

# Fayette County Public Schools

## English Learners Department

### Program Service Plan

**Purpose** To complete a Program Service Plan (PSP) for English Learners that identifies student service delivery type, determines modifications and accommodations, and communicates to all stakeholders

**Policy** ESEA Section 1112(e)(3)(A), 1112(e)(3)(B), 1112(e)(4), as amended by the Every Student Succeeds Act (ESSA)

- Procedures**
1. After a student is identified as an English Learner (EL), a Program Service Plan must be completed within 30 days if the student enrolls on first the day of school, or within 14 days if the student enrolls any day after the first day of a school year.
  2. The EL teacher organizes a Language Assessment Committee (LAC) meeting inviting all stakeholders, including parents, to establish appropriate modifications and accommodations to appear on the EL's Program Service Plan (PSP).
  3. At the LAC, the committee members review the EL student's data and determine the appropriate accommodations, modifications, and EL Services.
  4. The EL teacher enters the selected accommodations, modifications, and EL Services into the EL Module in Infinite Campus.
  5. The EL teacher enters the selected accommodations, modifications, and EL Services in ELlevation.
  6. The EL teacher generates and prints a paper copy of the PSP from ELlevation.
  7. All stakeholders present at the LAC meeting sign the PSP.
  8. The principal signs the PSP.
  9. A copy of the PSP is shared with all stakeholders.
  10. If the parent/guardian is unable to attend the LAC meeting, a signed copy of the PSP is sent home via USPS mail. Mailing is facilitated by the FCPS mailroom. The EL teacher sends pre-

addressed envelopes to the mailroom for processing; postage is paid by the district.

11. The EL teacher places the original signed copy of the PSP in the student's cumulative folder.
12. If the parent/guardian is unable to attend the LAC meeting, the EL teacher conducts a follow up communication with the parent/guardian to ensure understanding of the PSP and parental rights.
  - a. Examples of follow up communication include, but are not limited to: phone call home, parent teacher conference, parent night events, home visit.
  - b. If the parent/guardian does not speak English, an interpreter or language line is used to communicate.
13. The PSP is present at all academic parent teacher conferences.
14. If a change to the PSP occurs at any point during the year, an LAC meeting must reconvene and the aforementioned process will be followed.

**People**

<b>The person responsible...</b>	<b>will...</b>
EL Teacher	use the FCPS Standard Operating Procedure for developing and distributing the Program Service Plan for EL students.
Language Assessment Committee (LAC)	determines accommodations, modifications, and EL services. (Stakeholders may include EL teacher, parent/guardian, classroom teacher, guidance counselor, administrator)
Principal and school leaders	monitor and support the PSP process.
Building Assessment Coordinator	collaborate with the EL teacher to ensure assessment accommodations meet Inclusions Regulations (703 KAR 5:070, Sec. 2) and are provided on district and state assessments.
English Learners Department	provide support to EL teachers, principals, and BACs for the PSP process.

<b>Practice</b>	When the Program Service Plan is developed and implemented with fidelity, the EL student will have equitable access to the Kentucky Academic Standards instruction and assessment.
<b>Product</b>	The PSP defines accommodations and modifications used during instruction and assessment, as well as Service Delivery Type provided to the EL student. Instructional modifications align with EL best practices and provide equitable access to the Kentucky Academic Standards. Assessment accommodations provide ELs with the opportunity to demonstrate content knowledge on district and state assessments.
<b>Definitions</b>	EL - English Learner LAC - Language Assessment Committee PSP - Program Service Plan
<b>Links</b>	<a href="#">The Every Student Succeeds Act (ESSA)</a>  <a href="#">703 KAR 5:070</a>  <a href="#">OCR: Schools' Civil Rights Obligations to English Learner Students and Limited English Proficient Parents</a>  <a href="#">Essential Elements of a Program Services Plan (PSP) for English Learner (EL) Students</a>  <a href="#">ESSA Kentucky State Plan - education.ky.gov</a>