



SECONDARY NEWCOMER ENGLISH LEARNER SERVICES

Responsible Office(s): Office of Academics: Department of English Language Development

PURPOSE

This administrative procedure defines and describes protocols related to placement and services for Newcomer English Learners (ELs) in Washoe County School District ("District").

PROCEDURE

1. Definitions

- a. Newcomer English Learner (EL): In accordance with federal law and guidance from the Nevada Department of Education (NDE), a Newcomer English Learner is defined as an immigrant/New in Country (NIC) student who has attended U.S. schools for less than 1 full school year, and whose primary or home language is not English, regardless of English language proficiency.
 - i. Per NDE guidance, a student who enters the country and enrolls into a U.S. school mid-year is allowed NIC status for the next full school year.
 - a. Note: Foreign exchange students are claimed as NIC with regard to reporting requirements.
 - ii. For the purposes of this document, a student who has spent the previous 4 years or more out of U.S. schools AND whose primary or home language is not English AND who scores below 2.0 on all four domains of the English language proficiency placement test is also considered a Newcomer EL.
 - iii. To comply with federal law, schools must administer a state approved English language proficiency assessment to determine if the student is an English Learner.
- b. Newcomer Program: For New in Country (NIC) and students with limited or interrupted formal education (SLIFE), a program that offers specialized services and curriculum to help them acclimate to U.S. schools, develop foundational skills in content areas, and prepare them for program options such as continued English language development courses and mainstream content courses.¹

2. Newcomer ELs may access school services through the zoned school or a designated Newcomer Program.

- a. Secondary schools with designated Newcomer sites Programs (as of revision date) are: Pine and Sparks Middle Schools; and, Hug, Sparks, and Wooster High Schools.

¹ <https://www2.ed.gov/about/offices/list/ocr/ell/edlite-glossary.html>; <http://www2.ed.gov/about/offices/list/oela/english-learner-toolkit/chap2.pdf>

- b. The registrar at a zoned school may immediately determine if the student is a newcomer to the country and has no English; see Section 3 of Administrative Procedure 6711, Initial Registration and Assessment of Incoming and Newcomer English Learners, for further procedures.
3. Newcomer status is determined based on the definitions listed above, by means of:
 - a. Completion of the federally mandated Home Language Survey, provided to the student/family by the school registrar; and
 - b. Procedures to determine EL status and student English language proficiency for school/course placement (see Administrative Procedure 6711, Initial Registration and Assessment of Incoming and Newcomer English Learners).
4. Newcomers not zoned for newcomer sites are to be provided automatic variances in order to have access to a Newcomer Program and courses, as needed.
 - a. Specialized transportation shall be provided to all Newcomer ELs not zoned for Newcomer sites (see Board Policy 7500, Transportation of Students).
 - b. Parents/Guardians of Newcomer ELs who decline to send the student to a Newcomer Program must sign a Newcomer Program Refusal form, obtained from the Department of English Learners.
5. The District's Secondary Newcomer Program consists of courses designed to develop an ELs social and academic English language proficiency from Levels 1-2 (Beginner) through Levels 3-4 (Advanced) during their first 3 years in U.S. schools.
 - a. Courses for Newcomer/Short-Term English Learners:
 - i. EL Fundamentals of English Language and EL Fundamentals of English Literacy (New courses in 2018-19; see *Middle/High School EL Program & Course Descriptions** for conditions of enrollment.)
 - ii. EL Beginning English (251, 7611/7612)
 - iii. EL Beginning Reading & Writing (MS 253) or EL Beginning Reading & Composition (HS 7621/7622)
 - iv. EL Multicultural Education (763, 7651)
 - v. EL Literacy Skills (250, 7623/7624)
 - vi. Intermediate EL English (252, 7613/7614)
 - vii. Intermediate EL Reading & Writing (MS 254) or Intermediate EL Reading & Composition (7625/7626)
 - viii. Advanced EL English (255, 7615/7616)
 - ix. EL Mainstream Support (7661/7662, high school only)

- b. In order to accelerate language acquisition by maximizing interactions between students and allowing teachers to provide more individualized instruction, class sizes in the above courses should not exceed 15 students².
6. Middle and high schools with designated Newcomer Programs receive additional English Learner teacher FTEs in order to provide Newcomer services not available at other secondary schools; at a minimum, the school must allow for the following in order to maintain the additional FTEs:
 - a. All courses listed in Section 5(a) of this Procedure.
 - b. A minimum of 5 hours per week of non-prep-period time dedicated to initial English language proficiency assessment and follow-up documentation and compliance.
7. District Newcomer Programs, with available resources, should also provide³:
 - a. Heritage language instruction (e.g. Spanish for Spanish Speakers)
 - b. Extended time for language and content instruction and support (e.g. after school, Saturday, and summer programs)
 - c. Information and access to social services targeted toward newly arrived immigrants
 - d. Home visit programs
 - e. Social workers and/or other support professionals based on student need (e.g. trauma counseling)
8. Schools shall follow Administrative Procedure 6709, Placement of ELs in Middle School Courses or Administrative Procedure 6708, Placement of ELs in High School Courses, to determine newcomer course placement.
9. Newcomers should be offered the opportunity to continue on variance at the newcomer site through 8th grade (middle school) or graduation (high school) regardless of enrollment in EL courses, as long as other conditions of the variance are met (see Administrative Regulation 5015, Variance from Zoned School, Section 5).
 - a. Students wishing to continue/complete their education at the Newcomer site they have been attending even though it is not their zoned school should be allowed access to transportation already in place for Newcomers at these schools.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns with the governing documents of the District, to include:
 - a. Board Policy 6725, English Learners

² <https://www2.ed.gov/about/inits/ed/lep-partnership/newcomers.pdf>

³ <http://www.cal.org/resource-center/publications/helping-newcomer-students>

- b. Administrative Regulation 5015, Variance from Zoned School
 - c. Administrative Procedure 6707, Credit Deficient and Age 18+ English Learners
 - d. Administrative Procedure 6711, Initial Registration and Assessment of Incoming and Newcomer ELs (Middle & High School)
 - e. Administrative Procedures 6709, Placement of ELs in Middle School Courses and 6708, Placement of ELs in High School Courses
 - f. Board Policy 7545, Transportation
2. This Administrative Procedure complies with:
- a. Elementary and Secondary Education Act (ESAEA), part A, English Language Acquisition, Language Enhancement, and Academic Achievement Act
 - i. Title III, Language Instruction for English Learners, Every Child Succeed Act (ESSA) 2015 (formerly Limited English Proficient) and Immigrant students (Public Law 107-110)
 - b. Civil Rights Act of 1964, Title VI, which prohibits discrimination based on race, color, or national origin.
3. *The following documents support the implementation of this procedure (available from the Department of EL or at <http://www.washoeschools.net/Domain/80>):
- a. *Middle School EL Program & Course Descriptions*
 - b. *High School EL Program & Course Descriptions*

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
11/16/2016	1.0	Adopted as Administrative Procedure
7/27/2018	2.0	Revised: Updated department name and EL terminology; updated Sections 2 and 4 with new information; updated Section 5 to include new course offerings and class size recommendations; added Section 6 on conditions of additional FTEs