METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP 1220 S. HIGH SCHOOL ROAD INDIANAPOLIS, IN 46241



Language Assistance Program

NEWCOMER BOOKLET FOR FAMILIES 2023-2024 School Year

Bukola Akinbola, MA
LAP Parent Liaison
Office 317-988-8617

bukola.akinbola@wayne.k12.in.us

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The Metropolitan School District of Wayne Township

Education Center
Phone: 317 988-8600 1220 S. High School Road
Fax: 317 988-8677 Indianapolis, IN 46241

Dr. Dennisha MurffCurriculum Coordinator

Ana Mojica LAP Secretary

William Esquivel LAP Parent Liaison Bukola Akinbola
LAP Parent Liaison

Welcome Letter

Dear Parent/Guardian,

On behalf of Wayne Township's Language Assistance Program (LAP), we welcome all newcomers to the Wayne family! We are glad that you trust us to provide your children's academic needs this school year.

The Indiana Department of Education (**IDOE**) defines a newcomer student as one who has been attending one or more schools in any one or more US states for **not more than three full academic years** (three years includes kindergarten and homeschooling, but not preschool).

This booklet is to help you navigate through some basic information you may need both in Wayne Township Schools and around the city of Indianapolis. We have outlined a few important things for you and your family, including our learning opportunities at Achieve Virtual Education Academy (for Grades 7-12).

If your child speaks another language, you will find additional information at the back of this booklet about our Language Assistance Program. There are many valuable resources available to support your family in our district and city. My goal is to assist you in the continued success of your child.

Thank you for choosing Wayne!

Sincerely,

Mrs. Bukola Akinbola
LAP Parent Liaison
317-988-8617
bukola.akinbola@wayne.k12.in.us



The Metropolitan School District of Wayne Township

Phone: (317) 988-8600 Fax: (317) 243-5744 www.wayne.k12.in.us Education Center 1220 South High School Road Indianapolis, Indiana 46241



Board of Education

RESOLUTION

REAFFIRMING THE COMMITMENT TO CREATING A SAFE AND SUPPORTIVE LEARNING ENVIRONMENT FOR ALL STUDENTS REGARDLESS OF IMMIGRATION STATUS

WHEREAS, The M.S.D. of Wayne Township is committed to creating a safe, supportive, and welcoming learning environment regardless of, among other things, race, religion, nationality, sexual identity, ability, or immigration status; and

WHEREAS, the Board of Education, and every person in its employment, is committed to standing with, and supporting, all MSD Wayne students and families to the fullest extent possible while complying with all local, state, and federal law;

WHEREAS, the U.S. Supreme Court in *Plyler v. Doe* (1982) recognized the injustice of placing discriminatory burdens on the basis of legal characteristics over which children have no control, and held it unconstitutional to deny a free, public education to children who are not legally admitted into the United States; and

WHEREAS, the Board of Education recognizes the value and diversity that immigrant students and families bring to the school district; and

THEREFORE BE IT RESOLVED, by the Board of Education of the M.S.D. of Wayne Township, that to the extent permitted by applicable law:

- MSD Wayne will remain a safe and welcoming place for all students and families regardless of their immigration status;
- MSD Wayne policies against intimidation, bullying, or discrimination of any student, including those born outside of the United States or for whom English is a second language, will continue to be strictly enforced to ensure that all students are treated with dignity and respect;
- MSD Wayne will continue to seek opportunities to increase and enhance programs and partnerships that support and assist immigrant students and families;
- MSD Wayne employees shall continue to follow the policy and practice of not requiring social security numbers for any enrolled or enrolling student and will



The Metropolitan School District of Wayne Township

Phone: (317) 988-8600 Fax: (317) 243-5744 www.wayne.k12.in.us Education Center 1220 South High School Road Indianapolis, Indiana 46241



Board of Education

RESOLUTION OF THE BOARD OF EDUCATION OF THE METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP

DECRYING RACISM AND REAFFIRMING THE COMMITMENT TO SUPPORT TEACHING AND LEARNING FOR ALL FAMILIES

WHEREAS, The Metropolitan School District of Wayne Township is committed to creating a safe, supportive, and welcoming learning environment regardless of, among other things, race, sex, religion, nationality, sexual identity, ability, or immigration status; and

WHEREAS, the Board of Education, and every person in its employment, is committed to standing with, and supporting, all Metropolitan School District of Wayne Township students and families to the fullest extent possible while complying with all local, state, and federal law;

WHEREAS, the Board of Education recognizes the value and diversity that all students and families bring, specifically, our Black, Indigenous, and People of Color (BIPOC) populations, to the school district; and

WHEREAS, the Board of Education stands in support of an anti-racist culture free of racism, bias, and other forms of bigotry; and

THEREFORE BE IT RESOLVED, by the Board of Education of the Metropolitan School District of Wavne Township, that we continue to be committed to:

- Providing a safe and welcoming place for all students and families regardless of their race, ethnicity, or cultural background, expressing strong declarations of solidarity with people of diverse human and cultural backgrounds to eradicate all forms of racism, bias, and prejudice in spaces of teaching and learning;
- Promoting not only cultural diversity, but explicitly supporting anti-racism ideals and practices
 by participating in ongoing professional development and providing resources for educators to
 succeed in countering racism and other forms of bigotry;
- Responding to areas of disproportionality for BIPOC students in order to provide an inclusive and equitable learning environment;
- Recruiting and hiring staff committed to anti-racist ideals and practices and sharing in the belief that all children and families are welcome;
- Supporting the enforcement of laws and policies that provide sanctions against racial and ethnic discrimination in education;
- Advocating for legislative reform that will lead to policies that provide sanctions against discrimination in education based on race, ethnicity, sex, religious affiliation, veteran status,



The Language Assistance Program Team



Dr. Dennisha MurffCurriculum Coordinator/LAP Coordinator
Birth Country: United States
Language: English



Ms. Ana Mojica
LAP Secretary
Birth Country: Mexico
Languages: Spanish and English



Mr. William Esquivel
LAP Parent Liaison
Birth Country: El Salvador
Language: Spanish and English



Mrs. Bukola Akinbola
LAP Parent Liaison
Birth Country: Nigeria
Language: Yoruba and English

Important General Information about Wayne Township Schools



VISION STATEMENT

To develop GREAT people!

MISSION

To activate and accelerate student learning.

BELIEFS

We believe in the power of belonging, collaboration, and growth.

VALUES

GROWTH: We create the conditions for data-driven growth for both student and staff.

EQUITY: We provide a human-centered and culturally responsive system.

HIGH EXPECTATIONS: We engage in a productive struggle to reach our full potential.

INTEGRITY: We say what we mean and follow through on our commitments to ourselves and others.

TRUST: We invest in our relationship to earn trust.

NEWCOMER FAMILY



You may use this space **for your family records** to stay on top of necessary information concerning your child(ren)'s school(s).

Student's Name	••
Grade:	
School:	••
Teacher's Name:	••
Phone #:	•
Student's Name	· •
Grade:	••
School:	••
Teacher's Name:	
Phone #:	•
Student's Name	••
Grade:	••
School:	••
Teacher's Name:	
Phone #:	•





POSITIVE STUDENT CODE OF CONDUCT

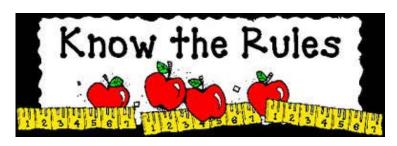
The MSD of Wayne Township's Board of Education has the legal responsibility for the schools in which students are enrolled. The Board has set policies and has appointed administrative officers to carry them out. Administrators, teachers, and other school personnel have the duty to protect the student and the educational environment in which the student exercises his or her right to an education.

You should have received a copy of the Student Code of Conduct on the first day of your child's enrollment in Wayne Township Schools. If not, please visit https://district.wayne.k12.in.us to review.

You are welcome to ask questions should there be any concern.



Please call the LAP office @317-988-8617 for any assistance.





POSITIVE SCHOOL EXPECTATIONS

Disciplinary rules in schools allow for addressing students' misbehavior. Some conduct could lead to discipline in the form of suspension or expulsion. Students who are suspended can't come to classes for a temporary period of time—usually just for a few days. An expulsion refers to a permanent removal of a student from his or her regular educational setting due to a serious violation of school rules or policies. The expulsion stays on their school record. Students are encouraged to report to the nearest adult(s) if they feel uncomfortable with the actions of another student or group of students. That way, they can keep from getting involved in any unwanted activities.



Arrive on time for school



Attend class regularly and everyday



Be respectful to staff and other students



Always be willing to be a good team player when required by the teacher



Promote equality, diversity, and inclusion among students

MISCONDUCTS THAT MIGHT GET A STUDENT IN TROUBLE



Harassing or bullying other students (including sexual harassment and cyberbullying)



Hurting or threatening to hurt another student or a staff member



Possessing or giving someone else any kind of weapon (including a knife, toy gun, etc.) or dangerous objects



Giving other students over-the-counter medications like caffeine pills or prescription pills to school without the knowledge of the school nurse



Hacking the school computer

SAFE VISITOR IDENTIFICATION



The MSD of Wayne Township is committed to creating a safe environment for our students and families. Parents or guardians are welcome to visit our schools for special events, celebrations, and parent/teacher conferences. Please call the office first should you need to discuss anything pertaining to your child.

Be prepared to present an **official government photo ID from any country** to our front office staff in your building upon arrival. We embrace safety as a top priority in all of our school buildings.

MSD OF WAYNE TOWNSHIP

2023-2024 School Calendar

Monday, July 24	Teacher Workday (District Staff Development, No students)	
Tuesday, July 25	Teacher Workday (District Staff Development, No students)	
Wednesday, July. 26	_Pre-K, Preschool, Grades K-12 Students Full Day	
Monday, September 4	_Labor Day (No School)	
Friday, September 29	_END OF FIRST GRADING PERIOD (47 Days)	
Monday, October 2	_BEGINNING OF SECOND GRADING PERIOD	
Week of Oct. 2 - Oct. 6	Parent/Teacher Conferences	
Mon, Oct. 9 – Fri, Oct 20	Pre-K, Preschool, Grades K-12 Fall Recess (No School)	
Tuesday, November 7	_Staff Development Day (No Students)	
Wed-Fri, Nov 22-24	Thanksgiving Recess (No School)	
Friday, December 22	_End of FIRST SEMESTER (93 DAYS)	
Mon, Dec 25-Fri, Jan. 5	_Winter Recess (No School)	
Monday, January 8	_ Staff Returns from Winter Recess (Building Staff Development, No Students)	
Tuesday, January 9	_Staff, Pre-K, Preschool, Grades K-12 Returns from Winter Recess SECOND SEMESTER BEGINS	
Monday, January 15	Dr. Martin Luther King, Jr. Day (No School)	
Monday, February 19	_Presidents' Day (No School)	
Friday, March 8	_END OF THIRD GRADING PERIOD (42 Days)	
Mon, Mar 18-Fri, Mar. 29	_Spring Recess (No School)	
Monday, May 27	_Memorial Day (No School)	
Wednesday, May 29	_END OF SECOND SEMESTER (Pre-K – Grade 11 Last Day) (89 Days)	
Thursday, May 30	_LAST DAY OF SCHOOL (Teacher Workday, No Students)	
NOTE: Possible make-up days will occur in the following order if cancellation of school occurs Day 1 & 2 - No Make-up Days Day 3 through 7 - eLearning Days		

Day 8 and Beyond - 5 or more days prior to the possible make-up day:

• January 15 - Martin Luther King, Jr. May 27- Memorial Day

• February 19 - Presidents' Day May 29 - Last Day of School

MSD of WAYNE TOWNSHIP SCHOOLS 1220 S High School Road, Indianapolis IN 46241 317-988-8600

317-988-7000
317-9887261
317-988-6300
317-988-7800
317-988-7500
317-988-8800
317-988-8100
317-988-6200
317-988-6500
317-988-6400
317-988-8300
317-988-6600
317-988-8000
317-988-6100
317-988-6700
317-988-6000
317-988-6800
317-988-6900
317-988-8500
317-988-6300
317-988-7900



 $Please\ always\ call\ your\ child's\ school\ number\ first, if\ you\ are\ not\ sure\ of\ any\ message\ or\ have\ questions.$

American Age-Appropriate General Grade Placements/Assignments 2023-2024

**These are not guaranteed or mandated assignments. Many of the grade level placements are based on a child's birth date.

Age (Years)

Grade Levels

3-4 Most must turn 4 on or after Sept.1 in	
many schools	Pre-school
5-6	
(Must be 5 by Sept. 1)	K
6- 7	1
7-8	2
8-9	3
9-10	4
10-11	5
11-12	6
12-13	7
13-14	8
14-15	9
15-16	10
16-17	11
17-18	12

WHAT TO DO IF??







• You have a problem: Call your child's teacher or counselor to arrange a conference. You are more than welcome to schedule a conference to take place via telephone, in person, or Zoom or Google Meet.

If necessary, please feel free to contact the school's principal or assistant principal.



• A student is ill: Parents are expected to check their students daily to confirm they are free from fever or any other illness symptoms before sending them to school. A student who becomes ill during school hours is taken to the nurse's office, and thereafter the parent (or another person designated by the parent) in writing will be notified to pick up the student. It is very important that the school is provided with medical information and alternate persons to call for assistance in the event a parent cannot be reached.



- A student is absent: Please call the school office within the first hour of each school day of the child's absence.
- <u>You want a message delivered</u>: Only emergency messages may be delivered to students. In case of emergency, call the school office.



• **You are moving:** Please inform your child's school of your last day and the name of the new school.



 A student has a bus concern: Questions regarding discipline of students on buses are to be referred by parents to the Director of Transportation at 317-988-6375 or visit the website. https://transportation.wayne.k12.in.us



You want to request a meeting with a teacher: Please call the school's front office and make your request through the school secretary. Meetings may be held virtually or in-person.

BAD WEATHER AND SCHOOL CLOSINGS



Emergency school closing may arise due to unsafe and dangerous weather conditions such as:

- Excessive snow
- Icy roads
- Extreme weather
- Facility problems etc.

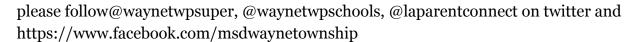


You may receive information through:

- Local TV/Radio stations: ABC news #25, NBC #13, Fox News # 59, K-Love radio 101.9 etc.
- Mass phone call message from MSD of Wayne: 317-988-8600







It is very important for us to have current contact information. MSD Wayne Township typically keeps schools open as long as the district can safely transport students and keep them learning in a safe environment.

When schools open during inclement weather, the bus may be delayed as a result. We respect parental decisions about school attendance and tardiness during inclement weather, those will be considered excused absences.

You may download the Here Comes the Bus app on your mobile device. Please visit http://transportation.wayne.k12.in.us/here-comes-the-bus/ for more information.

WAYNE TOWNSHIP TRANSPORTATION



Locate Your Bus with the App -Here Comes the Bus!



Here Comes the Bus is FREE again for the 2023-2024 school year!

- ➤ An easy-to-use website and mobile device app that enables parents and caregivers to view the real-time location of their child's school bus on a computer, tablet or smartphone.
- > With full access, email alerts and push notifications help parents send their students to the bus stop at just the right time.



Download the app from the App Store or Google Play from your smartphone www.herecomesthebus.com

- > Enter the student's ID (this may be found on a student's report card)
- ➤ Enter the MSD of Wayne Township school code of **75632**.



For Technical Assistance, please call the LAP office @ 317-988-8617.







FREE MEALS & TEXTBOOK ASSISTANCE



Apply for Textbook Assistance

We are going green!

In order to receive textbook assistance, you will need to complete the Textbook Assistance application online using the link below

https://childnutritionservices.wayne.k12.in.us/wp-content/uploads/sites/37/2019/07/texbook-assistance-form.pdf beginning July 1, 2023. Only one application per household is needed.





Free Breakfast and Lunch

Great news for you and your students! All enrolled students of the MSD of Wayne Township are eligible to receive a healthy breakfast and lunch at school at **NO CHARGE** to your household each day of the 2023-2024 school year. However, THIS DOES NOT INCLUDE TEXTBOOKS.

For more information, please visit <u>www.schoolcafe.com/MSDOFWAYNETOWNSHIP</u> and access or create an account.



Please call the LAP office @317-988-8617 for any assistance.

Home Language Survey

Every family will fill out the Home Language Survey for each child.

*Parents fill out one Home Language Survey for their child in the State of Indiana to determine if your child qualifies for Language Assistance Program services.

*Parents also fill out a Migrant Survey every year of their child's schooling. Find these forms in the following pages.

*If your family address changes during the school year and you want your students to remain in Wayne Township school, you will need to complete the out of district application between Feb. - May every year.

Contact your school for more information.



Metropolitan School District of Wayne Township

Home Language Survey (HLS)

The Civil Rights Act of 1964, Title VI, Language Minority Compliance Procedures, requires school districts and charter schools to determine the language(s) spoken in each student's home in order to identify their specific language needs. This information is essential in order for schools to provide meaningful instruction for all students as outlined Plyler v. Doe, 457 U.S. 202 (1982).

The purpose of this survey is to determine the primary or home language of the student. The HLS must be given to all students enrolled in the school district / charter school. The HLS is administered once, upon initial enrollment in Indiana schools, and remains in the student's cumulative file.

Student Name:	Grade:	School:
STUDENT LANGUAGE BACKGROUND Please answer the following questions regarding the language spoken by the student:		
1. What is the native language of the student? *The language your student first spoke. 2. What language(s) is spoken most often by the student.	nt?	
3. What language(s) is spoken by the student in the hor Please note that the answers to the survey above are student-sp survey questions above, the W-APT (2020-2021 School Year)/K WIDA Screener (for Grades 1-12) placement test will be administ additional English language development support.	ecific. If a language other t indergarten WIDA Screene	er (starting 2021-2022 School Year) or
Informational Questions: Was the student born in the United States? Yes	No (Please answ	er questions 1-2)
1. In which country was the student born?		
2. When did the student first enroll in U.S. schools?	(Ex. 1 st Grade/AUG 20	04)
FAMILY COMPlease answer the following questions regarding	MMUNICATIONS g the language(s) spo	oken by the <u>adults</u> in the home:
What languages are most often spoken by the adults in	n the home?	
2. When the school sends information, what language d	you prefer to receive	it?
Parent/Guardian Name:		
Parent/Guardian Signature:	mine if they qualify for Engl levelopment program, your	ish language development services, to help
For School School personnel who administered and explained language development program if a l		
Name:	Date:	SY: 20 -20



The Migrant Education Program (MEP) provides supplemental education and support services to eligible children through national funding. The purpose of the program is to ensure that all | migrant students reach the academic standards and graduate with a high school diploma (or complete GED/HSE).

WORK SURVEY

Thank you for answering the following questions. Program, they may receive additional educational	If your child is eligible for the Migrant Education support. This information is strictly confidential.
Student's Name:	Parent's Name:
Address:	City: Telephone:()
Date:Parent	Signature:
 Within the last 3 years, have your children r Has anyone in your household moved from on States, to look for <u>seasonal or temporary work</u> answered NO to either of these questions, plean 	in agriculture? YESNO If you
agricultural activity within the United State	e in your household has moved to look for, or work in an es? Month
Plant or harvest vegetables or fruits Detassel corn Tobacco farm Poultry and/or egg farm	Canning vegetables or fruits Sod farm Planting, pruning or cutting trees Dairy farm
Duck, turkey, chicken, pork or beef processing plant Aquaculture/fish hatcheries	Flora culture/gladiola farm Green house or plant nursery
Please list the names of all children in the Child's Name Date of Birth (D.O.B.) 1. 2. 3.	household under 22 years of age.
4. 5.	
U.	

Indiana Government Center North, 9th Floor • 100 N Senate Ave • Indianapolis, Indiana 46204

HELPFUL INFORMATION AND APPS





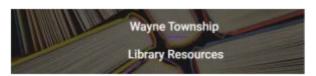
Vocab Victor is your personal English word tutor. Expand vocabulary and learn more words as you play three different vocabulary building games.

Unite for Literacy provides free digital access to picture books, narrated in many languages.



Trusted by educators and parents

https://www.ixl.com/



https://sites.google.com/a/wayne.k12.in.us/wayne-media -resources/





Please call the LAP office @317-988-8617 for any assistance.



Dear Parents,

Our school will continue to use ParentSquare this school year to communicate with you.

With ParentSquare you'll be able to:

- Receive all school and classroom communication via email, text or app
- View and download photos
- View the school and classroom calendar and RSVP for events
- Easily sign up to volunteer and/or bring items (Teachers will communicate with parents should there be any events that require physical attendance).
- Please note that ParentSquare pulls information from Skyward for updates from time to time. It is important to have your Skyward account up to date.

Activate your Account

You will soon receive (or have received) an invitation email or text to join ParentSquare. Please click the link to activate your account. It takes less than a minute.

You can use ParentSquare on any device. You can **download the free mobile app for Android or iOS** and you can also use it from a computer at: **www.parentsquare.com**

Please visit our LAP Parent YouTube Channel for a step-by-step tutorial https://www.youtube.com/channel/UCbdcD-BL3lpiUAhuQh-L-Fg



For Technical Assistance, please call the LAP office @317-988-8672.



Skyward Mobile App Setup for Apple and Android Devices

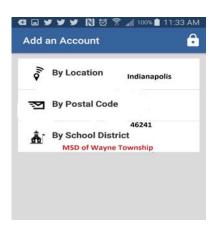


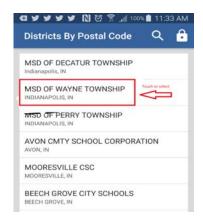
Skyward is a great app used in managing students' information. It provides easy access to student's schedules, grades, behavior records, family information, etc. both for the schools and families.

You may download the app from Google play on your Android device or the App Store on the Apple device. **Search for "Skyward" at the App Store or Google Play and install it.**

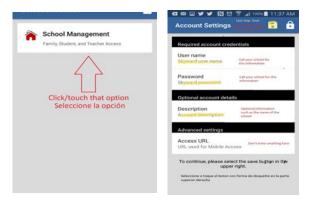
Once installed, please set up a 4 digit passcode, then add an account (menu top right hand corner).

Find our school district by Postal Code, enter a Wayne zip code (46241, for example), and then select MSD of Wayne Township.





Select the appropriate system, then enter your credentials (username, password, name of school is optional. Click on "Save icon". The user needs to login on a regular computer before accessing the app.



Please visit our LAP Parent YouTube Channel for a step-by-step tutorial https://www.youtube.com/channel/UCbdcD-BL3lpiUAhuQh-L-Fg

ADULT EDUCATION PROGRAM



High School Equivalency Test Preparation Classes (GED® Test Prep)



Take advantage of the Wayne Township Adult Education to improve your skills and create a better opportunity for job searches. You may qualify for reduced or free tuition.



For more information, please visit the adult education website:

https://adulted.info

COMMUNITY RESOURCES







As a newcomer, we understand you may need assistance getting basic help and answering important questions that will enhance your smooth transition into your new environment. Here are some important resources in the City of Indianapolis that can be useful to new families. Call or visit the following websites:

• Immigrant Welcome Center

Empowers immigrants by connecting them to the resources that enable them to build successful lives in Indianapolis 901 Shelby St., B300, Indianapolis, IN 46203 (317) 808-2326

http://www.immigrantwelcomecenter.org

• Coalition for Our Immigrant Neighbors (COIN)

Providers work together to facilitate and coordinate community efforts to provide legal, psychological and other services to newcomers 1100 W. 42nd St., # 110, Indianapolis, IN 46208 (317) 923-3617 http://www.coalitionforourimmigrantneighbors.org

Catholic Charity

Provides services for low-income individuals and families including counseling and crisis assistance

1400 N. Meridian St., Indianapolis, IN 46202 (317) 236-1500

http://www.archindy.org/cc/indianapolis



Do not hesitate to call the LAP office should you have any questions at 317-988-8617.

Nearby Grocery Stores



• Walmart Neighborhood Market 5835 W. 10th St., Indianapolis, IN 46224 (317)-554-8960

Kroger

8150 Rockville Rd., Indianapolis, IN 46214 (317) 271-9591

• Ethiopian Market

7355 W. 10th St., Indianapolis, IN 46214 (317) 332-8984

• Carnicería Mi Favorita Super Market

1223 S. High School Rd., Indianapolis, IN 46241 (317) 757-2711

• His Grace African Grocery Store (International Store)

5508 W. Washington St., Indianapolis, IN 46241 Cross Streets: Near the intersection of W Washington & Norfolk St. (317) 220-8063

• Oja Oba African International Market

9135 Robey Glen Dr, Indianapolis, IN 46234 (443) 657-3993



Please contact our LAP office @ 317-988-8617 for additional resources not listed here.

Food Pantries



Some buildings in our school districts have made provision for food pantries available to families within the MSD of Wayne Township schools.

Please call to learn about how to receive basic or immediate food items to sustain your family. Please call to schedule an appointment:

- ➤ Garden City Elementary: 317-988-8367
- ➤ Giant Marketplace (Ninth Grade Center): 317-988-7500
- > Stout Field Elementary (Stout Field families only): 317-988-6882
- > Chapelwood Elementary (Chapelwood families only): 317-988-6482

Other community food pantries include:

Gleaners Community Cupboard & Food Bank of Indiana 3737 Waldemere Ave., #200, Indianapolis, IN 46241 (317) 925-0191 8am-5pm daily

Vineyard Life Church 612 N. High School Rd., Indianapolis, IN 46214 (317) 222-5510 3rd Saturday of each month 10am-12pm

Community Caring and Sharing Center 2830 S. Holt Rd., Indianapolis, IN 46241 (317) 243-8023 Daily 10am-4pm /Tue. 9.30-10am

Lakeview Church Food Pantry
Drive-thru Food Pantry is open to the community at-large
(317) 243-9396
2nd & 4th Saturday every month
10.30am-12pm



Do not hesitate to call the LAP office at 317-988-8617 should you have any questions.

Other Useful Resources



Emergency Assistance (dial 911)

A 911 emergency is when someone needs help right away because of an injury or an immediate danger. For example, if there's a fire, someone is bleeding, or a crime has been committed.



Fire Department (dial 911)

Can be reached in case of a fire outbreak. They work hand in hand with the emergency assistance department. **Please dial 911** on your phone.



Medical Assistance

There are some income-based health clinics around indianapolis. For the most part, these clinics operate on a sliding scale for low income persons or those without insurance. Federal and state laws require certain hospitals to provide free medical care or reduced prices to people who are income eligible. Please visit https://www.freeclinics.com/cit/in-indianapolis for a list of participating clinics or call 317-988-8617 for guidance.



Wayne Library Branch

Provides materials, programs and services in support of lifelong learning, recreational and economic interests to Wayne Township residents.

198 S. Girls School Rd, Indianapolis, IN 46231. 317-275-4530. Please visit <a href="https://attend.indypl.org/events?r="https://attend.indypl



IndyGo Public Transportation

Indianapolis Public Transportation Corporation provides commuting options to residents and guests of Indianapolis. You may visit the website https://www.indygo.net/ for bus schedules.



Energy Assistance Program of Indiana (211)

The Marion County EAP provides financial assistance to eligible low-income households to maintain utility services during the summer and winter heating season. Please visit the website for more details http://indyeap.org/eligibility/



Internet Services from Comcast Essentials

Affordable internet at home for eligible households. Please visit the Comcast website for more information https://www.internetessentials.com



Office of College and Career Readiness

There are some scholarship opportunities for undocumented households to take advantage of their college bound and college students. The site is updated throughout the year. Please visit the website or call our office for more details. https://ccr.wayne.k12.in.us/



Free Tutoring, Mentoring & Workshop (organized by IUPUI)

During the academic school year, free tutoring is offered in the evenings, online and by phone, allowing students in grades 6-12 to connect with a professionally trained IU college student to get help with math, English, science or social studies. Virtual tutoring is offered Tue., Wed., and Thur. for a one hour session from 5-9:15 pm. Visit the website for detailed info.

https://engage.iupui.edu/partner/student-achievement/tutoring-mentoring/index.html



Wayne Township Trustee Office

The Wayne Township Trustee provides emergency assistance for individuals who meet the eligibility requirements. Individuals 18 years of age and older may apply for assistance. Clients are seen Monday through Friday, 8:30 am to 3:30 pm, by appointment only. For more information, please visit

https://waynetwp.org/township-assistance-2/



Please contact 317-988-8617 for additional resources.

PLEASE CONTINUE READING IF YOU SPEAK MORE THAN ONE LANGUAGE.



















LANGUAGE ASSISTANCE PROGRAM (LAP)

The Language Assistance Program (LAP), also known as English as a Second Language (ESL), supports English language learners and their families' transition successfully into academic studies in Wayne Township. The program follows state and federal guidelines in servicing students that are Limited English Proficient and provides families with guidance on how to support their students as they progress in the language acquisition process. The program provides the opportunity for students to receive individual support from the ESL teachers to help them to develop their speaking, writing, reading, and listening skills.

Here are some common terms and abbreviations:

EL (English Learners): A general term used for people learning the English Language.

ILP (Individual Learning Plan): An official document created for each English Learner with strategies, accommodations, modifications, and goals based on their English proficiency level.

HLS (Home Language Survey): Refers to the document that was completed when the student first enrolled in Indiana schools, typically kindergarten.

WIDA SCREENER (ACCESS 2.0): This is the Indiana high quality standard statewide assessment to determine the English Language fluency level of new bilingual, or multi-lingual students.

English Language Proficiency Levels

1.0 -1.9 Entering 4.0 -4.9 Expanding

2.0 -2.9 Emerging 5.0 -5.9 Bridging

3.0 -3.9 Developing 6.0 Reaching

ENGLISH LEARNER K-12 PROGRAM SERVICES

The K-12 program services for English Language Learners involves Curriculum, Instruction, Assessment, and various tools designed to help teachers support English Learners to meet academic standards while learning English.

Here is a helpful step-by-step progression in designing the K-12 program for ELLs and how it works:

- Enrollment of students into the US School
- Identification as a potential English Learner (WIDA Screener)
- Assessment of student to determine EL service (Access 2.0)
- Provision of the appropriate EL Program
- Transition from EL Program (student becomes proficient or fluent)
- Exit from EL services (Receive a 5.0 or higher)
- Monitor student ability to participate meaningfully for 2 years

M S D Wayne Township



Individual Learning Plan

Date of Report: 05/05/2020 Individual Learning Plan ILP Effective Date: 06/30/2020 to 05/29/2021

Student: Test Student STN: xxxxxxxxx

Date of Birth: xx/xx/2007 Age: 13 Current Grade: 7 Gender: M

Language: Spanish EL Status Code: EL

Guardian Information

Business Phone:
Home Phone:
Home Phone:
Mobile Phone:
Address:
Test address
Business Phone:
Home Phone:
Mobile Phone:
Address:
Address:

to estimate or controlled the controlled to the

Most Recent Assessment Scores (1-6)

Instrument: WIDA ACCESS Date: 03/01/2019 Overall: 3.3

Listening: 5
Speaking: 3
Reading: 2.1
Writing: 3.6

Independent English Performance Levels

Overall English Proficiency:

Student's score is: 3.3

Observations:

Ouservations.

Please challenge XXXXXXXXX with grade-level assignments. We are working towards developing his academic language and needs to be exposed to it.

English Proficiency - Listening:

Student's score is: 5

Observations:

Please challenge XXXXXXXXX with grade-level assignments. We are working towards developing his academic language and needs to be exposed to it.

English Proficiency - Speaking:

Student's score is: 3

Observations:

English Proficiency - Reading:

Student's score is: 2.1

Observations:

Please challenge xxxxxxx with grade-level assignments. We are working towards developing his academic language and needs to be exposed to it.

English Proficiency - Writing:

Student's score is: 3.6

Observations:

ILP Accommodations

State and District Assessment Accommodations

- Extended time
- Read aloud to self
- Bilingual word-to-word dictionary

State Testing Universal Tools/Designated Features

- Built-in translated online glossary: Spanish **Only available for ILEARN grades 3-8 mathematics, science, and grade 5 social studies assessments and End of Course Biology

Services

Description	Proposed Initia- tion (Date)	Frequency	Length (Time)	Duration (Annual Review Date)	Location
Sheltered English		per week	30 minutes		
Narrative:		72.	5%	ā.	<u>.</u>

Participants

The following individuals participated in developing the ILP.

Name	Position		
LAP Teacher example name	EL Teacher		

Test Student Name Page 2

QUICK PARENT/FAMILY CHECKLIST



- ☐ Have you seen your child's ILP?
- ☐ Do you agree with your child's ILP?
 - **❖** Accommodation
 - Modification
- ☐ If you don't agree, have you contacted the child's teacher?
- ☐ What is the next step to take?

*Annual Notice of Participation Letter is mailed to your home at the beginning of each school year. Please find a sample in the following pages. M S D Wayne Township





Parent Notification Letter

Date of Report: 05/04/2020 English Learner Program

Student: Test Student STN: xxxxxxxxx

Date of Birth: 04/09/2007 Age: 13 Current Grade: 7 Gender: M

Guardian Information

Relation: Mother Name: Mom's name **Business Phone:**

Home Phone:

Phone number Mobile Phone: Address Address:

Relation: Father Name: Dad's name

Business Phone: Home Phone: Mobile Phone: Address:

Notice of Placement in English Learner Program

We are sending this letter to inform you of your child's identification as an English learner (EL) and of his/her placement into an English language development program. We are following federal law as required of all school corporations:

- (1) To identify limited English proficient (LEP) students;
- (2) To assess students' progress in learning English; and
- (3) To provide students with services to increase their English proficiency and academic achievement

To identify students that are ELs and the educational services they will need, we use the Home Language Survey (HLS) and WIDA ACCESS (W-APT for new students). The WIDA ACCESS or W-APT measures students' English abilities in listening, speaking, reading, and writing. Your child's overall English language proficiency score on his/her most recent WIDA ACCESS or W-APT was:

English Language Proficiency Assessment	Overall Score (Score range is 1.0 - 6.0. A score of 5.0 or above indicates proficiency.)
WIDA ACCESS	3.3

Your child will participate in a program to help him/her attain English proficiency in listening, speaking, reading and writing, succeed in academics and meet graduation requirements.

As a parent, you have the right to:

- (1) Remove your child from the English language development program; and
- (2) Decline your child's participation in the program or choose another program or method of instruction

In order to exit the English language development program, your child must obtain an overall, composite score of 5.0 on the WIDA ACCESS. After exiting from the program, your child's academic progress will continue to be monitored for two years. While the rate of attaining English language proficiency varies greatly from student to student, research has shown that it typically takes 3-7 years to attain English proficiency and exit from English language development services. Indiana's expected rate of graduation is currently 90%.

The following table identifies the method(s) of instruction that will be used with your child:

Test Student Name Page 4

Name	Description	Placement
Translational Bilingual Education	TBE is an instructional program in which subjects are taught through two languages— English and the native language of the English learners— and English is taught as a second language. English language skills, grade promotion and graduation requirements are emphasized and L1 is used as a tool to learn content. The primary purpose of these programs is to facilitate the LEP student's transition to an all-English instructional environment while receiving academic subject instruction in the native language to the extent necessary. As proficiency in English increases, instruction through L1 decreases. Transitional bilingual education programs vary in the amount of native language instruction provided and the duration of the program (U.S. General Accounting Office, 1994). TBE programs may be early-exit or late-exit, depending on the amount of time a child may spend in the program.	
ESL	English as a second language (ESL) is an educational approach in which English learners are instructed in the use of the English language. Their instruction is based on a special curriculum that typically involves little or no use of the native language, focuses on language (as opposed to content) and is usually taught during specific school periods. For the rest of the school day, students may be placed in mainstream classrooms, an immersion program, or a bilingual education program. Every bilingual education program has an ESL component (U.S. General Accounting Office, 1994).	
Pull-out ESL	The goal is to develop fluency in English. Students leave the main- stream classroom part of the day to receive ELD instruction.	
Content-based ESL	This approach to teaching English as a second language makes use of instructional materials, learning tasks, and classroom techniques from academic content areas as the vehicle for developing language, content, cognitive and study skills. English is used as the medium of instruction (Crandall, 1992).	
Regular education program	This code is appropriate for the following situations: -A student who has attained the English proficiency level of fluent and performs well within the school district's regular education programAn LEP student whose parents have declined English language development servicesAn English learner served solely through the special education program (not receiving English development services), due to a documented severe cognitive disabilityNative English speaking immigrants.	
ESOL	English language development (ELD) means instruction designed specifically for English learners to develop their listening, speaking, reading, and writing skills in English. This type of instruction is also known as "English as a second language" (ESL), "teaching English to speakers of other languages" (TESOL), or "English for speakers of other languages" (TESOL). Figure 1. The speakers of other languages (ESOL). ELD, ESL, TESOL or ESOL standards are a version of English language arts standards that have been crafted to address the specific developmental stages of students learning English.	

Test Student Name Page 5



Exiting From Services and Monitoring

- Students must score a 5.0 or higher on the Spring WIDA ACCESS assessment to exit the program.
- Once the student exits, he or she is monitored for two years.
- **Denial** Parents can deny services, but the student will still participate in state testing until a proficiency level of 5.0 is reached.
- **Reclassification** -Even if a child exits the program, a parent may request the child be reclassified or reinstated if language is an issue.



2023-2024 LAP Parent/Family Meetings and Events

Planned meetings and events: Most meetings will be held at the Education Center in the Boardroom. However, we will communicate the location for each meeting in advance.

August 10, 2023	Newcomer and EL Parent/Family Meeting (virtual)
September 7, 2023	LAP Family Night - Location: Ben Davis High School (in person)
October 26, 2023	Newcomer and EL Parent/Family Meeting (in person)
November 16, 2023	Newcomer and EL Parent/Family Meeting (virtual)
December 14, 2023	Newcomer and EL Parent/Family Meeting (in person)
January 18, 2024	Newcomer and EL Parent/Family Meeting (virtual Field Trip)
February 15, 2024	Newcomer and EL Parent/Family Meeting (in person)
March 14, 2024	Newcomer and EL Parent/Family Meeting (virtual)
April 18, 2024	Newcomer and EL Parent/Family Meeting (in person)
May 15, 2024	Lynhurst International Festival – 5:30–8:00 p.m. (Family Event – in person)

Please Note: All Parent/Family meetings are held from 12:30–1:30pm and 5:30–6:30 pm respectively. We will update you as we make changes.

Language Assistance News, Events & Resources

***** LAP Parent Portal:

Our annual LAP Family Night event is scheduled for September 7, 2023 at BDHS. The theme is "Better Together: The Power of Diversity!".

Please take a moment to visit the Portal and watch previous videos of the event. https://sites.google.com/wayne.k12.in.us/2022lapfamilynight/family-night

***** The LAP Parent YouTube Channel:

https://www.youtube.com/c/LAPParentChannel

This is a great resource where we upload all of our events and monthly meetings. If you ever miss any event, be sure to check out our channel to catch up on anything you missed. Find us on YouTube @ LAP Parent Channel. Do not forget to like our page and subscribe.

***** Language Line:

We encourage our families to feel free to always contact us regardless of any language you speak. We have a language line resource that provides us the opportunity to communicate with you in your language. Please reach out to our office at 317-988-8617 for assistance.

Monthly Newcomer/EL Families Meeting:

We hold monthly meetings with our Newcomer/EL Families to help families as they familiarize themselves with their new environment. This is an opportunity to provide them with necessary information. We also connect families to resources that would benefit their families. Meeting information is sent out through ParentSquare every month.

LAP Staff List

Building	Teacher	Phone #
Bridgeport	Ms. Beth Cano Ms. Susan Monroe	317-988-6233 317-988-6255
Chapel Glen	Mr. Grant Ansert Ms. Teresa Barth	317-988-6549 317-988-6533
Chapelwood	Ms. Lori Cranfill Ms. Delisa Williams Ms. Rebecca Weidner	317-988-6440
Garden City	Ms. Amy Loane Ms. Tanya Cervantes Ms. Nancy Webster Ms. Chrissy Stranko	317-988-8357 317-988-8354 317-988-8305 317-988-8357
Maplewood	Ms. Maritza Covarrubias Ms. Danica Park Ms. Lauren Wolf	317-988-6604
McClelland	Ms. Sherry Kinser Ms. Brittany Taylor Ms. Jenna Warrick	317-988-8062
North Wayne	Ms. Jamie Gonzalez Ms. Milley Hawley	317-988-6126
Rhoades	Mr. Adam Guthrie Ms. Jody Horning Ms. Emily Polanco Ms. Julia Kim	317-988-6729 317-988-6725 317-988-6727 317-988-6730
Robey	Ms. Natalia Nefedova Ms. Theresa Rhinehart	317-988-6037
Stout Field	Mr. Matt Cochran Ms. Kristen Gray Ms. Stacy Miller	317-988-6866 317-988-6866 317-988-6821
Westlake	Ms. Isis Adames Ms. Paula Eacret Ms. Bethany Masten Ms. Jessica Williams	317-988-6940
Chapel Hill 7th & 8th Grade Center	Ms. Lesley Cox Ms. Shaunta Ford	317-988-8985 317-988-8988
Lynhurst 7th & 8th Grade Center	Ms. Alesha McCall Ms. Marina Veprinski Mr. Gabriel Fabian	317-988-8183 317-988-8109 317-988-8107
Ninth Grade Center	Mr. Tilden Brown Ms. Hestia Campos	317-988-7573
Ben Davis High School	Ms. Enid Claxon Ms. Jeanna Bauer	317-988-7054/3475 317-988-7254

	Ms. Karen Palencia Ms. Kate Nearing Ms. Kristi Chambliss Ms. Jennifer Moore (Dept. Chair)	317-988-7260/3475 317-988-7082 317-988-7216 317-988-7132
Ben Davis University	Ms. Efila Jzar	317-988-7854
Wayne Twp. Preschool	Ms. Alyssa Preddie-Allen	317-988-7926
Ben Davis Extended Day	Ms. Angela Mangum	317-988-7578
Wayne Prep. Academy	Ms. Angela Mangum	317-988-6302
AVE Secondary	Ms. Angela Mangum	317-988-8466



Thank you for choosing Wayne!

We wish you all the best as you transition and settle into your new environment.

Our monthly meetings for the 2023-2024 school year will be held from 12:30-1:30 pm and 5.30-6:30 pm. We will alternate between in person and virtual meetings to accommodate everyone's schedules.

You are welcome to contact us on 317-988-8617. bukola.akinbola@wayne.k12.in.us





Notes