

# English Language Learning Guidelines



## English Language Learner Teachers:

- ELL teachers will be available during office hours and will communicate contact information with students and parents. Office hours are 9:00-11:30am and 1:00-3:00pm each school day.
- Provide supplemental material to general education teachers, if needed. You do not have to provide additional assignments for your pull-out service.
- ELL teachers will work closely with general education teachers to ensure that accommodations are accessible during E-Learning
  - Accommodations that are not necessary to provide include preferential seating, small group, frequent breaks, etc.
  - If students require extended time, consider this when giving due dates.
  - Oral Administration Suggestions
    - Utilize Immersive reader in OneNote or Microsoft Word
    - On Internet Explorer, ctrl+shft+g should read aloud webpages
    - Record yourself reading an assignment, share and have them download the recording
    - <https://www.naturalreaders.com/online/>
  - If students receive chunking of or shortened assignments, their assignments may need modifications in the way they are sent home or posted.
  - If students require a bilingual dictionary, send home one with them.
- Be prepared to send printed assignments or ensure assignments are downloaded for students who may not have internet access



## Parent Communication:

- To ensure accurate communication is available in native languages, all district letters of communication will be translated and available online.
- Language Line will be used for daily communication when necessary.
- Teachers and families will also be provided instructions on how to utilize “Talking Points” for effective communication. This is a free messaging application to help teachers engage all families through two-way, translated messages.