

# Columbus City Schools

## Parent Information Brochure



## English as a Second Language

The mission of the ESL Program is to facilitate student learning within 5 skill areas: reading, writing, speaking, listening & cultural enrichment. In addition, ESL provides educational opportunities for Limited English Proficient students to meet grade promotion requirements & graduation standards while becoming members of American society.

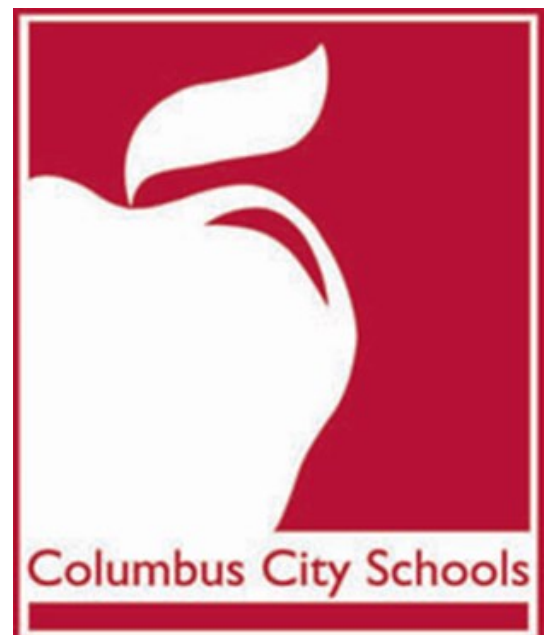
### ESL Department Office

Michael Sain, ESL Director  
Myra Talley, Supervisor  
3700 S. High St.  
Columbus, OH 43207  
Program Office: **614-365-8802**

llámenos para más información  
appelez-nous pour plus d'informations  
nala soo xiriir wixii macluumaad dheeraad ah

थप जानकारीको लागि हामीलाई कल  
نرجو منكم الاتصال بنا للحصول على مزيد من المعلومات

Supporting your child from  
beginning English through  
college and career readiness



# Enrolling Your Child in Columbus City Schools

1. Families who need to complete enrollment, must complete the Online Registration (SpeedyPass) and schedule an appointment. Families will receive an email prior to their appointment with instructions and an invitation to join a virtual enrollment meeting online.

If you require assistance in completing the Online Registration or need access to a computer, please call the appropriate number below to schedule an On Site Enrollment Appointment. You will need to arrive 30 minutes prior to your appointment to complete the Online Registration and upload your documents. If you need communication support, please call the ESL Office at 614-365-8802

2. You will be required to upload the following Necessary Documents to your Online Registration (SpeedyPass). If you do not upload the required documents, you will not be able to submit your Online Registration and schedule an enrollment appointment.

- Parent photo identification
- Student's birth certificate
- Proof of custody/guardianship (if applicable)
- Address verification
- Immunization record (shot records)
- Withdrawal papers or last grade card from prior school (if applicable)
- Special education documents

3. Attend Virtual or On site Enrollment Appointment with your Enrollment Specialist

- The Enrollment Specialist will review the Online Registration with you.
- They will enroll your student in the school of address.
- They will upload the required enrollment documents that you have provided.
- They will answer any questions you have about enrolling your child into Columbus City Schools

6. You have the right to accept or deny the recommended ESL school. Your signature will be required.

7. If your child is eligible for a bus, the new school will give you information on where and when the bus will pick your child up and return them. You can also view this information on the Parent Portal.

8. Following the appointment, you will receive your activation code for the Parent Portal

The Parent Portal will allow you to view your student's data (such as grades, attendance, schedules...), opt in for transportation (HS ONLY), pay fees, apply for the School Choice Lottery and much, much more.

# ESL Programs

## At the Elementary Level (Grades K-5)

- Language Acquisition - ESL teacher pulls small groups of students new to English to work on speaking, listening, reading and writing
- Leveled Literacy Intervention – ESL bilingual assistants and some teachers provide extra reading help for students who are not on grade level in reading
- Math Literacy Intervention – Math literacy interventionists, ESL bilingual assistants and some teachers provide math help for students not on grade level in math
- Push-In Program- Bilingual instructional assistants and ESL teachers provide additional help for ESL students in general education classrooms

## At the Middle School Level (Grades 6-8)

- English Language Learners have English class with their ESL teacher
- The other classes are taken with mainstream students
- Mifflin MS, Medina MS, Johnson Park, and Wedgewood MS has an ESL Sheltered Site
  - English, Math, Science & Social Studies courses are taken with ESL Teachers
  - All other classes are taken with native English speakers
- World Language MS Newcomers program for students in grades 6-8

## At the High School Level (Grades 9-12)

- English, Math, Science & Social Studies courses may be taken with ESL Teachers\*
  - All other classes are taken with native English speakers
  - As students' English improves, they will move into more classes with native English speakers

## Columbus Global Academy (Grades 9-10)

- High school students Emerging level may qualify for classes at Columbus Global Academy
  - Be in Columbus City Schools for less than 2 years
  - Be an English language learner new to English
  - Recommended by the Central Enrollment or their previous school with the ESL department's Approval
- All classes are taken with ESL teachers

## Fort Hayes Career Center (Grades 10-12)

- Students can attend the career center to learn specific job skills, such as Medical Assisting, Nursing, Carpentry, Automobile technician, and more
- Support is given to the ESL students who attend
- Any student who attends the career center is prepared to work or attend a university

**\*Sheltered Sites offer English, Math, Science & Social Studies with ESL certified Teachers**

# **Services at The ESL Service Center**

## **ESL Call Center**

If you need to communicate with someone in Columbus City Schools, but you need an interpreter, please contact the ESL Call Center at (614)365-8802. We have interpreters for Spanish, French, Nepali, Somali and Arabic available from 7:30 am until 4:30 pm, Monday through Friday during the school year.

## **Interpretation Services**

Free language assistance is available to Columbus City Schools parents regarding school programs and activities. A parent does not have to be of limited English proficiency in speaking, reading, writing, and comprehending English in order to be considered of limited English proficiency (LEP) but rather it is only necessary that a parent be limited in at least one of these areas in order to be eligible to receive language assistance as needed. No other verification is necessary in order to receive language assistance. Services may be requested for, but not limited to the following events: parent-teacher conferences, disciplinary hearings, IEP meetings, and 504 meetings. Please be advised that while parents may bring family members and friends to all school activities and meetings, the District shall be responsible for providing any necessary interpreting or translating services.

For assistance, please contact the ESL Department at 614-365-8802.

## **Refugee Parent Literacy Program (614) 365-8802**

- to improve our parents' English
- to help parents understand school procedures and help their child be successful
- to improve our parents' basic job skills
- to encourage our ESL families to take a more active role in their community and schools

# Other District Services

## Special Education

If your child is having continuous difficulties in school, you will be contacted by the school to attend a meeting to determine if your child needs extra help and to create a plan to provide more support. If your child receives extra support from Special Education, the ESL teacher and Special Education teacher will work together to determine appropriate help for English. Parents may also request a meeting with teachers by contacting the child's school or (614) 365-8802 if you need an interpreter.

## Gifted & Talented

In the fall, students in grades 2 and 6, are given a test called (Terra Nova/InView) to identify students who are accelerated learners. If your child is an accelerated learner, you will be contacted. Services will be provided from the Gifted & Talented department.



# Exiting the ESL Program

Each winter, your child will take the Ohio English Language Proficiency Assessment (OELPA) to determine their speaking, listening, reading and writing levels in English.

As your child's English improves, their level will increase. There are five levels of English.

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**Level 1—Pre-functional**

Students begin to comprehend some words and phrases they hear or read, may be able to repeat some common words and phrases, and copy or write letters and some words.

**Level 2—Beginner**

Students begin to understand simple written directions, low level stories in English, understand simple spoken statements, questions and messages, begin to write sentences with frequent grammar errors, and speak using memorized phrases.

**Level 3—Intermediate**

Students understand main ideas and supporting details in below-grade-level texts, understand conversations in most social situations, write and edit class assignments (with help from the teacher). Intermediate students should be given grade-level class assignments with teacher support.

**Level 4—Advanced / Trial-Mainstream**

Students understand the academic language needed for school subjects, are able to understand most grade-level text books, and can participate in extended discussions. These students are scheduled into regular classes with limited or no extra help.

**Level 5—Full English Proficiency**

Students can comprehend, speak, read and write like native-English speakers. They no longer receive extra help and are no longer considered to be Limited English Proficient (LEP).

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- At the Pre-functional and Beginner levels, support from ESL teachers and general education teachers is recommended
- Once a child reaches the Intermediate level, the teacher and parents should discuss the amount of support still needed
- When a child reaches level 4, they should attend classes with native-English speakers, and only be given support if needed
- After passing the Ohio English Language Proficiency Assessment (OELPA), your child is no longer considered a Limited English Proficient student and will not receive services from ESL

## **Tips for Helping Your Child Academically**

- Participate in school activities such as Orientation night & Parent Teacher Conferences. Stay informed of what your child is learning and how they are progressing.
- Designate a quiet space in your home where your child is expected to sit and complete work the teacher gave them to finish. Finishing school work should take priority over other activities.
- If your child is learning English, turn the subtitles on when they are watching television. That way they can hear and read the English at the same time.
- The Columbus Metropolitan Libraries offer “Homework Help”. Your child can go to the library after school and get help for reading and their school work.
- Attend the Parent Literacy Program (614) 365-8802 if you need to learn more English. This will help you at work, and enable you to help your child with school work.
- If your child is having difficulty in school, please contact the school, the teacher, or the ESL Department. Remember, if you need someone to interpret for you and the school, you can call (614) 365-8802.

# ESL Schools

## Elementary Schools

Avalon (K-3)  
Broadleigh  
Burroughs  
Cassady  
Columbus Spanish Immersion  
Cranbrook  
Devonshire  
Eakin  
East Columbus  
East Linden  
Easthaven  
Ecole Kenwood  
Forest Park  
Gables  
Georgian Heights  
Highland  
Hubbard Mastery (K-6)  
Innis  
Linden Stem  
North Linden  
Northgate (4-5)  
Northtowne  
Oakmont  
Olde Orchard  
Salem  
Scottwood  
Siebert  
Sullivant  
Valley Forge  
Valleyview  
West Broad

## Middle Schools

Hilltonia  
\*Johnson Park  
\*Medina  
\*Mifflin Middle  
Ridgeview  
Wedgewood  
Woodward Park @ Walden  
Woodward Park  
\*World Language Middle School

## High Schools

\*Beechcroft  
\*Columbus Global Academy  
\*Columbus North International  
\*Independence  
\*Mifflin High  
\*Northland  
\*West  
\*Whetstone

Briggs (only has one ESL Teacher)  
Walnut Ridge (only has one ESL Teacher)

## Special Schools

Columbus On-line Academy

\*ESL Sheltered Sites

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