INITIAL REGISTRATION AND ASSESSMENT OF INCOMING AND NEWCOMER ELs (Middle & High School)

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

PURPOSE

This administrative procedure establishes protocols related to registration and language proficiency assessment for incoming and newcomer English Learners (ELs) in the Washoe County School District (District).

PROCEDURE

1. General

    a. English Learner (EL): Student aged 3-21 enrolled in school whose primary or home language is not English and who does not meet proficiency on a state approved language proficiency assessment.

    b. Home Language Survey: The required registration document used to identify students who may use a language other than English as their home or primary language, in order to determine their need to be assessed for English language proficiency.

        i. To comply with federal law, schools must administer a state approved English language proficiency assessment to determine if the student is EL.

    c. LEP (Limited English Proficient): Former federal term for English Language Learner (EL).

    d. Newcomer English Learner (EL): An immigrant/New in Country (NIC) student who has attended U.S. schools for less than 1 (one) full school year, and whose primary or home language is not English, regardless of English language proficiency.

        i. A student who enters the country and enrolls into a U.S. school mid-year is allowed New in Country status for the next full school year. (Foreign exchange students are claimed as New in Country with regard to reporting requirements.)

        ii. For the purposes of this document, a student who has spent the previous 4 (four) 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.

    e. Incoming English Learner (EL): An EL who is transferring into WCSD from another U.S. school district (Nevada or other state).

f. Short-Term English Learner (EL): An EL who has attended U.S. schools for less than 6 years, regardless of English language proficiency.

g. Secondary schools with designated Newcomer programs (as of revision date): Pine and Sparks Middle Schools; Hug, Sparks, and Wooster High Schools. Incline Middle and Incline High may also provide Newcomer services as needed.

2. Assessment

a. The registrar at the enrollment site will ensure that the new arrival completes the federally mandated Home Language Survey (HLS).

b. If the Home Language Survey indicates that the student's primary or home language is other than English the registrar or counselor, with the help of the EL teacher or assistant and an interpreter as needed and available, will inform the student/family about initial EL assessment requirements and procedures.

i. Newcomer ELs: The registrar at a zoned school may immediately determine if the student is a <u>new to the country</u> and has <u>no English</u>:

(1) At designated Newcomer sites: The registrar will notify the school's EL teachers and/or teaching assistants who will administer the initial English language proficiency assessment, then follow existing registration procedures, below and in related District documents.

(2) At non-Newcomer sites: Send all new-in-country students to their designated Newcomer site for assessment.

(3) If any questions arise about a student or this procedure, the registrar should contact the Department of English Language Development (ELD) for consultation and clarification.

ii. Incoming ELs (out-of-district transfers):

(1) At designated Newcomer sites: The registrar will notify the school's EL teachers and/or teaching assistants who will administer the initial English language proficiency assessment, then follow existing registration and placement procedures, below and in related District documents.

(2) At non-Newcomer sites: Department of ELD assessment technicians will test new students within the mandated time frame.

c. After the initial assessment, the test administrator will communicate to the Department of ELD the student's assessment results and EL status, which will be uploaded into the District's data management system by the Department of ELD.

d. If enrolling after the 20th day of the semester, see also Administrative Procedure 6710, Late Entry ELs.

3. Registration: Newcomer English Learners

a. Upon determination of Newcomer EL status, the EL teacher, assistant, or Department designee (at sites without an EL teacher) - with help from an interpreter as needed - will explain assessment results and program options to student and parents/guardians.

b. If the student is not zoned for a Newcomer site, the family must be notified that Newcomer services are available at designated schools and that transportation will be provided (within certain limitations).

i. Parents/guardians may accept or refuse a variance to the Newcomer site.

(1) Newcomer ELs whose parents/guardians accept a variance must go to the Newcomer site to register in person.

(2) 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 Language Development.

c. If the student is zoned for a Newcomer site, the EL teacher and/or counselor will enroll the student in the appropriate level of EL English courses and general education courses leading to promotion and graduation. (See also Section 5.b, below, and Administrative Procedure 6709, Placement of ELs in Middle School Courses or Administrative Procedure 6708, Placement of ELs in High School Courses.)

ii. Upon registration of a Newcomer EL, the registrar at the Newcomer site will:

(1) As needed, complete and submit paperwork to the Department of EL, who will arrange for and communicate details of transportation for one year to the student and family.

(2) Ensure that home country transcripts are sent to the Department of Student Accounting for evaluation and

possible transfer as WCSD equivalent courses. See below for grade level classification.

b. The EL teacher and/or counselor will explain to the student and family that Newcomer ELs may 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, Procedure 5).

c. See also Administrative Procedure 6714, Secondary Newcomer EL Services, for further details regarding services offered through the WCSD Newcomer Program.

4. Registration: Incoming ELs

   a. Incoming ELs (out-of-district transfers) follow standard enrollment procedures to register directly at their zoned school.

   b. See Administrative Procedure 6708, Placement of ELs in High School Courses, or Administrative Procedure 6709, Placement of ELs in Middle School Courses:

      i. When possible, students should be placed in EL courses equivalent or sequential to those taken at the previous school.

      ii. To help determine the most appropriate EL course for their current needs, short-term ELs may also take the appropriate Department of EL placement test:

         (1) Middle School EL Placement Test

         (2) High School EL Placement Test

5. Grade Level Classification

   a. In general, the registrar will enroll the EL in the appropriate grade based on the age at the time of the student's enrollment.

   b. Middle school Newcomer and Incoming ELs enrolling during Quarter 3 or Quarter 4 who did not attend school at all during Semester 1 will be enrolled in their previous grade for the remainder of the school year, in order to be able to complete a full year of the grade they missed, as follows:

      i. A student who completed 5th grade and arrives during Semester 2 of 6th grade will be placed back in 5th grade for the remainder of the year.

ii. A student who completed 6th grade and arrives during Semester 2 of 7th grade will be placed back in 6th grade for the remainder of the year.

(1) If the above circumstance applies to a Newcomer EL who is zoned for an elementary school that does not have a 6th grade, and the zoned middle school is not a Newcomer site, the student will be allowed to attend 6th grade on variance at the nearest middle school Newcomer site (Pine or Sparks Middle). See also Administrative Procedure 6714, Secondary Newcomer EL Services.

iii. A student who completed 7th grade and arrives during Semester 2 of 8th grade will be placed back in 7th grade for the remainder of the year.

iv. If a different placement may provide more appropriate EL and mainstream options and a better initial U.S. school experience for the student, following consultation with student and parent/guardian an exception might be granted by the Department of Student Accounting.

c. An EL student who turns age 15 on or before September 30 and has no transcripts demonstrating completion of 8th grade should be enrolled in 8th grade at either the zoned school (Incoming) or appropriate Newcomer site (Newcomer) and is expected to graduate with his/her cohort.

d. An EL student age 16-17 who has no transcripts demonstrating completion of 8th-11th grades should be enrolled in 9th grade at either the zoned school (Incoming) or appropriate Newcomer site (Newcomer).

i. In accordance with federal law, said student may be allowed to remain at the school to complete high school graduation requirements until age 21 as long as he/she is progressing adequately.

e. New students to WCSD age 18 and above, including Newcomer ELs, may enroll at a zoned or Newcomer site if they meet the criteria outlined in Administrative Procedure 6226, Eighteen-Year-Old Student Enrollment. See also Administrative Procedure 6707, Credit Deficient and Age 18+ ELs.

f. Newcomer (New in Country) ELs entering high school are enrolled in 9th grade until education records are received and evaluated.

i. Counselors and/or EL teachers should consult with the student and family to determine best course placement based on the student's

educational history; the most appropriate course placement may not be 9th grade courses.

ii. When transcripts are received and evaluated during the school year, the student should be reclassified into the appropriate grade level based on age and credits earned.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
    a. Administrative Regulation 6171, Limited English Proficiency
    b. Administrative Regulation 5015, Variance from Zoned School
    c. Administrative Procedure 6226, Eighteen-Year-Old Student Enrollment
    d. Administrative Procedure 6709, Placement of ELs in Middle School Courses
    e. Administrative Procedure 6708, Placement of ELs in High School Courses
    f. Administrative Procedure 6714, Secondary Newcomer EL Services
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 English Language Development):
    a. Middle School EL Placement Test
    b. High School EL Placement Test

REVIEW AND REPORTING

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

REVISION HISTORY

Date	Revision	Modification
12/20/2006	1.0	Adopted as Accepted Practice
02/05/12	2.0	Revised
3/15/14	3.0	Revised: converted to Administrative Procedure
11/16/2016	4.0	Revised: (a) combined with Administrative Procedure 6712, Initial Assessment of Newcomers/Incoming ELs – Middle School, and renamed; (b) updated with definitions and current procedural information; (c) added Grade Level Classification section; (d) aligned with existing District governing documents
7/27/2018	5.0	Revised: (a) updated department name and EL terminology; (b) aligned with other updated Administrative Procedures
03/08/2021	6.0	Revised: (a) aligned to Board Policy 6725, English Learners; (b) updated Department name and Newcomer site information; (c) aligned with other updated Administrative Procedures