

**Monroe County Schools
Office of Federal Programs**

Misty R. Nelson, Director
mrnelson@k12.wv.us

Jackie F. Dixon, Secretary
jfdixon@k12.wv.us

**9875 Willow Bend Road
P.O. Box 330
Union, WV 24983
304-772-3094 (Ext. 311, 305)
304-772-5020 (Fax)**

English Learner Procedures for Parents

1. All new students complete a home language survey when they enroll in Monroe County Schools. If the survey indicates that English is their second Language then the student must be given the ELPA 21 screener provided by WVDE on the AIR platform.

- * Timeline – 30 days if enrolling at the beginning of the year or two weeks if enrolling after the beginning of the year.
- * Required Trainings – The teacher who administers the ELPA 21 Screener must have Test Security Training including Policy 2340 and ELPA21 training prior to administering the screener.

2. Following the ELPA21 screener the results can take up to seven days to be generated. The Title III director will determine the language level of the student. The levels range from Level 1 being the most severe to Level 5 being proficient.

3. An EL SAT meeting with parents, EL teacher, classroom teachers, counselors and administrators will be scheduled. The Title III director or designee is the chair of the meeting. At the meeting we will determine the number of minutes per week of EL services for the student. We will also determine daily modifications for the general education classroom and any testing accommodations needed.

4. Following the EL SAT meeting the student will have a class with the EL teacher based on the SAT meeting and will continue in the general classroom.

5. In February/March the student will take the ELPA21 Assessment to determine language proficiency growth.

6. An EL SAT meeting can be held when needed throughout the year and can be held on the regular SAT schedule as other students.

For questions please contact Misty Nelson, Director of Federal Programs at (304) 772-3094 ext. 311.

