

Enclosure 09.04
October 27, 2011



Horseheads Central School District



Parent Handbook

ESL Program

Dear Parents/Guardians-

Welcome to the Horseheads Central School District's English as a Second Language (ESL) Program. We offer ESL instruction at each of the seven schools in our district. Your child will receive ESL services by a NY State certified ESL teacher. Our staff looks forward to working with your child and your family during the coming school year.

Our ESL program offers second language learners the opportunity to learn English in a small group setting where student interaction is essential in promoting language development. In addition to small group instruction, we also work directly in the students' classroom, co-teaching and collaborating with their teacher. Teacher and student individual conferences are also important in the ESL classroom since it informs the teachers of students' progress and needs they may have. Our ESL curriculum addresses the skills of language development and academic support. The resources ESL teacher use not only support the language and academic skills students need, but also addresses students' cultural and individual needs.

Parents are an important part of our education team. Communication between home and school is vital to children's success. We encourage parents to become involved in school activities and remain involved through your child's education.

Please review this handbook and feel free to contact us with any questions. We hope it provides a helpful introduction to our program and our school district.

Sincerely,

Cindi DeRichie, ESL Teacher
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Maria Król-Levanowitz, ESL Teacher
mkrol@horseheadsdistrict.com

Central Office

Superintendent
Assistant Superintendent
Director of Student Services
Director of Secondary Education
Director of Elementary Education

Ralph Marino, Jr., Ed.D
Alice Learn
Kim Williams
Jay Hillman
Virginia Abrunzo

Schools and Building Principals

Big Flats Elementary (Grades PreK - 4)	Elizabeth Scaptura
Center Street Elementary (Grades PreK - 4)	Patricia Sotero
Gardner Road Elementary (Grades K - 4)	Ron Holloway (Interim Principal)
Ridge Road Elementary (Grades K - 4)	Anne-Marie Manikowski-Bailey
Horseheads Intermediate School (Grades 5 - 6)	Bobbi Brock, Principal Robin Doubrava, Asst. Principal
Horseheads Middle School (Grades 7 - 8)	Bobbi Brock, Principal Rance Sechrist, Asst. Principal
Horseheads High School (Grades 9 - 12)	Karen Donahue, Principal Mary Ann Suggs, Principal on Special Assignment Mike McCawley, Asst. Principal Daniel Buseck, Asst. Principal

ESL Teacher Contacts

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Our Mission

“Quality Education for All”

The Mission of the Horseheads Central School Community is to provide a quality education for all within a nurturing environment which promotes excellence, growth, and a sense of civic responsibility.

Our Vision

We, the Horseheads School Community, want a district that:

- is nurturing and responsive;
- strives for balance in a supportive, safe, encouraging environment;
- recognizes the need for continual improvement in an ever-changing world;
- has a clearly defined focus on learning outcomes, collaboration, and support systems; and
- creates an environment within which everyone can thrive and achieve his/her highest potential.

Our Beliefs

We believe:

- everyone can achieve his/her highest potential;
- trust is essential for growth;
- learning is cooperative;
- programs are inclusive;
- success will be nurtured and expected;
- learning is performance-based;
- decisions are data-based; and
- responsibility, respect and results guide our every effort.

Exit Outcomes

The Horseheads Central School graduate will be...

- a life-long learner;
- a caring, productive citizen;
- an effective communicator;
- a creative problem-solver;
- a quality decision-maker;
- a healthy, well-rounded person.

ESL Program Mission Statement

The goal of the program is to facilitate social and academic language development of culturally and linguistically diverse students to enable social, emotional and academic success.

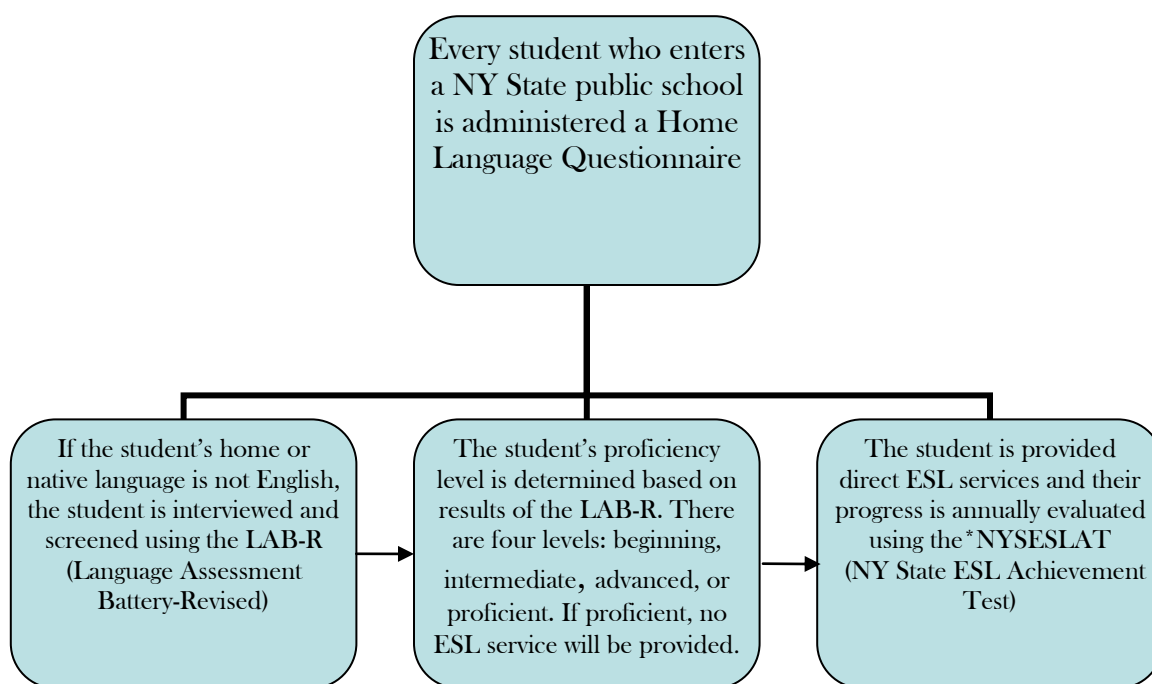


Program Objectives

- to facilitate development of all four language skills – speaking, listening, reading, and writing
- to support student learning in content classes
- to encourage student involvement in school activities (clubs, sports, music)
- to facilitate home–school communication
- to encourage family involvement in school activities
- to provide families with information on cultural, social and community resources available

Important information on ESL Programs

Q: How did my child qualify for ESL Services?



Q: How long will my child receive ESL services?

A: Students will continue to receive direct ESL services until they test “Proficient” on the annual exam (NYSESLAT). However, even after testing “proficient,” they will still receive state testing accommodations for two additional years.

Q: What services does the NY State Department of Education require school districts to provide?

A: New York State CR Part 154 requires school districts to provide English Language Learners (ELLs) with opportunities to achieve the same educational goals and standards as the general student population. Districts must provide equal access to all school programs and services offered. The Horseheads Central School District offers a free-standing ESL program. Students receive two types of services, push-in and pull-out. ESL teachers collaborate with the classroom teacher to meet the needs of ELLs (English Language Learners) in the regular classroom. Instructional modifications and accommodations are made as suggested by the ESL teacher that will support the language and academic skills of ELLs in the regular classroom setting.

Q: May I withdraw my child from ESL services?

A: Parents **do not have the right to decline** their child's participation in an ESL program.

Q: How often/how much time will my child receive ESL services?


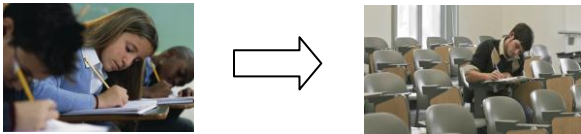


A: The amount of time a child receives ESL services depends on their grade and proficiency level. See chart below:


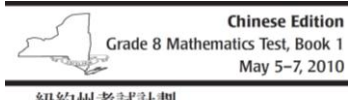
ESL Program English Proficiency Level	Grades K-8 Number of Units* ESL	Grades K-8 Number of Units* ELA	Grades 9-12 Number of Units* ESL	Grades 9-12 Number of Units* ELA
Beginning	2	-	3	-
Intermediate	2	-	2	-
Advanced	1	1	1	1

*Each unit is 180 minutes per week.

Q: What Annual State exams is my child required to take, and will they receive any accommodations?

Elementary/Middle School State Tests

Curriculum Area	Grade	Approved Accommodations for ELL Students
<p>*English Language Arts (ELA)</p> <p>*students who have been enrolled in U.S. schools for less than one year are exempt from the ELA State exam.</p>	3 - 8	<ul style="list-style-type: none"> Extended test time, if needed Separate location, if needed Bilingual dictionaries and glossaries (text and electronic) Read listening comprehension passage 3 times.    

Mathematics	3 - 8	<ul style="list-style-type: none"> Extended test time, if needed Separate location, if needed Bilingual dictionaries and glossaries (text and electronic) Translated test, if available, or oral translations for low incidence languages <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>New York State Testing Program</p> <p>Mathematics Test Book 1</p> </div> <div style="text-align: center;">  <p>Chinese Edition Grade 8 Mathematics Test, Book 1 May 5-7, 2010</p> <p>紐約州考試計劃 數學考試 第 1 卷</p> </div> </div> <ul style="list-style-type: none"> Simultaneous use of English and Native Language versions of test
Science	4 & 8	

High School Regents Exams

Curriculum Area	Grade	Approved Accommodations for ELL Students
English	11	<ul style="list-style-type: none"> Extended test time, if needed Separate location, if needed Bilingual dictionaries and glossaries (text and electronic) Read listening comprehension passage 3 times. Include ESL teachers in team scoring ELA Regents
Mathematics	9 - 12	<ul style="list-style-type: none"> Extended test time, if needed Separate location, if needed Bilingual dictionaries and glossaries (text and electronic) Translated test or oral translations for low incidence languages Simultaneous use of English and Native Language versions of test
Social Studies	9-12	
Science	9 - 12	

Source: <http://www.emsc.nysed.gov/osa/>

New York State English as a Second Language Achievement Test (NYSESLAT)

Each May, all ESL students in grades K - 12 are tested using the New York State English as a Second Language Achievement Test (NYSESLAT). The NYSESLAT is a state test that is secure, and is as important as the New York State Mathematics, Science or English Language Arts tests. The NYSESLAT is divided into four subtests: Speaking, Listening, Reading, and Writing. Results are used to determine eligibility for services and the level of each student.



How can I help my child succeed in school?

- **Read to and with your child every day – in your home language or in English**
- Set up a schedule for homework that works for your family’s lifestyle
- Develop good study habits in your child. Set aside a time for him or her to study on a regular basis.
- Practice vocabulary daily with your child
- Use the Internet at home or the local library to practice English. Many sites are included in this handbook
- Discuss your children's progress with teachers
- Be supportive! Understand that it will take time for your child to become proficient in English (3 - 10 or more years).

Being Bilingual

First Language School (Optional)

- Have your child attend a first language school or classes (evenings, weekends)



Homework

- Ask your child to tell you about what they are learning in school in your first language. Help them with this. Have a discussion and review diagrams and information in your first language.
- If you can, help your child with their homework in English and translate into your first language so that your child understands and makes connections.
- Have your child read in their first language both fiction and non-fiction books.
- Read a book with your child in English and talk about it in your first language so that your child understands what it is about. Have your child read it back to you.



For Fun!

- Have your child write in their first language for fun (letters, journals) and using academic language by doing projects or finding first language workbooks etc.
- Talk about TV shows, newspaper articles in both languages
- Play family games in both languages

Please Note!

- Unless you are working with your child on reading and writing in your first language, English will start to dominate in those areas. Your child will continue to listen and speak in your first language (BICS), but literacy (CALP) may not develop further.



http://schools.cbe.ab.ca/b239/publications/pdf/ESL%20Parent%20Handout_VistaHeights_April%2009.pdf

School Closings and Delays

Occasionally, it is necessary to close or delay schools, or to dismiss early, due to adverse weather conditions or emergencies. School closings and delays will be announced early in the morning on local radio and TV stations:

Radio

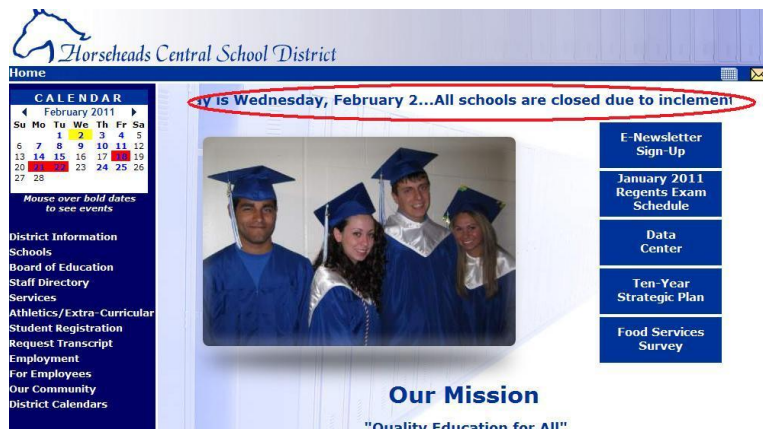
- WATS 96 FM
- WCBA 92.7 FM and 1350 AM www.magic927977.com
- WNKI 106.1 FM www.wink106.com
- WOKN 95.5 FM
- WENY 1230 AM
- WHGL 102.9 FM



TV Stations

- WENY Channel 36
- WETM Channel 18
- News10Now Channel 20

School closings and delays will also be posted on the District's Website (scrolling banner at the top of the page): www.horseheadsdistrict.com



Internet Resources for Parents



- <http://www.colorincolorado.org/families>
Information you will find on this bilingual site (English/Spanish) will help your child become a good reader and a successful student
- <http://translate.google.com/>
Google's translation website
- <http://www.pdictionary.com/>
The Internet Picture Dictionary and simple activities to learn vocabulary
- Public Library
<http://www.cclld.lib.ny.us/youthservices.htm>

Internet Resources for Students

- <http://regentsprep.org>
This website will help your children prepare for the NYS Regents exams in high school
- <http://www.studyzone.org/>
This website will help your children prepare for the NYS Exams
- Raz-Kids <http://www.raz-kids.com/>
Interactive reading website. Listen to, read and record books. Teacher will provide passwords to login to this webpage.
- Starfall <http://www.starfall.com/>
English Language Arts website. Practice reading in a fun and interactive way.
- Find It !
<http://www.lizardpoint.com/fun/java/findit/FindIt.html>
- Spelling City <http://www.spellingcity.com/>
Great way to practice your own spelling words
- <http://www.ManyThings.org/>
This website provides activities, quizzes, word games and puzzles to help students practice English skills
- <http://www.esl-lab.com/>
Great website with listening activities
- <http://a4esl.org/>
Great website for students to practice their English skills



Sports and Community Activities



*The Horseheads School District offers numerous activities and sports. A list of all school sponsored sports can be found on our web page:

<http://horseheadsdistrict.com/athletics.cfm> In addition to our school sponsored



sports, our community also offers additional sports and recreational activities. Many are free, but there is a fee to join for some of them.

Soccer

CVSA (Chemung Valley Soccer Association) <http://cvsasoccer.info> or 607.732.4689

Baseball

- Little League Baseball <http://www.eteamz.com/hhll>
- Babe Ruth Baseball <http://www.eteamz.com/hhsbr/>

Softball

Horseheads Girls Softball <http://www.eteamz.com/hgsainc/> or 607.739.9305

Chemung County Youth Bureau

Offers numerous activities for the youth including Summer Cohesion (summer camp) and Super Saturday (recreational and enrichment activities)

<http://www.chemungcounty.com/index.asp?pageId=94> or 607.737.2907

Dance Studios

- Dancer's Alley <http://dancersalleystudio.com/home.html> or 607.795.1617
- Let's Dance <http://letsdance.homestead.com/> or 607.796.2689
- Filippetti's www.filippetisacademyofdancearts.citymax.com or 607.739.4393
- 171 Cedar Arts Center - offers dance and numerous art activities
<http://www.171cedararts.org/> or 607.739.4393

Gymnastics

- Elmira Gymnastics Club <http://www.elmiragymnastics.com/> or 607.735.4919
- Head over Heels Gymnastics <http://www.headoverheelsgym.net> or 607.739.7080

Tangelwood Nature Center and Museum

<http://www.tanglewoodnaturecenter.com/> or 607.732.6060

Horseheads Historical Society and Museum

<http://www.horseheadshistorical.com/> or 607.739.3938

YMCA of Chemung County – offers numerous community activities along with child care

<http://www.ymca.net/> or 607.795.4430

YWCA of Chemung County – offers numerous community activities along with child care, Kids' World.

<http://www.ywcaelmira.org/> or 607.733.5575

ESL Classes for Adults at GST BOCES

<http://www.gstboces.org/adulted/Literacy.cfm#> or 607.739.4296

Horseheads Free Library

<http://www.steele.lib.ny.us/horseheads.htm> or 607.739.4581

Big Flats Library

http://www.ccl.d.lib.ny.us/big_flats.htm or 607.562.3300

Chemung County Parks and Recreation

<http://www.chemungcounty.com/>