

# Alma Public Schools

## English Learner Support

### Alma Public School English Learner Coordinator

Cassie Thelen

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989-466-7533

### English Learner Teacher assigned to APS

Clara Perez-Soto

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### Enrollment

- [English Learner Process](#) for Office Staff
- Completion of Home Language Survey
  - Give Cassie and Clara a copy of all Home Language Surveys
  - Home Language Surveys in All Languages: [Home Language Surveys \(All Languages\)](#)
  - English Home Language Survey: [English Home Language Survey](#)
  - Immigrant Students: [Guidance for Immigrant Students](#)
- [APS English Learner Newcomer Guide/Checklist](#)
  - Copy and complete with EL teacher for each newcomer student
  - It is recommended that if staff in our district needs assistance with working with English Learner Newcomers that a team registers for the Educating Newcomers PD session.
- [APS Parent Notification Letter of Student Placement](#)
  - EL Teacher provides family
  - Should be CA60.
- [Entrance and Exit Protocol](#)
- [MDE English Learner Supports](#)
  - [2022-23 Estimated Title III, Part A - Language Instruction for English Learners](#)  
Updated 7/12/22
- [2022-23 Estimated Title III, Part A - Language Instruction for Immigrant Students](#) 6/6/22

### Communication with Teachers

- General education staff who work with identified English Learners must be given a copy of W-APT Screener scores, WIDA scores, and Can DO Descriptors.
- General education staff who work with identified English Learners must be given a copy of the EL Accommodations Checklist.
- General education staff who work with identified English Learners should be given a copy of the Mid-Michigan Migrant and EL Program description and objectives.
- General education staff who work with identified English Learners should be given a copy of the Grading and Homework Guidelines.

## Classroom Accommodations

- [Accommodation for ELs in Listening, Reading, Speaking and Writing](#)
- [Classroom Accommodations Support Document](#)
  - The document is easy to read and organized by language proficiency levels. Please note that there is a [PD session](#) that provides teachers and administrators through appropriate classroom accommodations for English learners with realistic classroom examples.
- [Title III Limited English Proficient and Immigrant Allowable Activities](#)
- [U.S. Department of Education EL Tool Kit](#)
- [English Learner General Accommodations Checklist for the General Education Classroom and Resources](#) (Version 1)
- [ELs With Suspected Disabilities Guidance Handbook](#)
- [English Language Learner Accommodations & Can Dos Instructional Supports](#) (Version 2)
- Personal Curriculum
  - [Personal Curriculum Updates \(Posted September 2014\)](#)
  - [Personal Curriculum Additional Resources : Supplement to the Personal Curriculum Parent and Educator Guide](#)
  - [Personal Curriculum Frequently Asked Questions: Supplement to the Personal Curriculum Parent and Educator Guide](#)
  - [Parent Guide for Personal Curriculum: Algebra II](#)
- IEP Supports
  - [IEP Model Form - Spanish \[PDF\] - Updated July 2010](#)
  - [IEP Model Form - Arabic \[PDF\] - Updated July 2010](#)
  - [Procedural Safeguards for Special Education \(Multiple Languages\):](#)
- Testing Supports
  - [M-STEP Guide for Teachers of EL Students](#)
  - [Supports and Accommodations Guidance Document](#)

## Teaching Strategies

- [Teaching Academic Content and Literacy to English Learners in Elementary and Middle School](#)
- [Building Listening & Speaking Skills in ELs](#)
- [Connecting with ELL Families: Strategies for Success](#)
- [Supporting ELLs in the Mainstream Classroom: 12 Strategies for Language Instruction](#)
- [Strategic Vision for Multilingual Learners](#)
- [Use the Can Do Descriptors \(share with general education staff\)](#)
- [Essential Practices in Early and Elementary Literacy](#)
- [Word Reference Dictionary](#)
- [Picture Dictionary in Spanish, Chinese, and English](#)

## Grading/Assessment/Homework Guidance for English Learners

- [Guidance for Assigning and Grading Homework/Assessment for English Learners](#)
  - Guidelines for grading, assigning homework, and assessments are provided for all stakeholders by language proficiency level. Please share out with staff.
  - Note, grade level proficiency is not an expectation.
  - Language growth is key as is feeling connected at school.

## Professional Development Opportunities

### **Parent and Teacher Communication & Resources**

[Ten Strategies for Supporting Immigrant Students and Families](#)

[How to Build Partnerships with Immigrant Families](#)

Ensure that parent and family communication is sent in a language understandable to the parent and family.

- Utilize: [Remind](#), [Class Dojo](#), and [www.talkingpts.org](http://www.talkingpts.org) have multiple language options.
- [Google Translate](#)
- [Microsoft Translator](#)
- Districts can purchase Telelanguage. Same rates guaranteed for all of MI. Contact Manuela Villa [mvilla@telelanguage.com](mailto:mvilla@telelanguage.com)
- Other Resources
  - [Parent Communication in Multiple Languages](#) (MDE)
  - [Language Access Plan](#) (MDE)
  - [Translation and Communication Tools for English Learners](#) (MMMEP)
  - [Translation Services](#)
  - [Directions for Google Translation](#)
  - [Directions for Microsoft Translation](#)
  - [Microsoft Immersive Reader](#)
  - [Tool Kit for Parent Engagement in Arabic, English, and Spanish](#)
  - [Parent Engagement Article](#)

### **Translation Tools**

- [Parent Communication in Multiple Languages Document](#)
- [Remind](#), [Class Dojo](#), and [www.talkingpts.org](http://www.talkingpts.org) have multiple language options
- [Google Translate for Google Docs \(Instructions\)](#)
- [Translating in Seesaw](#)
- [How to Translate Text in Seesaw](#)
- [Microsoft Translator](#)
- [Microsoft Immersive Reader](#) (translates documents and reads aloud)
- [Districts may purchase Telelanguage](#)
- [Districts may purchase Language Line](#)

### **Websites**

- **\*\***[Accommodation for ELs in Listening, Reading, Speaking and Writing](#)
- [Google Search for EL supports](#)

### **Supports for students**

- [Games 4 ESL](#)
- [Spanish Picture Dictionary online](#)
- [Online Games to Learn English](#)
- [10 Great Sites with games for practicing English](#)

