

Bilingual Education Consortium Guidebook

Macomb Intermediate School District



**44001 Garfield Rd.
Clinton Township, MI 48038**

We provide services in these languages: Albanian, Arabic, Aramanian,
Bosnian, Bulgarian, Bengali, Chaldean, Chinese, Croatioan,
Farsi, French, Filipino, German, Hmong, Italian,
Lao, Macedonian, Polish, Russian, Serbian,
Spanish, Thai, Vietnamese, Persian, Pashto,
Urdu, Hindi

Bilingual Education/Title III Consultant
Suchiraphon McKeithen-Polish
(586) 228-3481



The Definition and Purpose of Bilingual/ESL Education in the Macomb Intermediate School District Program (MISD)

Bilingual education is generally defined as the use of two languages, one of which is English and the other, the native language of the child, to educate the child to his maximum potential. Bilingual Education provides an organized program and includes multicultural education -- the study of the history and culture associated with the native languages of the student population. This assistance may be accomplished by providing resources and ESL instructional strategies/methods for the mainstream teacher. Such methods will assist English Language Learners to learn English as quickly as possible so they will have an equal opportunity in a mainstream English classroom.

The purposes of the MISD Bilingual/ESL Education Program are two-fold. *First, we provide limited English-proficient pupils with access to instruction in learning English-as-a-Second Language (ESL) as quickly as possible in tutorial sessions using the student's native language when necessary for explanation. In addition, the Consultant Services Bilingual Department will be implementing a new program component.* The component will be implemented within the existing bilingual program to provide more assistance to those students who have newly arrived from other countries. Another addition is the Sheltered Resource Center. The center will provide more student contact time and assistance where students may come and seek additional help as needed.

Studies suggest that the rejection of the student's heritage and language may have a detrimental effect on his/her self-concept. The consequences of a low self-concept among students of limited English-proficient ability historically have been poor academic performance and high drop-out rates. Bilingual education attempts to enhance the self-concept of limited English proficient students by providing an environment that respects their language. The civil rights of each student are met through receiving the best education that suits the needs of each individual student. An eligible limited English proficient student is defined as a student who scores below proficiency on the spring ELPA (English Language Proficiency Assessment).

Michigan Department of Education Bilingual Education policy follows the example of the federal government rulings. As early as 1971, the Department of Education approved a document entitled "The Common Goals of Michigan Education." This document stated:

Michigan education must recognize and respect the needs for special academic and administrative measures in schools serving students whose native tongue is one other than English. These students should be encouraged and assisted to develop their skills in their native language while they are acquiring proficiency in English . . . Bilingual programs should be provided in order that the student may develop their bilingual skills and enhance their educational experience rather than be forced into the position of a disadvantaged student.

The Federal legislation further stipulates that *school districts should develop a curriculum that “does not penalize students” who come to school with language skills in languages other than English.* In 1974, the U.S. Supreme Court in the Lau vs. Nichols case unanimously handed down a landmark decision for bilingual education. It stated that service and treatment in education are not equal merely because all students are provided with the same facilities, books, teachers and curriculum. The 1986 ruling gives more flexibility to choosing the methods for teaching the English language learning students in bilingual education programs. The bilingual instructional assistant provides comprehensible instruction for the limited English language learning student. The MISD has both *bilingual native language speaking tutors* and *ESL tutorial* aids to assist students in learning English as quickly as possible, so they may benefit fully from the mainstream classroom instruction.

Program Services:

1. Direct tutoring assistance to the **English Language Learner (ELL)** students in basic English skills, U.S. cultural etiquette and help in reading comprehension of core content areas of math, social studies, science, etc.
2. Training staff of participating districts in the areas of ideas, tools and strategies of bilingual/ESL and multicultural education.
3. Assisting local school districts in the implementation of instructional programs designed to enhance cultural awareness.
4. Interpreting services for parents in parent/teacher conferences, parent-child study meetings, and special education related matters.
5. Sharing multicultural materials and activities.
6. Translating school documents.
7. Interpreting legislative rules and regulations.
8. Expanding the existing bilingual program to include **The ELL Sheltered Resource Center.**

State and Local Responsibilities for Implementation of a Bilingual Education Program

The Michigan State Board of Education supports the implementation of bilingual education programs in schools/districts within the state. According to the 1995 Educational Code LEA districts may operate a bilingual education program. The state has set forth six guidelines and regulations.

1. Students receiving bilingual instruction should be encouraged and assisted to develop skills in their native language while they are acquiring proficiency in English.
2. Students receiving bilingual instruction should achieve at a rate commensurate with their own age, ability, and grade level in all school subjects.
3. Students receiving bilingual instruction should demonstrate growth in self-esteem.
4. Students receiving bilingual instruction should be provided with a coordinated and integrated learning environment through effective articulation within the general school program.
5. All teachers and staff members of schools offering bilingual education should be involved in a comprehensive in-service training program.
6. Parents and other community members should be involved in the planning, implementation, and evaluation of bilingual instruction programs.

It is the attitude of the Michigan Bilingual Education Department that any special language program should be an integral part of a program of quality education. The Michigan Office of Bilingual Education and Equity is staffed by a field consultant.

1. To coordinate bilingual programs within the state;
2. To provide research, development and dissemination of information to local districts, and
3. To assist local districts with consultant and technical services.

Since the state and the intermediate school district have noted that there are many students who live in districts with small numbers of students who speak the same language other than English. Yet, these students are eligible for bilingual education and need a person who speaks their language to provide understandable instruction. *The Macomb Intermediate School District has agreed to operate a bilingual consortium program for English Language Learner (ELL) students who resided in districts where it would be impractical to provide a bilingual program.* Therefore, in recognizing the moral, legal and social responsibilities to offer an equal educational opportunity to all children in Macomb County regardless of language and/or cultural backgrounds, the MISD has implemented a Bilingual Education/ESL Program. We employ approximately 36 to 40

Bilingual Instructional Assistants who speak about 42 different languages to assist the local school districts in meeting their responsibility to offer an equal educational opportunity to these limited English proficient students. A countywide effort to implement and oversee bilingual education in schools is coordinated through the Bilingual Education Program within the Department of Consultant Services at the MISD. The MISD Bilingual Education Program coordinator is **Suchiraphon McKeithen-Polish**, (Bilingual Education /Title III Consultant) (586) 228-3481, with an administrative support (586) 228-3496.

MISD Consortium Bilingual/ Title III English Language Learner/ Immigrant Programs

LEA Responsibilities:

At the local district level, the program is guided by a staff person who has been appointed by the LEA superintendent as the “**Designated Bilingual Contact Person.**”

Responsibilities of the Bilingual Contact Person:

1. Attend bi-monthly informational meetings held at the MISD Educational Service Center.
2. Disseminate the information to the teachers and administrators in each of the buildings in their local district.
3. Assist in referral of ELL students to the MISD bilingual program.
4. Assist in teacher/tutor relationships, and
5. Assist in parent communication.
6. See that each teacher, who has an ELL student in their classroom, receives a copy of the *Bilingual Education Consortium Guidebook*.
7. See that each administrator and counselor receives a copy of the *Bilingual Education Consortium Guidebook*..
8. **Monitor for 2 years ELL students who have exited the program**, through a progress report. If any of these students is not achieving at grade level due to language, contact the bilingual consultant/coordinator.
9. Disseminate information regarding English Language Proficiency Standards (ELP) & English Language Proficiency Assessment (ELPA) to districts.

LEA Referral Process

The MISD students are referred by the local schools/districts after giving an **ELPA screening test, which is administered by the school staff**. The student referral form can be obtained or download from www.misd.net, under 'bilingual'.

Three documents must accompany the referral form:

1. Student's SASI/Bilingual Demographic Data Sheet
2. Copy of the Spring/Fall ELPA Screening Report if student has taken
3. Home Language Survey

Under Federal Title III, all students are eligible to receive ELL/bilingual services if their **Home Language Survey** has indicated that there is a language other than English is spoken at home.

The students referred are reported on a Fourth Count Day Report which is submitted to the State Department. Potentially eligible students are those National Origin Language Minority students who speak a language other than English in their home. *Each district must keep a record of all potentially eligible students to comply with the Office of Equal Opportunity rules.* Student's eligibility criteria respond to federal regulations and are approved by the MDE Bilingual Department. All potentially eligible students are to be screened for eligibility using ELPA Initial Screener. Students who meet the criteria mentioned in the paragraph above may be referred to the MISD Bilingual Education Program.

The ELPA Initial Screening test should be administered by the local school/district **within 10 days** after students registered and before referring students to MISD Bilingual Education Program.

Each district will administer MDE mandated test of *English Language Proficiency Assessment* (ELPA) in the fall and spring to **all** English Language Learning students, K-12.

Each district will maintain the inactive ELL student files for at least 7 years or until students graduated.

Refusal of Bilingual Services

ONLY PARENTS CAN REFUSE SERVICES. Teachers may make recommendations to the parents. If teachers/ administrators/counselors feel strongly about a student not needing the services, **then there must be an assessment test given that will indicate the student's English proficiency.**

Please go to www.misd.net and 'Bilingual' to obtain forms and more information.

Process/procedure for filing complaints from parents related to ELLs

- Parent calls student's school, or
- Contact MISD Bilingual Education Program at, (586) 228-3481
- Fill out "Complaint Form" and send to student's **local school**, or

MISD Bilingual Education Program

44001 Garfield Road
Clinton Township,
MI 48038

Macomb Intermediate School
District
Bilingual Education Program

Forms Used by the Program

Sample of a Home Language Survey

Based on the requirements of the Federal OEO Rules

MACOMB INTERMEDIATE SCHOOL DISTRICT HOME LANGUAGE SURVEY

The _____ is collecting information regarding the language background of each of its students. This information will be used by the district to determine the number of children who should be provided bilingual instruction according to Sections 380.1152- 380-1157 of the School Code of 1995, Michigan's Bilingual Education law. Would you please help by providing the following information?
Thank you very much for your cooperation.

Name of Student _____ Grade _____ Age _____

Name of School Building

1. Is your child's native tongue a language other than English?

Yes

No

If yes, what is that language?

2. Is the "primary language" used in your child's home environment a language other than English?

Yes

No

If yes, what is that language?

3. *What country was your child born in?

4. *When did your child enter the United States?

"Primary language" means the dominant language used by a person for communication.

*Optional



Macomb Intermediate School District

Email: smpolish@misd.net

44001 Garfield Road • Clinton Township, MI • 48038-1100 • 586/228-3481 Fax: 586-286-2809

INACTIVE STUDENT

From: _____ School
Personnel

To: Su McKeithen-Polish
MISD Bilingual Education/Title III Consultant

Date: _____

Re: Inactive Student:

Student Name: _____

Student # _____ **Grade:** _____

School/District: _____

Reason: (Please check one)

? **Moved to** _____
(New School/New District's Name)

? **Parents Refusal** (attached with Parents Refusal Letter – signed by parent and school principal)

? **High Score.** (Requested by _____ School Personnel)

? **Student Dropped** the MISD Bilingual Education Program.

MISD Tutor's Name: _____

***Note: Please complete the above and fax this form to us @ 586/ 286-2809**



Macomb Intermediate School District

Email: smpolish@misd.net

44001 Garfield Road • Clinton Township, MI • 48038-1100 • 586/228-3481 Fax: 586-286-2809

Request for MISD Bilingual Interpreter and Translation Services

To request services of the MISD Bilingual Department Personnel for Interpretation or Translation Services for students serviced by the MISD Bilingual Program, please complete the following form.

Date Requested:

By: **Title:**

District: **Building:**

Type of Services requested: **Interpreter** **Translation of Documents** (please circle)

IEPC meeting **Parent/Teacher Conference** **Special Ed Interpretation**
Others

Name of Student: **Grade:**

Home Language:

Bilingual Interpreter requested:

Date of Service: **Time:** **From** **To**

Participants (please sign your name):

Principal _____ **Teacher – (subject)** _____

Teacher – (subject) _____ **Teacher – (subject)** _____

Parents/Guardian _____ **MISD Bilingual Interpreter** _____

****NOTE:** There is no extra Service Fee within school hours. **AFTER SCHOOL HOURS (If it's non-school wide Parents/Teacher Conference)**, the above-mentioned school will be **RESPONSIBLE** for a fee of \$25 plus benefits /per hour for our MISD Bilingual person

Teacher Referral Form for Student Participation in MISD Bilingual Education Program

**** ATTENTION:**

- **MUST attach a copy of the student's SASI / Bilingual Demographic Data Sheet with this Teacher Referral**
- **MUST attach a copy of the Spring / Fall ELPA Screening Report with this Teacher Referral**
- **Must attach a copy of the Home Language Survey (HLS)**

**** NOTE:**

- **Without the above-mentioned documents, the enrollment for this student into MISD Bilingual Education Program will be delayed.**
- **This Teacher Referral must be approved and signed by the School Principal.**

***** PLEASE FILL IN EVERY AREA CLEARLY*****

District:		School:	
Teacher / Counselor:			
District Student ID Number: _____		UIC Number : _____	
Student :			
Last	First	Middle	Grade: _____
			AM / PM ? Special Education
Date of Birth:		? Male ? Female	Place of Birth : _____
Language (other than English):			Date Entered U.S. : _____
Mother:		Father:	
		Guardian(s):	
Address:			City: _____
	Zip: _____	Telephone:	_____
Is this student Non-English speaking? ? YES ? NO			

Teacher Suggestions or Comments:

Principal's signature _____
Date _____

MISD

REFUSAL OF BILINGUAL EDUCATION /ESL PROGRAM SERVICES FORM

Student's Name _____

School/District _____ Grade _____

- I understand that the MISD Bilingual Education Program has recommended that my child receive assistance from an MISD Bilingual Assistant to help him/her improve his/her English skills.

- I understand that students in the bilingual program receive assistance from the tutor for approximately one hour per week, with Kindergarten ½ hour per week.

- I understand that all the curriculum and instruction in a regular classroom is designed for fluent English proficient students.

- I understand that without the recommended BIA assistance, the student's academic performance could be affected as measured by district proficiencies and MEAP.

- I refuse the services of the MISD Bilingual Education Program.

Parent signature Date

Principal Date

MISD Bilingual Education Program

ELL Parent/Student Complaint Form

Please complete this form. Your complaint will be dismissed if it is submitted with incomplete information. **Submit your complaint to your student's principal or to MISD/ Bilingual (44001 Garfield Road, Clinton Township MI 48038) Fax: (586) 286-2809**

1. Student's Name _____

2. Parent's Name _____

3. Address & Telephone Number _____

4. School/District _____

5. The date of the event or action that gave rise to this complaint _____

6. A detailed factual description of all of the circumstance(s) that gave rise to this complaint. (Use additional pages if necessary)

8. Identify and attach any documents upon which you will rely during the complaint process and explain what those documents will prove. (If you do not have these documents at the time you file your complaint, you will be able to provide later. However, please identify to the best of your ability what those documents are and what you think they will prove.)

9. The district wants to have all complaints resolved informally or at the lowest possible level. Explain your efforts to informally resolve your complaint including whom you spoke with, when you met, and the response you received. If you did not attempt informal resolution, give a detailed explanation why not.

10. What do you want us to do in response to your complaint?

Parent's Signature _____ Date Submitted _____

Name, address, and telephone and fax number of representative, if any. _____

SAMPLES OF THE PARENT NOTIFICATION LETTER

Sample 1

Microsoft Access - [rptLanguageLetterEnglishByTutor : Report]

File Edit View Tools Window Help

Miscellaneous Intermediate School District
44001 Garfield Road • Clinton Township, MI • 48038-1100 • 586/228-3900

MISD

MEMORANDUM
English Language Learner Support

To the parents of:

Thursday, September 03, 2009
District:
School:
Grade:
Language:

Dear Parents:

We are pleased to inform you that your child has been referred to receive assistance from a Bilingual Instructional Assistant to help him/her improve his/her English language skills as quickly as possible. Because a language other than English is spoken in the home, he/she is entitled to additional help.

A Bilingual Instructional Assistant (tutor) will work with your child for approximately one hour per week during the regular school day at your child's school. The tutorial sessions will focus on English language, vocabulary, reading and higher level thinking skills.

This program is a free service which your child is entitled to in order to enable him/her to learn at the same rate as his/her English-only classmates. You may come and visit while the instruction takes place if you would like to meet the person working with your child. We hope this program will enable your child to be more successful in school. You do, however, have the right to request your child discontinue this instruction if this program ceases to serve his/her bilingual needs.

If you have questions, concerns, or complaints please call your local school principal or the MISD at (586) 228-3481.

Sincerely,


Su McKeithen-Polish
MISD Bilingual Education/Title III Consultant
Department of Consultant Services
(586) 228-3481

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Ready

Sample 2
PARENT NOTIFICATION

Dear Parents/Guardians:

We are pleased to inform you that your child has been referred to receive assistance from a Bilingual Instructional Assistant to help him/her improve his/her English language skills as quickly as possible. Because a language other than English is spoken in the home and based on the state screening assessment, he/she is entitled to additional help.

The goal of the program is for students to learn English, meet age appropriate academic achievement standards for grade promotion and graduation, and work toward attaining advanced proficiency levels in English in the areas of reading, writing, speaking, and listening. To exit from receiving bilingual services your child must test at the proficiency level on the state assessment, English Language Proficient Assessment (ELPA). Your child will be monitored for two years after being exited from the program to ensure his or her educational success. Students with disabilities will be given services in conjunction with the services identified on his or her Individualized Education Plan.

This program is a free service for your child to learn at the same rate as his/her English-only classmates. A Bilingual Instructional Assistant (tutor) will work with your child for approximately one hour per week during the regular day at your child's school. The tutorial sessions will focus on English language.

We hope this program will enable your child to be more successful in school. You do, however, have the right to refuse the services.

After signing below, please return this form to your child's bilingual tutor indicating that you...

- have been notified of the MISD Bilingual Education Program services that are being provided for your child, and
- Understand that you have the right to refuse English Language Development services at any time by filling the refusal of services form.
- For filing complaints, please contact your local school principal or contact MISD Bilingual Program, (586) 228-3481.

Sincerely,

Su McKeithen-Polish
MISD Bilingual Education/Title III Consultant
Department of Consultant Services
(586) 228-3481

Parent's/Guardian's signature _____ **Date** _____

MISD-Bilingual Education Program

Tutor/Teacher Communication Note

Student Name: _____ Student #: _____ Language: _____

District: School: _____ Grade: _____

ELPA Score: _____ ELPA Level: _____

Tutor: _____ Teacher/Counselor: _____

Focus Area: Listening _____ Speaking _____ Reading _____ Writing _____

Instructional Techniques Used:

Teacher/Counselor Comments:

Tutor Comments:

Teacher/Counselor Signature _____ Date _____

Tutor Signature _____ Date _____