

Identification and Procedural Companion



# **Supporting LEAs**

Welcoming, Enrolling, and Instructing Immigrant Children and Youth







## **Content Objective**

 Participants will explore activities and services Title III, Part A-funded local educational agencies (LEAs) may implement in order to enhance the instructional opportunities of immigrant children and youth.

## Language Objective

 Participants will read, process, and create extended activities in cooperative groups that support immigrant children and youth and their families.





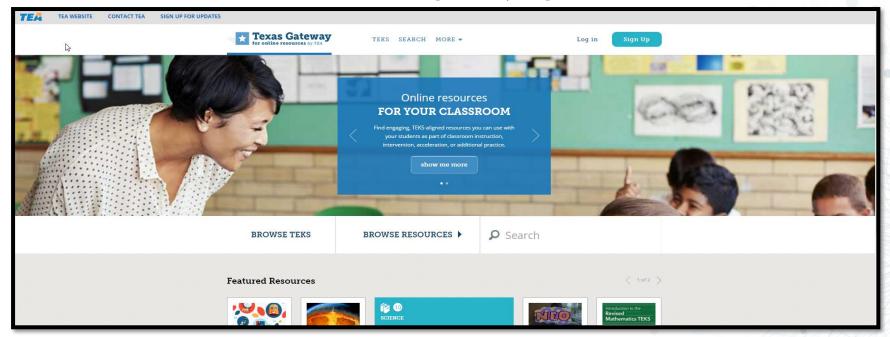


- Enhancing Instructional Opportunities for Immigrant Students, a session and online course, details the accountability Title III, Part A-funded LEAs are held to while providing services for immigrant children and youth. LEAs which experience an unexpected increase in the number or percentage of immigrant student population must be prepared to provide activities focused on enhancing instructional opportunities for this population, as well as ensure state academic standards can be met.
- The Enhancing Instructional Opportunities for Immigrant Students: Identification and Procedural Companion associated with the online course will provide LEAs with support in welcoming, enrolling, and instructing immigrant children and youth while ensuring an appropriate use of Title III funds. Professional development considerations are suggested in this companion to guide LEAs in meeting cognitive, linguistic, and affective needs of immigrant students.



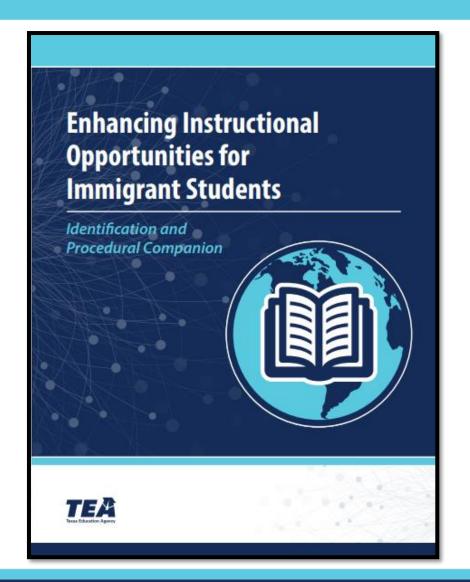


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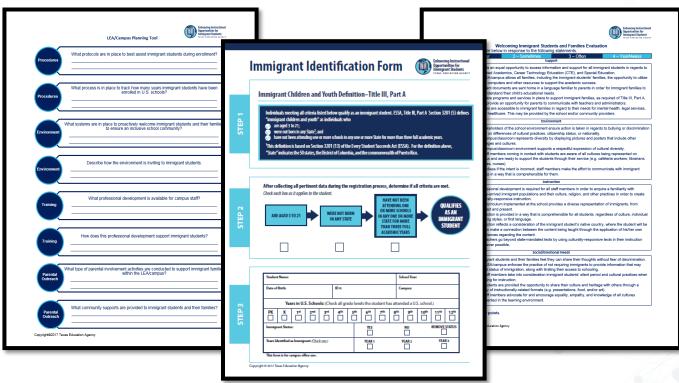


## **Companion Tool**















- Definitions
- Enrollment

Title III, Part A-funded Activities for Immigrants

- "Supplement, not supplant"
- Suggested activities

**Enhancing the School Environment** 

- Cultural, social, and linguistic needs
- Instruction
- Professional development







# **Understanding Immigrant Children and Youth**



Definition of *immigrant children and youth* 

- Immigrant children and youth are individuals who
  - are aged 3 through 21;
  - were not born in any State; and
  - have not been attending one or more schools in any one or more State for more than three full academic years.
- Common terms
  - Newcomers
  - Asylee

- English learner (EL)
- Refugee

- Student with interrupted formal education (SIFE)
- Unaccompanied youth



# **Understanding Immigrant Children and Youth**



Practices for enrolling immigrant students

- Welcoming environment
- Inclusive environment
- Compliance with Federal law



Enhancing Instructional Opportunities for Immigrant Students

#### Immigrant Children and Youth Definition-Title III, Part A

Individuals meeting all criteria listed below qualify as an immigrant student. ESSA, Title III, Part A Section 3201 (5) defines "immigrant children and youth" as individuals who

are aged 3 to 21;

were not born in any State<sup>1</sup>; and

have not been attending one or more schools in any one or more State for more than three full academic years.

<sup>1</sup>This definition is based on Section 3201(13) of the Every Student Succeeds Act (ESSA). For the definition above, "State" indicates the 50 states, the District of Columbia, and the commonwealth of Puerto Rico.

#### **Enrolling Immigrant Students**

Local educational agencies (LEAs) shall not unlawfully discourage or bar students, including students who are undocumented or have parents who are undocumented, from enrollment in U.S. schools. The United States Department of Education (USDE) encourages LEAs to proactively implement supportive enrollment policies and practices that create a welcoming and inclusive environment for all immigrant students. The chart below provides examples of acceptable and unacceptable enrollment practices.

#### Practices for Enrolling Immigrant Students in Texas Schools

#### It is acceptable to

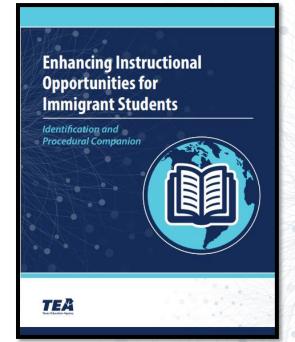
- solicit documents for address verification, such as a utility bill, rent payment receipt, parent affidavit, mortgage or lease document, telephone bill, or a letter from an employer written on letterhead,
- support a lack of proof of residency for undocumented homeless children under the federal McKinney-Vento Homeless Assistance Act, and
- require minimal information, such as immunization history, proof of age, and residency within an LEA.

#### It is NOT acceptable to

- · deny the right to a free public education,
- inquire about a student's citizenship or immigration status,
- refuse entry of a student presenting a birth certificate indicating a birth place outside of the United States,
- prevent a student from enrolling if the student's social security number is not provided, and
- discriminate on the basis of color, race, or national origin.

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Identification and Procedural Companion

#### Responsibilities in Support of Immigrant Students

#### LEAs are responsible for

- creating a formal process for reviewing the immigrant status of all students based on the Title III, Part A immigrant children and youth definition,
- understanding that the term immigrant is not synonymous with English learner (EL), as an immigrant student
  may not be an EL.
- determining immigrant status for funding and reporting purposes in the Public Education Information Management System (PEIMS) based on the Title III, Part A immigrant children and youth definition, and
- removing the immigrant status in PEIMS when students have surpassed the allotted three years.

Note: It is important to differentiate a student's immigrant status between the applicable programs and/or services in which this status is required to be reported. Immigrant status under the Title III, Part A definition must not be confused with the immigrant status for the Immigration and Naturalization Service (INS). LEAs should not assume responsibility for determining citizenship status under INS regulations. The Title III, Part A immigrant children and youth definition must not be used for state assessment purposes or for student eligibility or enrollment in English for Speakers of Other Languages (ESOL) I and II courses.

#### Suggested Data Collection for Determining Immigrant Status

The immigrant status of a student must be reported in PEIMS. LEAs shall collect the number of years the student has been classified as an immigrant. The PEIMS immigrant code will be maintained for each new school year. However, the code must be removed when a student is enrolled in their fourth year of school.

A suggested form for collecting immigrant status is available in the Enhancing Instructional Opportunities for Immigrant Students online course available on the Texas Gateway.



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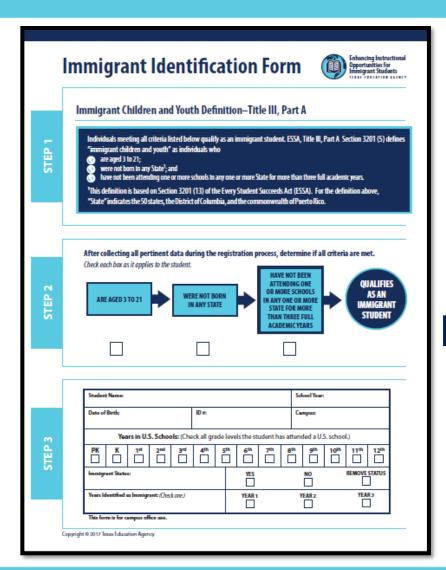
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## Handout: Immigrant Identification Form



# **Immigrant Identification Form: Step 1**



## Immigrant Children and Youth Definition—Title III, Part A

TEP

Individuals meeting all criteria listed below qualify as an immigrant student. ESSA, Title III, Part A Section 3201 (5) defines "immigrant children and youth" as individuals who

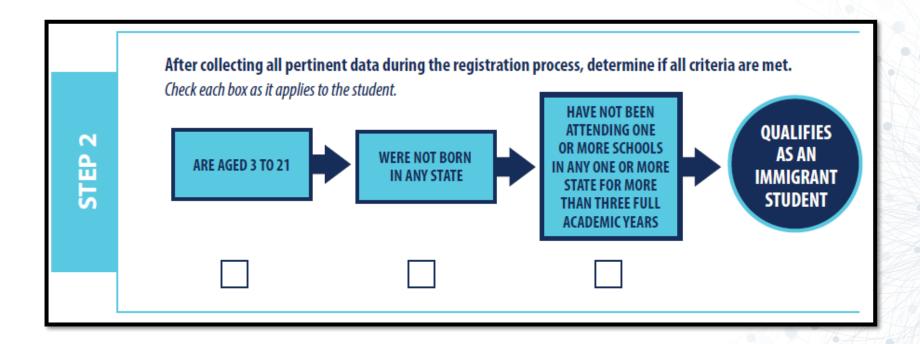
- are aged 3 to 21;
- were not born in any State<sup>1</sup>; and
- have not been attending one or more schools in any one or more State for more than three full academic years.

<sup>1</sup>This definition is based on Section 3201 (13) of the Every Student Succeeds Act (ESSA). For the definition above, "State" indicates the 50 states, the District of Columbia, and the commonwealth of Puerto Rico.



# **Immigrant Identification Form: Step 2**









# **Immigrant Identification Form: Step 3**



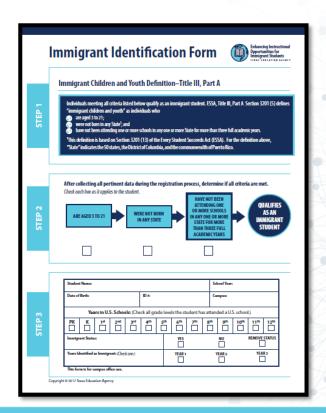
	Student Name:				School Year:		
	Date of Birth:	ID #:			Campus:		
m	Years in U.S. Schools: (Ch	eck all grade	levels the stu	ıdent has a	ttended a U.S	S. school	.)
S P	PK K 1st 2nd 3rd	4 <sup>th</sup>	5 <sup>th</sup> 6 <sup>th</sup>	7 <sup>th</sup> [	8 <sup>th</sup> 9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup> 12 <sup>th</sup>
vi	Immigrant Status:		YES		NO	ı	REMOVE STATUS
	Years Identified as Immigrant: (Check one.)		YEAR 1		YEAR 2		YEAR 3







- Read the scenario.
- Review the definition of immigrant children and youth in Step 1.
- Check off the criteria in Step 2 to determine immigrant status.
- Use the scenario to complete the items in Step 3.



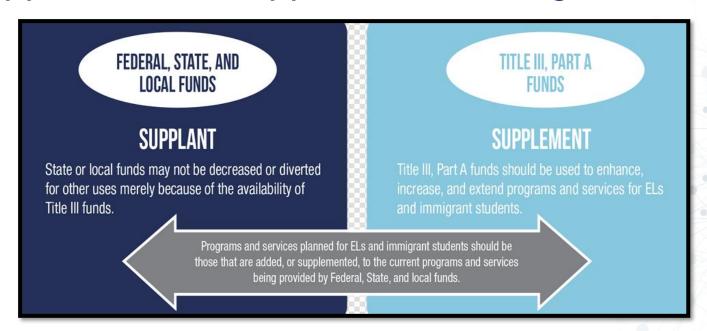


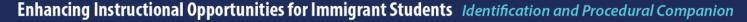


# Title III, Part A-funded Activities for Immigrants



Supplement, not supplant, Sec. 3115 (g)







# Title III, Part A-funded Activities for Immigrants



Suggested activities, Sec. 3115 (e)(1)(A-G)

- family literacy, parent and family outreach, and training activities
- recruitment of, and support for, personnel to provide services to immigrant children and youth
- provision of tutorials, mentoring, and academic or career counseling
- identification, development, and acquisition of curricular materials
- basic instructional services attributable to the presence of immigrant children and youth
- other instructional services designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States
- activities coordinated with community-based organizations, institutions of higher education, private sector entities, or other entities with expertise in working with immigrants



#### Federal Funding for Immigrant Students

LEAs that experience a significant increase in the number or percentage of immigrant children and youth are eligible to receive Title III, Part A funds to provide teachers with enhanced instructional strategies and approaches in support of successful student outcomes. Title III, Part A immigrant funds are required to be used to assist principals and teachers (including preschool teachers) in

- establishing, implementing, and sustaining effective language instruction educational programs\* and
- developing and enhancing their capacity to provide effective instructional programs.

Title III, Part A statute has a supplement, not supplant provision in reference to Title III, Part A funds.

Supplemental activities enhance the school environment by providing instructional opportunities which add, enhance, increase, and extend programs and services. State or local funds may not be decreased or diverted for other uses merely because of the availability of Title III, Part A funds.

\*State bilingual and ESL programs

#### **Suggested Activities**

ESSA, Title III, Part A Section 3115 (e)(1)(A-G), identifies immigrant-funded activities which can be implemented to meet the requirement of enhancing instructional opportunities for immigrant children and youth. Activities may include

- family literacy, parent and family outreach, and training activities designed to assist parents and families
  to become active participants in the education of their children,
- recruitment of, and support for, personnel, including teachers and paraprofessionals who have been specifically trained, or are being trained, to provide services to immigrant children and youth,
- provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth,
- identification, development, and acquisition of curricular materials, educational software, and technologies,
- basic instructional services that are directly attributable to the presence of immigrant children and
  youth, including supplemental classroom supplies, costs of transportation, or other costs directly
  attributable to such additional basic instructional services,
- On their instructional services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education, and
- activities coordinated with community-based organizations, institutions of higher education, private sector entities, or other entities with expertise in working with immigrants, to assist parents and families of immigrant children and youth by offering comprehensive community services.

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## **Group Work and Reflection**



## **Part 1:**

- List your LEA's activities.
- Share your activities.
- Categorize the activities.

## **Part 2:**

- Think about the use of Title III, Part A funds.
- Place a green check mark by supplemental services.
- Place a red X by services which may be supplanting others.

## **Part 3:**

- Engage in a Gallery Walk.
- Learn from others.

### **Suggested Activities**

ESSA, Title III, Part A Section 3115 (e)(1)(A-G), identifies immigrant-funded activities which can be implemented to meet the requirement of enhancing instructional opportunities for immigrant children and youth. Activities may include

- S family literacy, parent and family outreach, and training activities designed to assist parents and families to become active participants in the education of their children,
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- identification, development, and acquisition of curricular materials, educational software, and technologies,
- So basic instructional services that are directly attributable to the presence of immigrant children and youth, including supplemental classroom supplies, costs of transportation, or other costs directly attributable to such additional basic instructional services.
- Other instructional services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education, and
- activities coordinated with community-based organizations, institutions of higher education, private sector entities, or other entities with expertise in working with immigrants, to assist parents and families of immigrant children and youth by offering comprehensive community services.





- Inclusive environment
- Cultural and linguistic barriers
- Acceptance into the school and community
- Cultural competence
- Social and emotional competence
- LEA/Campus activities
- Instruction for immigrant students
- Professional development



# **Instruction for Immigrant Students: Sample Strategies and Activities**



# Basic Concepts of the School Environment

- Color consciousness
- Layout
- Flashcards
- Field trips
- Animated visuals
- Picture file cards

# Confidence and Self-assurance

- Cultural consciousness
- Cultural chants
- Scripting
- Powerful questions
- Celebrations

# Positive Identity with Cultural Heritage

- Role models
- Content links
- Literature links
- Story time
- Picture file cards

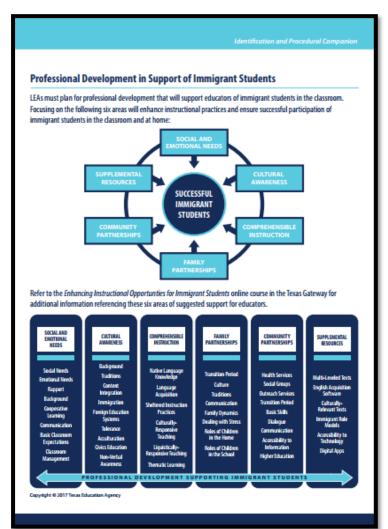




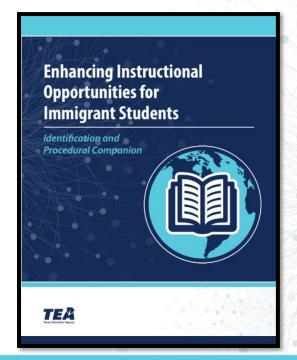


- Social and Emotional Needs
- Cultural Awareness
- Comprehensible Instruction
- Family Partnerships
- Community Partnerships
- Supplemental Resources













# Handout: Welcoming Immigrant Students and Families Evaluation



Welcoming Immigrant Students and Families Evaluation Use the rating scale below in response to the following statements.
1 - No/Never 2 - Sometimes 3 - Often 4 - Yes/Always
Support
There is an equal opportunity to access information and support for all immigrant students in regards to
Advanced Academics, Career Technology Education (CTE), and Special Education.
<ol> <li>The LEA/campus allows all families, including the immigrant students' families, the opportunity to utilize</li> </ol>
school computers and other resources to support the academic success.
3. Important documents are sent home in a language familiar to parents in order for immigrant families to best understand their child's educational needs.
4. There are programs and services in place to support immigrant families, as required of Title III, Part A,
which provide an opportunity for parents to communicate with teachers and administrators.
<ul> <li>5. Services are accessible to immigrant families in regard to their needs for mental health, legal services, and/or healthcare. This may be provided by the school and/or community providers.</li> </ul>
Environment
6. All stakeholders of the school environment ensure action is taken in regards to builying or discrimination
based on differences of cultural practices, citizenship status, or nationality.
7. The campus/classroom represents diversity by displaying pictures and posters that include other
languages and cultures.  8. The campus/classroom environment supports a respectful expression of cultural diversity.
All staff members coming in contact with students are aware of all cultures being represented on
campus and are ready to support the students through their service (e.g. careteria workers, librarians,
coaches, nurses).  10. Regardless if the Intent is Incorrect, staff members make the effort to communicate with immigrant.
families in a way that is comprehensible for them.
Instruction
11. Professional development is required for all staff members in order to acquire a familiarity with
newly-arrived immigrant populations and their culture, religion, and other practices in order to create culturally-responsive instruction.
12. The curriculum implemented at the school provides a diverse representation of immigrants, from
the past and present.
13. Instruction is provided in a way that is comprehensible for all students, regardless of culture, individual jeaming styles, or first language.
14. Instruction reflects a consideration of the immigrant student's native country, where the student will be
able to make a connection between the content being taught through the application of his/her own
experiences regarding the content.  15. All teachers go beyond state-mandated texts by using culturally-responsive texts in their instruction
whenever cossible.
Social/Emotional Needs
-
16. Immigrant students and their families feel they can share their thoughts without fear of discrimination. 17. The LEA/campus enforces the practice of not requiring immigrants to provide information that may
reveal status of immigration, along with limiting their access to schooling.
18. All staff members take into consideration immigrant students' silent period and cultural practices when
planning for instruction.
19. All students are provided the opportunity to share their culture and heritage with others through a variety of instructionally-related formats (e.g. presentations, food, and/or art).
20. All staff members advocate for and encourage equality, empathy, and knowledge of all cultures
represented in the learning environment.





# Welcoming Immigrant Students and Families Evaluation: Support



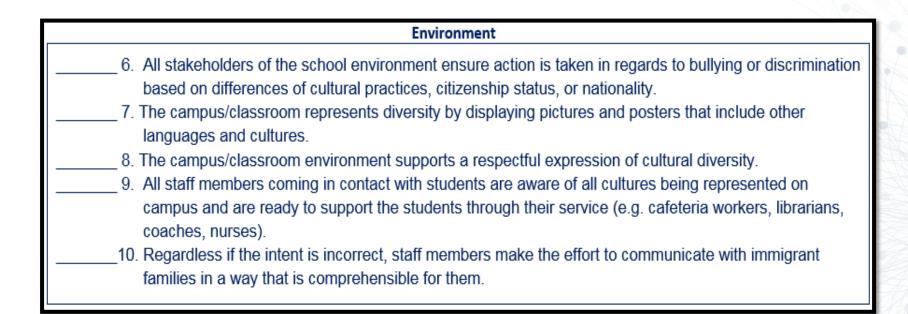
	Icoming Immigrant Stude		on
1 – No/Never	2 – Sometimes	3 – Often	4 – Yes/Always
	Supp	ort	
Advanced Acad  2. The LEA/campuschool compute  3. Important documbest understand  4. There are prograwhich provide a  5. Services are acades.	al opportunity to access inform emics, Career Technology Edu is allows all families, including its and other resources to support are sent home in a langulational needs ams and services in place to see a copportunity for parents to concessible to immigrant families its. This may be provided by the	ucation (CTE), and Special Edithe immigrant students' families ort the academic success.  uage familiar to parents in orders.  upport immigrant families, as remmunicate with teachers and a fin regard to their needs for me	es, the opportunity to utilize er for immigrant families to required of Title III, Part A, administrators.





# Welcoming Immigrant Students and Families Evaluation: Environment









# Welcoming Immigrant Students and Families Evaluation: Instruction



# Instruction 11. Professional development is required for all staff members in order to acquire a familiarity with newly-arrived immigrant populations and their culture, religion, and other practices in order to create culturally-responsive instruction. 12. The curriculum implemented at the school provides a diverse representation of immigrants, from the past and present. 13. Instruction is provided in a way that is comprehensible for all students, regardless of culture, individual learning styles, or first language. 14. Instruction reflects a consideration of the immigrant student's native country, where the student will be able to make a connection between the content being taught through the application of his/her own experiences regarding the content. 15. All teachers go beyond state-mandated texts by using culturally-responsive texts in their instruction whenever possible.





# Welcoming Immigrant Students and Families Evaluation: Social/Emotional Needs



Social/Emotional Needs
<ul> <li>16. Immigrant students and their families feel they can share their thoughts without fear of discrimination.</li> <li>17. The LEA/campus enforces the practice of not requiring immigrants to provide information that may reveal status of immigration, along with limiting their access to schooling.</li> <li>18. All staff members take into consideration immigrant students' silent period and cultural practices when planning for instruction.</li> </ul>
19. All students are provided the opportunity to share their culture and heritage with others through a variety of instructionally-related formats (e.g. presentations, food, and/or art)20. All staff members advocate for and encourage equality, empathy, and knowledge of all cultures represented in the learning environment.
Score:/80 points





## **Content Review**

- Immigrant children and youth
- Newcomers
- Asylee
- Unaccompanied youth
- Refugee
- SIFE
- Supplement
- Supplant
- Role models
- Social and emotional needs

- Comprehensible instruction
- Supplementary resources
- Parental outreach
- Parental involvement
- Parental engagement
- Title III, Part A funds
- Suggested activity per Sec. 3115
- Cultural barrier

- Linguistic barrier
- Cultural competence
- Social and emotional competence
- Scripting
- Color consciousness
- Cultural awareness





# Handout: LEA/Campus Planning Tool



	LEA/Campus Planning Tool
Procedures	What protocols are in place to best assist immigrant students during enrollment?
Procedures	What process is in place to track how many years immigrant students have been enrolled in U.S. schools?
Environment	What systems are in place to proactively welcome immigrant students and their families to ensure an inclusive school community?
Environment	Describe how the environment is inviting to immigrant students.
Training	What professional development is available for campus staff?
Training	How does this professional development support immigrant students?
Parental Outreach	What type of parental involvement activities are conducted to support immigrant families within the LEA/campus?
Parental Outreach	What community supports are provided to immigrant students and their families?









## **Content Objective**

Participants will explore activities and services Title III, Part
 A-funded local educational agencies (LEAs) may implement
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## Language Objective

 Participants will read, process, and create extended activities in cooperative groups that support immigrant children and youth and their families.



## References



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# Enhancing Instructional Opportunities for Immigrant Students

**Identification and Procedural Companion** 



For further information, contact your local Education Service Center.

