Winter Helpful Quarterly Hints
(December – February)

I. Registration/Identification (ESOL Handbook Sections 1-3)

☐ Follow the same procedure listed in Fall Helpful Hints for any new students that register.

II. Scheduling (ESOL Handbook Sections 2-4)

☐ Monitor to ensure that the staff member who is identified to provide bilingual support to ELLs is following a schedule. Per the META Consent Decree, schools with at least 15 students speaking the same native language shall provide at least one aide or teacher proficient, in the same language, and trained to assist in ESOL basic subject area instruction.

☐ For high schools on a 4X4 schedule, follow the procedures outlined in the Fall Helpful Hints for scheduling.

III. ELLSEP Folders (ESOL Handbook Section 3)

☐ Identify annual reviews and reevaluations (REEVAL) whose anniversary month (Date of entry) is December, January, or February. Updates are required to take place no earlier than thirty (30) school days prior to the student’s anniversary date.

☐ NEW procedure for extension of services (REEVALs): A recent IPT must be administered for all students requiring a REEVAL after October 1st, 2011.

☐ Convene an ELL Committee and document 2 of the 5 state approved criteria (see ELL section in the ESOL handbook) to substantiate the rationale for continued placement or exiting.

☐ All updates must be completed and entered on TERMS before February FTE (February 13-17, 2012).

IV. Exit (ESOL Handbook Sections 6)

Students may only be exited at this time through the recommendation of an ELL Committee. For those students, ask your IMT/IMS to:

☐ Change the ELL code from LY to LF.

☐ Update the plan date.

☐ Update the basis of exit to L.

ESOL Contact:

☐ Document 2 of the 5 state approved criteria to substantiate the rationale for exiting on ELLSEP folder.

☐ Document all exit information on page 4 of the ELLSEP folder.
V. Monitoring (ESOL Handbook Section 7)

- Identify/document exited (LF) student’s progress on the ELLSEP folder based on exit date.

- Place the ELLSEP folder, for those students whose monitoring has been successfully completed, in the Cum folder. Change LF to LZ on TERMS.

VI. Testing Accommodations (ESOL Handbook Section 5)

- Monitor to ensure that teachers are providing accommodations on a regular basis, during classroom instruction and documented as ESOL Instructional Strategies in the teacher’s plan book.

- Secondary schools should view the Teacher Grade Distribution report in the DWH Scheduling folder to identify teachers that may need assistance with the grading ELLs.

VII. Materials (ESOL Handbook Section 4)

- Inventory bilingual dictionaries for use during instructional time and for the administration of district and state assessments. A list of suggested bilingual dictionaries can be found at www.broward.k12.fl.us/esol.

- Ensure ELLs have access to an approved heritage language to English dictionary during FCAT testing.

VII. Professional Development & Meetings

- Send flyer to parents regarding the ESOL Leadership Council Meetings. Flyers are forwarded to schools from the ESOL Department and can be found on the department website at www.broward.k12.fl.us/esol.

- Look out for CELLA informational meeting in February.

- Plan to attend the January ESOL Contact Meeting: January 11th 3:00 pm at Whiddon Rogers or January 12th Adobe Connect sessions – 10 am or 3 pm.