

# West Contra Costa Unified School District

## ANNUAL PARENT NOTIFICATION LETTER

### Federal Title III and State Requirements

To the parent(s)/guardian(s) of: «Student\_Name» School: «School» Date: September 20, 2010

Student ID #: «Student\_ID» Date of Birth: DOB Grade: «Grade» Primary language: Lang

**Dear Parent(s) or Guardian(s):** Each year, we are required by law to notify you of your child's proficiency level in English. We must also provide you with the school's recommendation for program placement and describe all available program options. This letter also explains how we decide when a student is ready to exit the English learner program. (20 United States Code 7012 and 6312[g][1][A]; California Education Code Section 48985; and Title 5 of the California Code of Regulations Section 11309[a][b][1])

Your child's current English proficiency level is «**level description**», as of «**AssessLatest\_date**» according to their most recent California English Language Development Test (CELDT) results. For comparison, if the above proficiency date is for the 2009-10 school year, the 2008-09 proficiency level is \_\_\_\_«**CELDT\_07\_Eng**» if available.

Based on these results, your child has been identified as an:

\_\_\_ **English learner (EL) with less than reasonable fluency in English** and assigned to the Structured English Immersion Program.

\_\_\_ **English learner (EL) with reasonable fluency in English** and assigned to the English Language Mainstream Program.

Check if applicable:

\_\_\_ **Individualized Education Program (IEP) on file**

\_\_\_ Student receives ELD in a general education ELD class.

\_\_\_ Student receives ELD in a Special Education class.

### Academic Achievement Results

Skill Area	California Standards Tests	
	Performance Level	Scaled Score
English Language Arts	« <b>ELA_desc_eng</b> »	« <b>ELA_SS</b> »
Mathematics	« <b>Math_desc_eng</b> »	« <b>Math_SS</b> »

### Program Placement Options for English Learners

The chart below shows all program placement options. (A more detailed description follows.) To request that your child be placed in an Alternative Program in which much of the instruction is provided in your child's primary language, you must apply for a "Parental Exception Waiver."

Overall English Language Proficiency Levels		Program Placement
Advanced	Reasonable fluency***	English Language Mainstream *** or an Alternative Program with an approved Parental Exception Waiver
Early Advanced		
Intermediate	Less than reasonable fluency***	Structured English Immersion*** or an Alternative Program with an approved Parental Exception Waiver
Early Intermediate		
Beginning		
		Other Instructional Setting based on IEP

\*\*\*Reasonable fluency is determined by an Advanced or Early Advanced overall proficiency level and no Early Intermediate or Beginning proficiency levels in any of the four domains of Listening, Speaking, Reading and Writing. The Overall proficiency is the average of these four domains.

## Description of Program Placement Options and Goals for English Learners

All programs include English Language Development (ELD) and teaching strategies differentiated for each student's level of English language proficiency. These strategies are used to help each student reach proficiency in speaking, reading and writing English, and succeed academically in all core subjects.

- **Structured English Immersion (SEI):** Students who score at **less than reasonable fluency** are placed in an SEI program and are taught overwhelmingly in English. Some assistance may be provided in the primary language. Students are taught ELD and other core subjects by authorized teachers using district-adopted textbooks and supplementary materials. Instruction is based on ELD and grade-level content standards.
- **English Language Mainstream (ELM):** Students who score at **reasonable fluency** in English are placed in an ELM program. They are taught ELD and other core subjects by authorized teachers using district-adopted textbooks and supplementary materials. Instruction is based on ELD and grade-level content standards. Students receive any additional instruction needed for them to be reclassified as fluent English proficient.
- **Alternative Program (ALT):** Students with an approved "Parental Exception Waiver"\*\*\*\* are taught core subjects in their primary language. As the students' proficiency in English increases, instruction in the native language decreases. They receive instruction in ELD in English. Teachers must receive special training to work in such a program. They use district-adopted textbooks and supplementary instructional materials. Instruction is based on ELD and grade-level content standards. Students receive any additional instruction needed for them to be reclassified as fluent English proficient. If you are interested in this program, please request additional information and a Parental Exception Waiver at your child's school.

**NOTE: At any time during the school year, you may have your child moved into the English Language Mainstream Program.**

**\*\*\*\* Parents/Guardians have the right to request a "Parental Exception Waiver" for an alternative program.**

California law gives parents the right to request that their child be placed in an Alternative Program. To do so, you must visit your child's school to apply for a "Parental Exception Waiver" each year. Your child must meet **one** of the following requirements: a) knows English and performs academically at least at fifth grade level; b) is ten years of age or older; or c) is a student under ten years of age who has been in an English language classroom for 30 calendar days, and has special needs.

### Reclassification (Exit) Criteria

The goal of the English learner program is for students to become fully proficient in English and to master state standards for academic achievement as rapidly as possible. This district's reclassification criteria are listed below:

Required Criteria (California Education Code Section 313[d])	West Contra Costa Unified School District Criteria
English Language Proficiency Assessment (CELDT)	<b>Early Advanced</b> or <b>Advanced</b> overall score on the CELDT, with no skill area less than Intermediate
California Standards Test scaled score in English Language Arts	325 or above (mid Basic or above)
Parental Opinion and Consultation	Parental Opinion and Consultation Letter
Teacher Evaluation	Recommendation with a score of 4 or 5 on the Student Oral Language Observation Matrix (SOLOM)
	Writing sample
	At secondary, grades of C or better in core subjects

### Graduation Rate

It is expected that all continuously enrolled students graduate from high school. The current graduation rate is **79.8%**.

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If you have any questions about the information in this letter or if you would like to schedule a parent conference to discuss your child's options for program placement please contact the principal of your child's school at <<Tel>>.