

## Section 7: Monitoring Procedures (Rule 6A-6.0903, F.A.C.)

During the required two-year monitoring period, what is the title of person(s) responsible for:

### Conducting the follow-up performance of former ELLs?

The School ESOL contact/designee with input from classroom teacher(s) and any other applicable staff is responsible for monitoring.

The student's academic performance is monitored on an on-going basis and is documented on the ELL Plan at four specific times after exiting: first report card; end of first semester; end of first year; and end of second year.

### Updating the student ELL plan?

The School ESOL contact/designee is responsible for updating the student ELL Plan. This is documented on the ELL Plan at four specific times after exiting: first report card; end of first semester; end of first year; and end of second year.

### Reclassification of ELL status in data reporting systems?

The School ESOL contact/designee provides information to the school data processor to enter in TERMS. TERMS data transfers the information within 48 hours to the online platform (ELLevation) to generate an updated student ELL plan.

What documentation is used to monitor the student's progress? (Check all that apply)

- Report Cards
- Test Scores
- Classroom Performance
- Teacher Input
- Other (Specify) \_\_\_\_\_

What are the procedure(s), including possible reclassification, that are implemented when the academic performance of former ELLs is not on grade level?

Responsible staff includes school ESOL Contact and/or School Counselor/designee. The school ESOL contact initiates an ELL committee to discuss student performance. Appropriate placement is made based on the recommendations of the ELL Committee. All post-reclassification information is documented on the student's ELL Plan and updated on TERMS.

Two of the state approved criteria must be documented on the ELL Plan as the rationale for the decision of the committee:

- a. extent and nature of prior educational and social experiences; and student interview;
- b. written recommendations and observations by current and previous instructional and supportive services staff;
- c. level of mastery of basic competencies or skills in English and/or home language according to appropriate local, state, and national criterion-referenced standards;

- d. grades from the current or previous years;
- e. test results other than those from the district assessments of listening/speaking/reading/writing.

## **Compliance of ELL Plan and Student Performance**

**Describe LEA internal procedures for monitoring the ESOL program for compliance and student academic performance.**

The Bilingual/ESOL Department in collaboration with Directors from the School Performance & Accountability Department monitors the ESOL program for compliance and student academic performance. The district Bilingual/ESOL Department staff, including ESOL Instructional Facilitators, are assigned to schools. They visit schools regularly and communicate via email and phone calls. ESOL Contacts are required to attend all meetings held throughout the year. Meetings are conducted face to face or via ADOBE Connect. Attendance is monitored and reported via the minutes which are posted on the Bilingual/ESOL Department website <http://esol.browardschools.com/>. In addition, a review of the program can be conducted at any time using the department developed Onsite Programmatic Review document.

**How do school sites, parents and stakeholders have access to the approved District ELL Plan?**

The approved District ELL Plan is posted on the Bilingual/ESOL Department website at <http://esol.browardschools.com/> and a copy is given to the ESOL Chair and filed with their documents for all ELL parent access in hard copy.

**How does the LEA ensure that schools are implementing the District ELL Plan?**

Each school is notified of the requirements of the district ELL Plan via the website, emails, ESOL Handbook, Database Guidelines Handbook, and face to face and web based trainings. Throughout the school year the Bilingual/ESOL Department conducts ESOL Onsite Review visits to schools. These visits consist of reviewing compliance and curriculum as it pertains to ELLs. A meeting is conducted with the Principal and appropriate staff to review any concerns and develop a plan of action. The Bilingual/ESOL Department in collaboration with Directors from the School Performance & Accountability Department are responsible for oversight and monitoring of the implementation of the ESOL program at each school.