileage/Expense Guidelines

On the right side of the interface, a red-bordered box contains the text 'Can you find...' followed by a list of items that can be found in the system:

- ESOL Teacher's Professional Responsibilities Checklist
- Blank schedule templates and guidance
- Infinite Campus EL Module directions
- K-WAPT proficiency level score sheets
- Blank compliance documents



# ESOL Teachers SharePoint

SharePoint

Search in SharePoint

+ Create site + Create news post

## Following

- Digital Harbor/ESOL
- Home
- EL/Foundational Literacy
- HS ESOL Teachers 20/21
- Digital ESOL
- See all

## Recent

- ESOLLeadTeam
- SY2021 EL Summer Program
- Health
- ESOL Teachers**

## News from sites

### Computer Science

CS Monthly PD Workshop - Oct 28th!

Menges, Daniel  
10/27/2020

32524 views

### Supplemental Resources for Newcom...

Examples of Supplemental Materials at Different Grade...

Ruiz, Tina  
9/4/2020

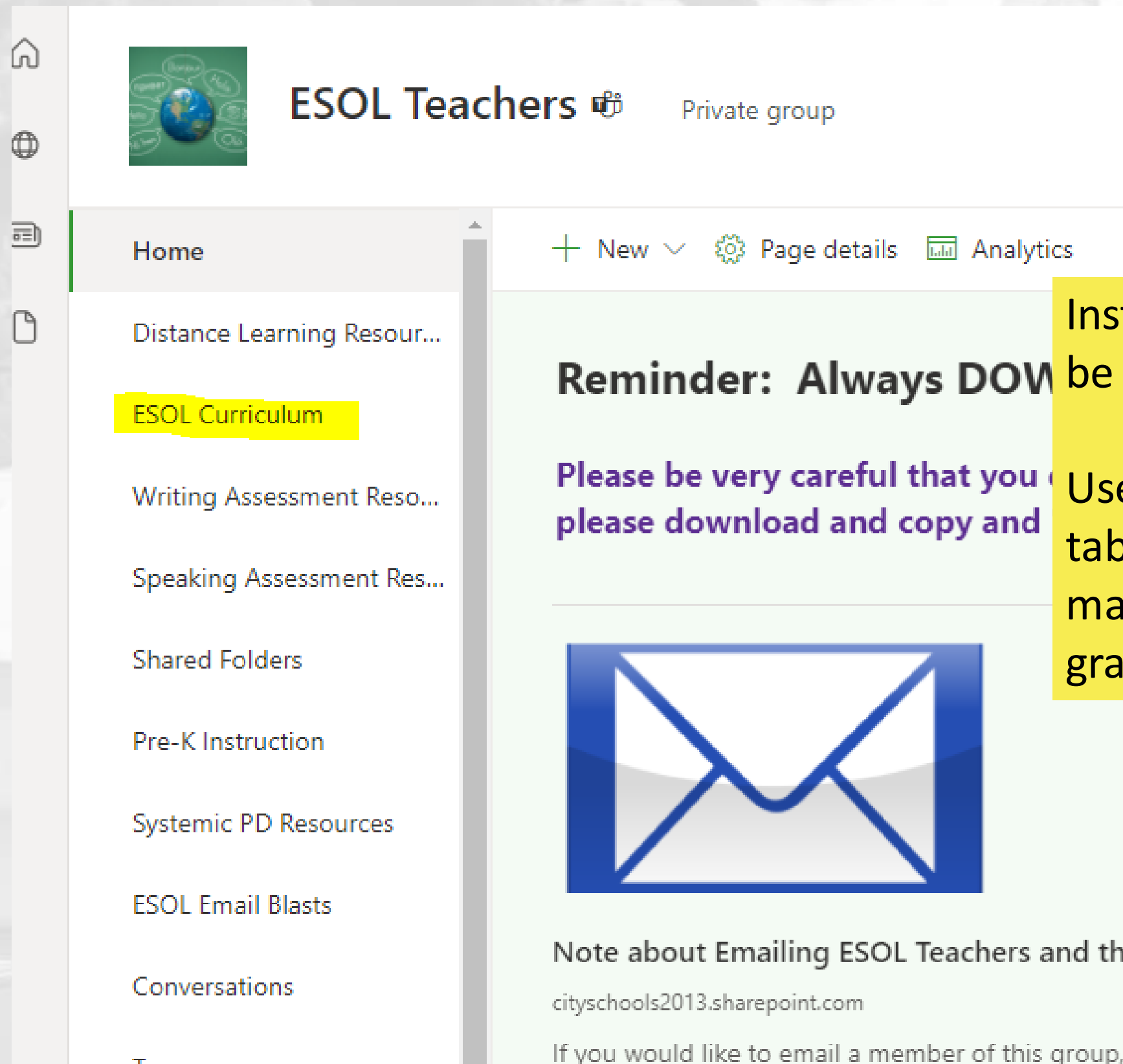
## Frequent sites

SY2021 EL Summer Program

ESOLLeadTeam

Please reach out to your EA if you haven't yet been added to the ESOL Teachers SharePoint page.

# ESOL Teachers SharePoint



The screenshot shows the SharePoint interface for the 'ESOL Teachers' private group. The left sidebar contains a navigation menu with the following items: Home, Distance Learning Resour..., ESOL Curriculum (highlighted in yellow), Writing Assessment Reso..., Speaking Assessment Res..., Shared Folders, Pre-K Instruction, Systemic PD Resources, ESOL Email Blasts, and Conversations. The main content area features a header with a globe icon, the group name 'ESOL Teachers', and the label 'Private group'. Below the header is a toolbar with '+ New', 'Page details', and 'Analytics'. A large green banner contains the text: 'Reminder: Always DOWNLOAD' followed by a purple text box that says 'Please be very careful that you please download and copy and'. Below the banner is a large blue envelope icon. At the bottom, a section titled 'Note about Emailing ESOL Teachers and the' is partially visible, with the URL 'cityschools2013.sharepoint.com' and the start of a sentence 'If you would like to email a member of this group,'.

ESOL Teachers Private group

Home

Distance Learning Resour...

ESOL Curriculum

Writing Assessment Reso...

Speaking Assessment Res...

Shared Folders

Pre-K Instruction

Systemic PD Resources

ESOL Email Blasts

Conversations

+ New Page details Analytics

**Reminder: Always DOWNLOAD**

Please be very careful that you please download and copy and

Note about Emailing ESOL Teachers and the  
cityschools2013.sharepoint.com

If you would like to email a member of this group,

Instructional resources can be found in SharePoint.

Use the ESOL Curriculum tab to find curriculum materials available for all grade levels.

# ESOL Teachers SharePoint

SharePoint

ESOL Teachers Private group

Home

Distance Learning Resources

**ESOL Curriculum**

Shared with us

Writing Assessment Resources

Speaking Assessment Resources

Shared Folders

Pre-K Instruction

Systemic PD Resources

ESOL Email Blasts

Conversations

**ESOL Curriculum**

Name	Modified
00 Pre-Kindergarten ESOL	June 16
0Grades K-8 ESOL (Wit and Wisdom Aligned)	June 16
0Middle School ESOL	June 16
High School ESOL	May 13
cityschools2013.sharepoint.com.url	October 18, 2018

## Compliance Documentation and Beginning of Year Professional Responsibilities Checklist

Compliance Component	Due Date
<input type="checkbox"/> Placement/Eligibility Testing for Newly Enrolled Students	This must be completed within 30 days of the start of the year. For students who enroll after the start of the year, it must be completed within 14 days of enrollment.
<input type="checkbox"/> Notification of Placement Letter	30 days from start of the year/14 days for students who enroll after the start of the year
<input type="checkbox"/> State Assessment Accommodations Form	45 days from enrollment
<input type="checkbox"/> EL Support Form	30 days from start of the year/14 days for students who enroll after the start of the year
<input type="checkbox"/> L1 Literacy Sample	30 days from start of the year/14 days for students who enroll after the start of the year
<input type="checkbox"/> October Work Sample	Should be completed before October 31st
<input type="checkbox"/> Updates to EL Plan (blue folder) for SY 21-22	30 days from start of the year/14 days for students who enroll after the start of the year
<input type="checkbox"/> Updates to Infinite Campus	30 days from start of the year/14 days for students who enroll after the start of the year
<input type="checkbox"/> Closing out SY 20-21 Compliance Documentation	30 days from start of the year
<input type="checkbox"/> ESOL Teacher Schedule	Draft submitted to EA by Sept. 15th



## Attendance Link Exit Ticket



- Record your attendance using [the link](#) or the QR Code
- Complete the [exit ticket](#)



# Q&A/ Closing/Exit Ticket