



WISCONSIN DEPARTMENT OF **Public Instruction**

Guide to Completing the Bilingual- Bicultural Plan of Services

Introduction

The purpose of the Bilingual-Bicultural (BLBC) Plan of Services (PoS) is to collect information and estimated data related to a district's BLBC program. Only eligible English learners (ELs) and the staff and staff time spent serving them should be included in the BLBC PoS. See the "Definitions" section of this document for an explanation of which EL students are considered eligible for BLBC funds.

Section by Section Directions

Below, you will find information for each section of the PoS report that may be helpful to you when completing the report. This information is also included as help text in the on-line application portal.

Help Section

Please note, for each screen, there is a "Help" section that includes information that might be of assistance to you. The "Help" section is located under the page header. Click on the "Help" bar to expand the section and see the help text.

Contact Information

Please provide contact information for the primary person who will serve as the contact for the district's BLBC program. Include additional contacts, if applicable. It can be helpful to have a secondary contact on record when the main contact person is not available, or if more than one person works on the application.

Program Description

In this section, districts provide a narrative description of their BLBC program. New districts must submit a complete narrative. If the space provided is insufficient, districts should submit additional information by uploading a document with that information using the Document Upload feature. Continuing districts do not need to submit a complete narrative. Instead, they should briefly summarize any changes to the BLBC program in the space provided in each section.

The description of the local bilingual-bicultural program should address the following areas:

Assessment

List the language proficiency assessments you are using (e.g.: ACCESS, MODEL [if applicable])

Implementation

- In the text box, briefly describe your program.
- There are usually multiple program types in a district. Mark all that are used.

Goals and Objectives

List the overarching goals for your program. (2-5 sentences)

Parental Involvement

Explain how caregivers (parents, guardians, etc.) are involved in the BLBC program. (2-5 sentences)

Staffing

Provide a general description of your staff and/or the changes to staff this year (ex: Added 1.5 EL teachers to elementary school).

School Day

This information should be included in the text box for Implementation. You can skip it, or enter "No changes".

Materials

Describe, generally, any new materials that are being purchased (ex: All materials are linked to our content-based ESL approach, as well as to the district curricula used in mainstream classrooms).

Evaluation

Describe how ELs are evaluated for being on track or when there are academic concerns. (ex: The performance of EL students is evaluated at each site through our Continuous Improvement Process (CIP). This year, we will be focused on the implementation of culturally responsive and sustaining practices and RtI. Student study teams will evaluate the performance of all students including ELs in ELA and mathematics. We have developed PLC's and incorporated collaborative work directly into the school schedule. Data is regularly reviewed for EL's through progress monitoring.).

Budget Section

- The budget portion of the PoS should include estimated costs for the upcoming school year. Provide your best estimate of expected expenses.
- Only expenses related to providing services to eligible ELs may be included. Eligible ELs are those who are served by a bilingual teacher or served by ESL teacher and bilingual paraprofessional (if the home language is not Spanish)
- A list of approvable expenditures can be found at: <http://dpi.wi.gov/english-learners/bilingual-bicultural>

Student Count

Only select the schools where eligible ELs are served and only include the numbers of eligible ELs in the student count section.

If you have questions about eligibility, please refer to, the "Who Is Eligible" document found at: <http://dpi.wi.gov/english-learners/bilingual-bicultural>

Staff Count

Once staff data is submitted via the Plan of Services, it will be possible to import that data into the end-of-year report for the same school year. Only the staff and staff time spent serving eligible ELs should be included. Please use the information below when reporting BLBC staff.

Bilingual Paraprofessionals

When reporting bilingual paraprofessionals, please be aware of the following:

- In cases where a waiver has been granted to employ a licensed English as a Second Language (ESL) teacher rather than a licensed bilingual teacher, a bilingual paraprofessional must be included as a part of the bilingual-bicultural program in every school for every language population included in the BLBC Plan of Services for which a waiver has been granted. Please note, this situation ONLY applies to language groups other than Spanish speakers.
- In a few instances, the bilingual paraprofessional position will be a districtwide position. If this is true for your district, please include the names of the schools the bilingual aide serves in the districtwide description.
- For the most part, districtwide positions are for bilingual aides who work on districtwide tasks such as translation of documents or interpretation for parents and guardians.
- Bilingual paraprofessionals must be fluent in English and the target language of the students. For all languages except Spanish, when the EL teacher is a native speaker of the target language, the requirement for a bilingual paraprofessional may be waived.

Bilingual Teachers

When reporting bilingual teachers, please be aware of the following:

- Bilingual teachers must hold a current bilingual license (023) to be included as a bilingual teacher.
- For programs serving Spanish speakers, students *must* be served by a bilingual teacher. These programs may not request an exemption to the requirement that districts employ certified bilingual teachers.

Supervisors and Administrators

Do not include the names, FTEs, or any portion of the salary and fringes for supervisors or administrators who are in positions normally provided by the district (e.g., principal, director of instruction, director of pupil services, assistant superintendent). Only those staff with overall responsibility for administering or coordinating the bilingual-bicultural program and who have an educational background in bilingual or EL education (preferably with a current bilingual or ESL license) will be considered.

Definitions: Eligible and Non-Eligible English Learners

Only eligible English learners (ELs) and the staff and staff time spent serving them should be included in the BLBC EoY report. Please use the information below to determine whether a student is eligible.

Eligible ELs

For an EL to be considered eligible, ALL of the following must be true.

Meet Statutorily Set Numbers

ELs served in district bilingual/ESL programs must meet the statutory criteria for number of students by one language. These are:

- 10 EL pupils in grades K-3 in one language,
- 20 EL pupils in grades 4-8 in one language,
- and/or 20 EL pupils in grades 9-12 in one language.

Staff Certification

Staff who serve ELs (meeting the above criteria) must hold the appropriate certification. An ongoing, good faith effort to hire teachers with bilingual certification (English and target language) is required.

For all target languages EXCEPT Spanish, if a district is unable to find a teacher with bilingual certification, an ESL teacher may be hired. Spanish speakers must be served by a bilingually licensed (023) teacher. *Note:* a “bilingual counselor” holds counselor certification and is fluent in the target language and culture.

While there is no certification, nor certification requirement, for bilingual teacher aides, only FTEs for teacher aides who are bilingual in English and the target language should be included.

Bilingual Aides

For districts hiring ESL certified teachers, there must be at least one bilingual teacher aide in the program in each building. Bilingual teacher aides must work with the ESL teacher in

the provision of instructional services to the ELs who meet the statutory criteria for number of students by language.

Note: Eligible pupils who were reclassified as English proficient during the school year for which data are being reported are to be included in the EL EOY Student Count.

Non-Eligible ELs

ELs who do NOT meet all the statutory criteria as noted above are considered non-eligible. In addition, students for whom parents have denied bilingual or ESL program services are considered non-eligible.

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