

Section 8: PARENT/GUARDIAN/STUDENT NOTIFICATION AND RIGHTS

22) Describe the procedures used by school personnel to provide assistance to parents/guardians of ELLs in their home language.

From the time of students' registration every effort is made to inform and orient parents to the Broward County Public Schools through the use of translated materials or the use of interpreters. Bilingual social workers, ESOL resource teachers, bilingual school psychologists and district trained staff provide services to parents in their heritage language when feasible. Schools also request the assistance of interpreters and translators from the Multicultural, ESOL and Program Services Department. Interpreters assist at parent conferences, ESE staffings, ELL Committee meetings and other pertinent meetings where heritage language assistance might be needed. School forms and documents are sent home in English and the district's three major languages: Haitian-Creole, Portuguese and Spanish.

22a) Check the school-to-home communications that are sent by the district or school to parents/guardians of ELLs and that are in a language the parents/guardians understand:

- Temporary placement
- Delay in language proficiency testing
- Results of language proficiency assessment
- Program placement
- Program delivery model options
- State and/or district testing
- Accommodations for testing (flexible setting)
- Annual testing for language development
- Growth in language proficiency (Listening, Speaking, Reading, Writing)
- Exemptions from statewide assessment for students classified as ELL for one year or less by date of test
- Retention/Remediation
- Transition to regular classes
- Extension of ESOL instruction
- Exit from ESOL program
- Post-reclassification (LF) monitoring
- Reclassification of former ELL student
- Invitation to participate in an ELL Committee Meeting
- Invitation to participate in the Parent Leadership Council (PLC)
- Special programs such as Gifted, ESE, dual enrollment, Pre-K, adult secondary courses, vocational education, magnet, charter schools, SES programs, and student support activities
- Free/reduced price lunch

- Parental choice options, school improvement status, and teacher out-of-field notices
- Registration forms and requirements
- Disciplinary forms
- Information about the Sunshine State Standards and the ELP Standards
- Information about statewide assessments
- Information about community services available to parents
- Information about opportunities for parental involvement (volunteering, PTA/PTO, SAC)
- Other _____

23) How does your district inform parents/guardians/ and ELLs of the Code of Student Conduct and students' rights and responsibilities?

The Code of Student Conduct is available on the district's website at www.browardschools.com. It is also available in the district's three major languages: Spanish, Haitian-Creole and Portuguese. Parents may access this document and other pertinent information regarding the students' rights and responsibilities at www.browarddesolparents.com

Is the Code of Student Conduct Available in a language other than English?

Yes No

If No, describe how the Code of Student Conduct is explained to parent/guardians and students in a comprehensible format. Include title of personnel responsible.

24) What provision(s) does your district have to train parents/guardians in order to promote parental and community participation in programs for ELLs? Explain.

The Multicultural, ESOL and Program Services Department has on staff a Bilingual Parent Outreach Specialist dedicated to providing schools, parents/guardians and community organizations special programs, based on the most current research and data, to promote parent and community participation in programs for ELLs. Programs can be presented at the individual schools, at community or church organizations or through school and district parent organizations. Parents of ELLs that are, or wish to be, in leadership positions are also invited to attend local conferences and are provided translation technology for better understanding.

The Bilingual Parent Outreach Specialist also provides a dual track ELL Parent Development Program that assures that parents and the ESOL student representatives can enter the ESOL Leadership Council process with confidence and better communication for productive collaboration to benefit all students. Participants also acquire relevant knowledge, information, skills and strategies needed to fully integrate into their leadership role at the ESOL Leadership Council, the School Advisory Councils, the School Advisory Forums, the PTA/PTO's, the Area Advisories and the District Advisory Council. Leadership training for parents of ELLs and student representatives also provides for shadowing at other district committees, conferences and meetings. The ESOL Leadership Council also provides for monthly presentations on curriculum, assessments, programs and services available

throughout the district and how to understand and network through the American School System. Parents of ELLs are also invited to participate in the district-wide Parent Involvement Committee which has produced the "Parent Guide" in the major district languages and which can be accessed in the major languages on the district website. Parents of ELLs also participate in a yearly Bilingual Parent Institute that focuses on different topics each year to promote their involvement in their ELLs' education and guidance towards making good academic decisions.

25) How does your district provide parents/guardians information on schools' academic progress (school grade, AYP, etc.)? Explain.

Every school provides a progress report to the parents on the school's adequate yearly progress. In addition, there is access to this information through the district website. Adequate yearly progress is also discussed fully at the ESOL Leadership Council meetings and at school-based meetings. Letters to parents informing them about Adequate Yearly Progress are also translated in the district's major languages.

26) How does your district provide parents/guardians information on the monitoring of program compliance (role of the Civil Rights Officer, complaint and appeal process, etc.)?

Explain.

Parents and students have access to the Parent Outreach Office at the Multicultural, ESOL and Program Services Department, manned by bilingual staff, for any questions or concerns of parents of ELLs in reference to the program or compliance of the program, either district-wide or at their own individual school. Parents, through the ESOL Leadership Council meetings, are informed of their rights and responsibilities and the components of the District ELL Plan, and can bring forward any issues they deem necessary, where issues are quickly addressed by district staff. Parents are also informed of the process of bringing complaints to the principal, school Advisory Forum, the ESOL Leadership Council or the Multicultural, ESOL and Program Services Department.

The Broward County Public Schools also has an Equal Educational Opportunities (EEO) Department to handle discrimination and/or harassment complaints, which is stated, in the major languages, in all meeting notices to parents. In the district Code of Student Conduct Book, forms of discrimination in the Broward County Public Schools is as follows: Harassment is a form of discrimination. Harassment based on age, color, disability, ethnicity, gender, linguistic differences, national origin, marital status, race, religion, sexual orientation, socioeconomic background, physical appearance, or harassment for any other reason are violations of School Board Policies.

Applicants, employees, or students alleging discrimination in the Broward County Public Schools system are encouraged to first discuss the problem informally through established lines of communication (teacher, principal, supervisor, district office, etc). If unable to resolve the complaint informally through established means, he or she may call or visit the EEO Department. The office will attempt to resolve the complaint before a formal charge is filed.

Charges of discrimination against the district, which are filed through the Equal Opportunity Commission (EOC), the Office for Civil Rights (OCR) or other discrimination regulatory agencies are also resolved through the EEO.

If a parent or student wishes to appeal the decision of the EEO, they can bring their complaint to the OCR or the Florida Department of Education.

27) How are ELLs assured equal access to all programs and facilities that are available to non-ELLs?

The Multicultural, ESOL and Program Services Department collaborates with all other district departments in the development and updates of district policies and guidelines to ensure that all ELLs have equal access to all programs and facilities. ELLs have access to English language instruction as well as math, science, social studies and computer literacy classes appropriate to their level. Placement of students follows the district programmatic assessment guidelines and is documented on the ELLSEP folder.