



## Guidance on Distance Learning for EL Students & Families

### English Learners Department – Columbia Public Schools

#### Guiding Principles:

- Show grace and understanding in assignments and in your expectations. Understand that not all students will not have the availability to complete a lot of work at home. EL students may not have family members who can help them.
- Most elementary students do not have CPS-issued devices. This will be especially limiting for EL students whose families use only phones and do not have computers or tablets in their homes.
- The EL teacher in your building is still available to help you determine appropriate instructional supports. However, secondary students who have Resource will not have the same level of support as they do at school.
- Assignments and assessments should provide multiple opportunities and a variety of methods to demonstrate understanding.

Assigning Work	Assessing Student Work
<p>The work you assign needs to be accessible to students at lower English proficiency levels. You may need to provide additional instructional supports for these students. Work with your EL teacher for information on students' EL levels.</p> <p><b>New Learning:</b></p> <ul style="list-style-type: none"><li>• Provide an alternate reading of a lower-level text</li><li>• Provide a simplified summary of a text for students to preview</li><li>• Use visuals as much as possible</li><li>• Use video tutorials as much as possible. If you record a presentation in Google Slides, PPT, or on YouTube, set the program to automatically <a href="#">provide captions</a>.</li><li>• Record live Zoom meetings and post in Schoology for students to re-watch. (For privacy concerns, do not post images or names of students on YouTube or other online platforms.)</li></ul>	<p>ELs cannot receive a failing grade if they were not provided appropriate instructional supports or accommodations.</p> <p><b>Assessments:</b></p> <ul style="list-style-type: none"><li>• If the student normally receives support from an EL teacher, consider how that support can be duplicated remotely.</li><li>• Simplify the language of the test</li><li>• Differentiate assessments – can the student verbally explain, text you, send a video, draw, etc.?</li><li>• Schedule a conversation (Zoom, Whatsapp) so student can explain understanding</li><li>• Think of ways other than writing that students can demonstrate understanding</li></ul> <p>Many EL students are strong in writing, but have a lower proficiency in speaking, and vice versa. Consider alternate methods of assessment for what they can do.</p> <p>For ideas, check out the WIDA <a href="#">Can Do Descriptors</a> to see what students should be able to do at each proficiency level.</p>

For detailed information and more ideas on distance learning and ELs, please see the following:

[Elementary EL Students & Distance Learning](#)

[Secondary EL Students & Distance Learning](#)

#### Collaborate with EL Teacher(s)

1. Add EL teachers to your Schoology courses, Google Classroom folders, or OneNote folder so they will be able to see the course content
2. Ask your EL teacher to help with lesson implementation, instructional supports, and differentiating assessments for EL students
3. Ask your EL teacher about your student's English proficiency levels in reading, writing, speaking, and listening. This will help you when assigning and assessing.

#### Communicate with Families – For detailed information: [Communicating with EL Families](#)

1. District emails and other information related to COVID-19 is available in multiple languages on the CPS COVID-19 website: [COVID-19 Information in Multiple Languages](#)
2. Email or Text – Families often have friends who can help read messages. Send information in writing
3. WhatsApp – Online messaging system used widely around the world. Make calls, send video, text, or voice messages. Many of our EL families use this App.
4. Google Translate and Microsoft Word Translation – These are perfect translations, but they are ok. There are multiple languages. For tips, see the [Communicating with EL Families](#) document.
5. Google Translate Camera – encourage your families to use this feature. [Google Translate Camera - Translated Directions](#)
6. Interpreters – you can still use interpreters for phone calls, emails, texts, Zoom meetings, etc. For more information on working with interpreters, please watch this video: [CPS Staff Training on Interpreters](#)

