



Plattsmouth Community School District English Learner Transition Checklist

*Working together to achieve **A**cademic success, respectful **B**ehavior, and **C**areer readiness in a **S**afe environment.*

When an English Learner student and his/her family comes to the district, the following steps are important:

Organizational Details (Office Staff)

- _____ Contact Dr. Larson and a building translator (if appropriate) as soon as possible
 - Dr. Larson will come over to meet the family if possible. It may not be possible, but there is no need to hold up registration. (Extension 2812; Cell- 402-350-0365)
 - If a translator is not available, still register the family and set up a follow-up meeting with Dr. Larson and the family.
- _____ Make sure the family completes the short and long form of the language survey
 - _____ Scan both forms and email to Dr. Larson
 - _____ Put originals of both forms in the student's cumulative file
 - A family does not need to complete the short form or long form in more than one language.
- _____ Send Dr. Larson any EL related documents in the student's transcripts. For example, testing results, documentation of services from other schools, etc.
- _____ In high school, register the student in an EL course unless the student is 100% fluent in English or has exited a Nebraska EL program in the past.
 - If a student is coming from a district in Nebraska and is not in an EL program, they may have tested out and be on monitor status. You could ask the student about this or let Dr. Larson know and she will find out.
 - Just because a student was not EL in another state does not mean they will not be EL when we give the new ELPA21 Screener adopted by the state.
 - Dr. Larson does not need to test the student before they enroll. It takes about 2-3 hours for a student to complete the test. Legally, we have 20 days to get the student tested.
- _____ Place the student in the classroom(s) of an EL trained teacher(s), if possible
- _____ Place the student in the classroom(s) of another EL student, if possible
- _____ If possible, find out if the family and child speak or read any English

Creating a Welcoming Culture (Office Staff)

- _____ If appropriate, refer to the Welcome Statement Sheet for guidance on key statements in Spanish. (The sheet is copied at the end of this document.)
- _____ Provide the family with the Infinite Campus instructions in Spanish, if appropriate. Remember, not all Spanish speaking people read Spanish. (The guide is copied at the end of this document.)
- _____ Provide the family with the Parent Handbook in Spanish

- We currently do not have handbooks in another language. We can have translations made if necessary.

_____ Provide family with the welcome letter

- Welcome Letters in Spanish are in the welcome packet. Dr. Larson will create a letter in another language if appropriate.

_____ Provide Spanish speaking families with a packet of beginning activities and websites

- We currently do not have packets for families who speak a language other than Spanish. Dr. Larson will get a packet together if necessary.

_____ Have the parents meet administrators and office staff

_____ Give the parents a tour of the school

Classroom Preparation (Classroom Teacher)

_____ Contact all specials teachers and let them know you have a new student

_____ Let the students in the class know they will be getting a new student who might not speak English

_____ Discuss how they can support that student and make him/her feel welcome

_____ Seat the student next to the buddy and in a spot where the student can easily communicate with the teacher

_____ Label items in the room

_____ Contact the Tech Department to get Imagine Learning on the computer, if it is not on the computer

_____ Set up an Ipad for the student with an app for simple translations

_____ Make sure classroom materials are available for the first day

_____ Provide student with a picture dictionary if appropriate; each pod should have at least one picture dictionary (contact Director of Instruction if you need to purchase a dictionary)

_____ Provide student with backpack and class supplies if appropriate; contact the School Social Worker for these materials

_____ Look for an email from Dr. Larson or email her right away if you have a student who speaks another language

Classroom Support (Classroom Teacher)

_____ Ask and learn how to pronounce the student's name and verify the spelling

_____ Have a buddy show the student around the school

_____ Introduce the student to other teachers in the pod

_____ When taking the student to specials, personally introduce him/her to the specials teacher

_____ Provide student with a set of flash cards with things they will see in their classroom

_____ Introduce the student to the Para-educator who will be supervising him/her on the playground or in the cafeteria

_____ When taking lunch count, make sure the student knows he/she can get lunch. Once the paperwork is turned in a determination will be made about pay. There are multiple ways the student could be eligible for free lunch.

_____ Be aware that the student may or may not know about the types of food we serve. Have an EL student talk to him/her or go with him/her to lunch to explain the food choices.

_____ Have the buddy hang out with the student during the first few days (playground and lunch especially)

_____ Frequently stop by and communicate verbally and nonverbally with the student ensuring he/she

feels welcome and feels comfortable communicating with you

Parental Support (Classroom Teacher and/or Office Staff as appropriate)

- _____ Complete the Translator Request form if you need a translator. Form link:
<https://goo.gl/forms/4n4xOrB24377yp723>
- _____ Contact the Director of Instructional Services whenever you need something translated
- _____ Ensure the parents get a tour of the school
- _____ Promote any special EL events offered by the school

Teaching Support (Classroom Teacher)

- _____ Review materials in the EL folder
- _____ Review “Working with English Language Learners and Newcomers” document in EL folder
- _____ Contact the Director of Instructional Services for support
- _____ Reach out to other EL trained teachers if appropriate

Important Information:

- Dr. Cherie Larson is the EL contact. All parents and teachers can contact her at any time. Of course, the teacher is, and should be, the primary contact from parents. Dr. Larson will complete the following tasks.
 - Provide translations- send any at any time
 - Provide any resources that are needed
 - Contact the district translator when appropriate
 - Connect the teacher with any support necessary
 - Organize EL specific gatherings during Open House and other curriculum events
 - Complete all paperwork
 - Organize all professional development
 - Monitor all EL students
 - Support the teacher, student, and family in any way possible
- The students will be tested as soon as possible. Ensure all appropriate assessments (i.e. NWEA, DRA2, etc.) are administered. If the student need time to transition before testing, that is appropriate, but there is no need to keep the student from testing if he/she is not concerned about the testing. All EL students, even newcomers, will be administered the state NSCAS test each year.
- *Students can be supported within the classroom, but not provided any out of class support until the test results have come back and parents have agreed to the placement.*
- If a student is identified as being eligible for EL support, a letter will be sent home to parents (in the home language) asking for permission to place the student in the EL program.
- After we receive written confirmation that the parents agree to the placement, specialized programming can begin.
- Our model for EL has been a “push in” model for some years now. Based on the test results, a program for that child will be developed. The main part of that program is teacher implemented EL support. If appropriate, additional support may be provide by a Para with a supervised educator making all lesson plans and reviewing student progress.
- Dr. Larson will provide you training on how to work with the student.
- You will be required to complete some modules of training on EL language objectives once every three years.

- If the student is eligible for EL, Dr. Larson will share with you a folder of all the student's EL information.
- Dr. Larson will monitor a student's progress in the classroom and review MAP data.
- You can reach out to Dr. Larson or Cynthia Duechting whenever you have a question.
- There is an EL Professional Development google folder at this link:
https://drive.google.com/drive/folders/10Eofo_KXCy1YSiUcHrbpMcT4WYJ7OdI9
- There is a Plattsmouth EL website at this link:
<https://sites.google.com/a/pcsd.org/plattsmouth-english-language-learners/home>
- If your student is eligible for EL, you will get a learning plan with details on what services the student will get.
- If your student has tested out of the EL program within the last four years, you will be asked to complete a monitor form.
- Contact Dr. Larson at any time!

Welcome Statements Speech- Spanish

Welcome!

Bienvenido

Me llamo (My name is...)

¿Te gustaría ver nuestra escuela? (Do you want to see our school?)

¿Te gustaría conocer al director de nuestra escuela? (Would you like to meet our principal?)

Avísame si puedo ayudar! (Let me know if I can help.)

Infinite Campus Instructions in Spanish (Remember, not all families who speak Spanish will read Spanish.)

Hay dos opciones electrónicas para mantenerse al tanto de la información de su estudiante: la aplicación móvil de PCS y el portal para padres IC. Se puede acceder al portal para padres IC desde una computadora o desde un celular.

*Este folleto describe cómo usar el **portal para padres IC**.*

Bienvenido a las Escuelas Públicas de Plattsmouth

Portal para padres Infinite Campus

¿Qué es el portal para padres Infinite Campus? El portal para padres brinda acceso a información sobre la **asistencia, las calificaciones, las tareas de su estudiante** y más. El portal para padres IC también se usa para la aprobación de solicitudes de registro de cursos de la preparatoria, inscripción en línea y pagos de cuotas seleccionadas.

¿Quién puede acceder al portal de padres? Tener una cuenta en el portal de padres es gratis para cualquier padre de familia y/o tutor que tenga un estudiante en las Escuelas Públicas de Plattsmouth. Además, cualquier adulto con derechos a la información de los registros académicos de los estudiantes puede obtener acceso a una cuenta del portal de padres IC. Sólo los tutores en el hogar principal de un estudiante pueden completar la inscripción en línea.

¿Cómo obtengo una cuenta en el portal de padres? A las familias nuevas se les enviará un correo electrónico de bienvenida con las credenciales de acceso. Las familias vigentes deben ponerse en contacto con la escuela de su estudiante para obtener ayuda.

¿Cómo puedo iniciar sesión? Abra en un navegador de internet:
<https://plattsmouthne.infinitecampus.org/campus/portal/plattsmouth.jsp>

Ingrese su **nombre de usuario y contraseña** del portal de padres.

¿Cómo navego en el portal de padres? Una vez que haya iniciado sesión en el portal de padres, la página de inicio muestra enlaces de navegación a la izquierda y en la parte superior.

Enlace de Familia:

Mensajes: Muestra todos los mensajes: Anuncios del distrito, anuncios de la escuela y del buzón de entrada

Calendario: muestra una vista mensual de las tareas, asistencias y eventos.

Cuotas: las cuotas y pagos están disponibles para revisión

Lista de tareas pendientes: muestra fechas de entrega de tareas

Cuenta de usuario:

Configuración de cuenta: se usa para administrar su cuenta

*Cambiar contraseña

*Cambiar/establecer el correo electrónico de seguridad de la cuenta - **IMPORTANTE** - este será usado en caso de que olvide su contraseña.

Preferencias de contacto: Para cada tipo de mensaje (emergencia, asistencia, comportamiento, notificación general, notificación prioritaria, maestro) seleccione cómo prefiere recibir ese mensaje. Algunos mensajes sólo van al correo electrónico principal.

Configuraciones de notificaciones: marque todos los tipos que le gustaría recibir. Algunos edificios no usan notificaciones.

Lo enlaces del lado izquierdo al final de la página son para su comodidad. Si necesita ayuda con la inscripción en línea o para pagar las cuotas en línea, favor de contactar a la escuela para que le den instrucciones.

¿Cómo veo la información de mi estudiante?

Si tiene más de un estudiante, tendrá que **Seleccionar estudiante** del menú desplegable en la parte superior de la página de inicio del portal para padres.

Los edificios tienen la opción de cambiar lo que está disponible. La siguiente información está disponible para la mayoría de los estudiantes:

***Calendario**

***Horario**

***Asistencia**

***Calificaciones**

***Reportes**

Calendario: El calendario individual del estudiante muestra una vista mensual de las tareas, asistencia y eventos.

Horario: Le permite ver información detallada de cada clase. Haga clic en el nombre de un curso para ver el resumen de calificaciones de trabajos y el detalle del período.

Resumen de calificaciones de trabajos: muestra la calificación del curso.

Casilla verde - calificación final

Casilla amarilla - calificación parcial

Casilla blanca - la calificación no está disponible en este momento

Detalle del período: muestra el nombre de cada tarea, cuestionario o examen y la calificación de su estudiante junto con cualquier comentario disponible del maestro. Hacer clic en el nombre de la tarea puede aportar información adicional.

Asistencia: muestra las ausencias y retardos en vistas de calendario y de lista.

Calificaciones: Proporciona un resumen general de las calificaciones. Esta sección lista las calificaciones finales y parciales.

Reportes: una lista de reportes del estudiante individual seleccionado. Los reportes disponibles varían por escuela.

¿Cómo contacto a un maestro? Un enlace para enviar un correo electrónico a un maestro está disponible bajo el nombre del curso en la ventana de Horario. Haga clic en el nombre del maestro para comenzar un mensaje de correo electrónico para un maestro.

¿Cerró su sesión? Cuando termine de usar el portal de padres, asegúrese de hacer clic en el enlace Cerrar sesión en la esquina superior derecha.

¿Sabía que hay una aplicación móvil del portal IC? La aplicación móvil de Infinite Campus está disponible en la App Store o en Google Play.