



A GUIDE TO SCHOOLS

SCHOOLS

FOR

SPORTS!

FAMILIES OF ENGLISH LEARNERS

Selections from “You Are Who I Love,” as adapted by Patterson High School English Learners

These beautiful lines of poetry were created by English learners at Patterson High School in Baltimore City as part of an evening arts program with Towson University. This project, called YAAAS, allows teachers who are learning to teach through the arts, to work side by side with English Learners. The poem “You Are Who I Love,” by Aracelis Girmay, inspired this creative activity, where high school students worked together with teachers to write their own lines of poetry, expressing thanks to the important people in their lives. This project reveals how the arts are a powerful tool for English learners to express themselves. To learn more about [YAAAS at Towson University](https://www.towson.edu/news/2018/maiai.html), visit: <https://www.towson.edu/news/2018/maiai.html>.

<p>You my ESOL teacher, who makes me have confidence in what I do or say</p> <p>You who takes such great care of me</p> <p>You who helps me improve my English and my writing</p> <p>You who like a mother, mas me want to learn more</p> <p>You who makes students feel like home, you the one who listens to my problems</p> <p>You are who I love</p>	<p style="text-align: center;">You mothers around the world making sure your children are safe</p> <p style="text-align: center;">You are who I love</p>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 10px; vertical-align: top; background-color: #ffe0e0;"> <p style="text-align: center;">You building communities</p> <p style="text-align: center;">You sending everything you can back home</p> <p style="text-align: center;">You taking care of us in the middle of the night</p> <p style="text-align: center;">You are who I love</p> </td> <td style="width: 67%; padding: 10px; vertical-align: top; background-color: #e0e0ff;"> <p style="text-align: center;">You teaching me to pursue what I believe in</p> <p style="text-align: center;">You inspiring me to dream big</p> <p style="text-align: center;">You are who I love</p> </td> </tr> </table>	<p style="text-align: center;">You building communities</p> <p style="text-align: center;">You sending everything you can back home</p> <p style="text-align: center;">You taking care of us in the middle of the night</p> <p style="text-align: center;">You are who I love</p>	<p style="text-align: center;">You teaching me to pursue what I believe in</p> <p style="text-align: center;">You inspiring me to dream big</p> <p style="text-align: center;">You are who I love</p>
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<p style="text-align: center;">You who does everything</p> <p style="text-align: center;">You who cares about me, helps me, worries about me, cooks for me, cares about my happiness more than your own</p> <p style="text-align: center;">You who sacrificed, left everything so that I could have a better life, go to school, and have a comfortable job</p> <p style="text-align: center;">You are who I love</p>			

A Guide to School

for Families of English Learners

**Developed by the Maryland State Advisory
Council for English Learners**

**Maryland State Department of Education
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Cover artwork created by Yanyu Li at Mt. Hebron High School

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Some information was adapted with permission from *A Parent or Guardian Guide to School for Families New to the Country* from the Minnesota Department of Education. We are thankful for the support from the Minnesota Department of Education's Equity and Opportunity Division.

ABOUT THIS GUIDE!

Every child in Maryland has the right to a free public education. Families, teachers, school staff and community members must work together as full partners in order to ensure a supportive and high quality education for all children. As a parent or guardian, you have a key role in the success of your child's education. Knowing about the Maryland school system can help you better support your child's education.

The ***Guide to School for Families of English Learners*** has been developed to help you understand the school system and offers suggestions for how to interact with school staff to support your child's learning. This Guide provides information about Maryland public schools including how to enroll a child in school, schools by grade levels, early childhood education, opportunities for parents, and much more. If you need specific information about school system procedures or your child's school, contact the school directly or contact the school system. You can find school contact information at the end of this *Guide*. Be sure to let the school know if you need an interpreter to help you communicate with school staff or to understand the information in this Guide.

The Maryland State Department of Education is here to support you and the success of your child in Maryland public schools.

Please send your comments/ feedback about this *Guide* to Bonnie Pechulis at the Maryland State Department of Education: bonnie.pechulis@maryland.gov.

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I. Connecting with Your Child's School

What do I need to know when engaging with my child's school?

Schools and teachers want to work with you to support your child's education. There are many ways you can help your child throughout the school year. You are encouraged to engage with your community and school to help your child succeed and understand all aspects of school life.

Encourage your child to practice their English but continue to talk and read with your child in your native language. Research shows that bilingual children often do better in school. It will help them continue to prepare for our multilingual world.

Here are five important tips for engaging with your child's school:

- 1) Please communicate with your child's school. You can do this through phone calls, emails, or even school visits. Ask your school for translation or interpreting help if you need it. You have the right to be provided with information in a language you understand.
- 2) At times, you may be asked to sign paperwork for school. Ask for clarification of paperwork prior to signing if there is something you don't understand.
- 3) Visit your child's school. Ask for a school tour so you have a better understanding of where your child will be each day.
- 4) Ask for a school calendar and information about changes in school schedules, like late openings and early dismissals.
- 5) Share information about your family. Tell the school if you have any challenges that would limit your participation. Explain what would help make your family feel most comfortable.

II. Enrolling in School

1. How can I enroll my child in school?

Your child has the legal right to receive a free public education in the United States. The child must be five years old on or before September 1 to enroll in kindergarten. Students who have not graduated from high school can attend public school until age 21.

You can enroll your child in school by contacting your local school system or your child's individual school. Ask school staff for a list of required documents to bring for enrollment. There may be many forms that must be filled out for your child to be enrolled. It is best to contact the school to request an appointment to meet with someone to help you fill out the forms. At any time during the enrollment process, language services* can be made available to you. Please be sure to ask questions or share concerns about your child during this process so that your child's school can provide you all the necessary support.

**Language services may include in-person interpreting, telephonic interpreting, and/or translated documents.*

2. What do I need to bring with me?

There will be many registration forms to fill out. Remember to ask for clarification of paperwork prior to signing if there is something you don't understand.

Here are some of the documents that a parent may be required to bring:

- Parent/Guardian Picture Identification: Examples may include a driver's license, government issued photo ID, valid passport;
- Proof of Address with your name: Examples may include a utility bill, home or apartment lease, proof of home ownership;
- Proof of Student Birthdate and Parent/Guardianship: Examples may include a birth certificate, a passport or birth registration, a court document naming you as legal guardian;
- School records or a transcript from your child's previous school; and
- Immunization record, if available: a health record for your child that shows his or her medical history.

3. What can I expect when I enroll my child for school?

- **Home Language Survey**

When you register your child, you will be asked to complete a Home Language Survey. This survey is used to identify students who may need additional English language support. The survey response and additional information that you provide will be used to determine whether your child should be tested to potentially receive English Language Development (ELD) Services. The result of the test will determine if a student qualifies for the services. In Maryland, these services can be called English for Speakers of Other Languages (ESOL), or English as Second Language (ESL).

- **Free and Reduced Meal Application**

During registration, the school will ask you to complete a Free and Reduced Meal application to determine eligibility. Children may qualify to receive free or reduced breakfast and/or lunch.

III. English Language Development (ELD) Program

What kind of support will my child receive to learn English?

1. Who is an English Learner?

An English learner is a student who is in the process of learning to speak, read, write, and understand academic English. This is the English that is used in classrooms, textbooks, and on tests. English learners are usually students who live in homes where languages other than English is spoken.

2. How does the school or school system know my child is an English learner?

When you begin the process of enrolling your child in school, your family will complete a Home Language Survey. This survey will help the school or school system to know whether your child should take an English proficiency test, and the results of that test will help to determine next steps for English instruction and support.

3. What happens if my child qualifies to receive English language support?

If the student is eligible for an English Language Development (ELD) Program, school staff will consider your child's English proficiency level, grade level, past education, and other factors to determine the types of instruction your child will need. You can ask school staff any questions about the program or classes that are recommended for your child. You may also share any concerns regarding the placement recommendation.

As a parent of an English learner, you can connect with your child's ESOL teacher to learn more about the instructional program at the school. Your child will take an English proficiency test each year that shows their level of proficiency in reading, writing, listening, and speaking academic English. Once they reach a certain level on the test, they will exit the ELD program, and will no longer receive the additional English language services.

4. What steps do I need to take if I do not want my child to receive ELD services?

You have the right to agree to receive or refuse ELD services. If you want to refuse the services, you must contact the school or the ESOL teacher and communicate your decision. You will need to complete and sign a *Refusal of Placement in ESOL Program* form. This process must be completed annually. Language support can be available at any time during the process.

5. What programs are available for my child?

Maryland school systems offer a variety of ELD programs that are customized to the needs of students. Your local school system or school will explain the programs to you.

[IV. Early Childhood Education](#)

If my child is younger than five, what opportunities are available for learning?

High-quality early care and learning programs mean that children are growing and learning in safe and healthy environments and receive the services and supports they need to thrive and get ready to enter kindergarten. In Maryland, licensed child care centers and providers are required to follow healthy and safety requirements governed by the Office of Child Care. Below are programs that support Maryland's efforts in providing high-quality child care.

- [Office of Child Care Maryland](https://marylandchild.org) (https://marylandchild.org)
The Office of Child Care (OCC) website provides information on finding child care and has the Child Care Scholarship application to help pay for child care in Maryland.
- [Maryland EXCELS](https://marylandexcels.org/) (https://marylandexcels.org/)
Maryland EXCELS is the state's Quality Rating and Improvement System for licensed child care and public prekindergarten programs. Visit the website to find quality rated programs and to learn about the importance of choosing high quality child care and early education for your child.

What are the options for early child care and education programs?

In Maryland, there are several types of early care and education programs available for families and their young children from birth through five years old.

- **Child Care Centers**
Child care centers are run by an individual, an agency, or an organization and offer a variety of activities and opportunities for children to build socially and emotionally. Each child care center has their own requirements and fees. To find the closest child care center, contact *Locate* at 877-261-0060 or visit: [Office of Child Care Maryland](https://marylandchild.org) (https://marylandchild.org)
- **Family Child Care Homes**
Family child care providers care for a small group of children in their home. To find the closest family child care, contact *Locate* at 877-261-0060 or visit: [Office of Child Care Maryland](https://marylandchild.org) (https://marylandchild.org)
- **Public Prekindergarten (PreK)**
PreK is a program for four-year-old children to provide them with the opportunity to prepare for kindergarten academically and socially. Contact your local school system to apply. Income information may be requested when you apply but is not necessarily a factor to enroll your child. All children who are four years old by September 1 of the current school year are welcome to apply.
- **Head Start and Early Head Start**
Head Start and Early Head Start programs provide free learning and development services to children ages birth to five from low-income families. Early Head Start and Head Start welcome children with disabilities. Some Early Head Start programs also provide prenatal services for pregnant women.
- **Judith P. Hoyer Early Learning Hubs (Judy Centers)**
Judy Centers provide services to children from birth through kindergarten in specific school systems across the State. The Judy Center collaborates with community organizations to promote school readiness and provide services

including adult education, child care assistance, parenting classes, and playgroups. Contact your local school system to apply for the Judy Center. For more information, visit: [Judy Center: Division of Early Childhood](https://earlychildhood.marylandpublicschools.org/families/judy-centers) (https://earlychildhood.marylandpublicschools.org/families/judy-centers)

- **Family Support Center (FSC) Network**

Maryland has a network of 26 Family Support Centers in 14 counties that offer free educational and health-related services to parents and their children, ages birth through three. Some of the services include health education, parent education, family literacy and job readiness training programs. To find a Family Support Center, visit: [Find Your Family Support Center](https://earlychildhood.marylandpublicschools.org/node/631) (https://earlychildhood.marylandpublicschools.org/node/631)

- **Maternal, Infant and Early Childhood Home Visiting (MIECHV) and State Home Visiting Programs**

These programs provide home visiting for pregnant women and families. They offer resources and supports to families as they raise children who are healthy and ready to learn. For more information, visit: [Maternal, Infant and Early Childhood Home Visiting in Maryland](https://phpa.health.maryland.gov/mch/Pages/home_visiting.aspx) (https://phpa.health.maryland.gov/mch/Pages/home_visiting.aspx)

[V. Schools by Grade Levels](#)

What does school look like for different ages in the United States?

1. What will my child experience in kindergarten?

Kindergarten is required for all students living Maryland. Children must be five years old on or before September 1 to enroll in kindergarten. Kindergarten is an educational program that provides children with opportunities to develop and grow, to experience the creative arts and develop language skills in reading, writing, speaking, and listening.

2. What will my child study in elementary school?

Elementary schools usually serve students in kindergarten through grades five or six. Students spend most of their day with the same students and teacher. Instruction is focused on the following content areas: language arts, reading and writing, science, math, social studies, physical education, health, media, music and art.

3. What will my child study in middle and high school?

Middle schools and high schools are considered secondary schools and usually serve students in grades six through twelve. Most middle schools are where students in grades six through eight attend classes, while students in grades nine through twelve attend classes at the high school.

Students take different classes taught by different teachers. Classes might include English language arts, mathematics, social studies, science, health, music, physical education, art, world languages and computer technology. Students who qualify for ESOL or special education services will receive appropriate instruction.

In high school, students can also choose classes that focus on Career and Technical Education (CTE) programs such as business management & finance, construction & development, consumer services, hospitality & tourism, environmental, and agricultural & natural resources. There are also Project Lead the Way classes such as engineering, biomedical sciences, and information technology that students can choose as part of their career major.

4. How does my child graduate from high school?

Students must meet the academic course and assessment requirements required by the Maryland State Board of Education in order to graduate. Some school systems may have additional graduation requirements. Every high school has a school counselor that will assist your child with a plan for graduation so they know what requirements must be met in order to earn a diploma.

5. What education opportunities are available for my child after high school graduation?

Students are provided with many academic, technical and workplace experiences during high school that allow for success after graduation. Students can apply to a college or university if they would like to continue their academic studies. Students can also choose to attend a vocational or technical college to pursue a certification in a skill or trade such as construction, health, agriculture, or technology.

It is important for students to schedule a meeting with their school counselor as early as possible in order to plan their educational opportunities after high school. The school counselor can help students prepare for post-secondary success as they identify schools that meet their interests and work through the application process. The school counselor will also be able to answer questions and help guide students and families.

For those students who choose a career in the military or enter directly into the workforce after graduation, school counselors have access to many resources to guide students through the decision-making process.

[VI. Other School Programs and Services](#)

1. What should I do if I believe my child may require special education services?

Notify the school, in writing, to request an evaluation for special education services. The school will assist you once they receive your request.

If your child is determined to need special education services, an Individualized Education Program (IEP) will be developed which will provide the specialized instruction for your child.

For more information about special education within the Maryland State Department of Education, visit our website: [Early Intervention and Special Education Services](http://marylandpublicschools.org/programs/Pages/Special-Education/index.aspx) (<http://marylandpublicschools.org/programs/Pages/Special-Education/index.aspx>)

2. What programs are available for gifted and talented students?

Gifted and Talented (GT) programs are for students who are identified as having outstanding talent and performance when compared with other students. These programs provide additional support to help meet these students' academic and creative needs.

Your child does not need to be fluent in English to be identified to receive GT services. If you feel that your child may qualify for the GT program but that their English proficiency may be viewed as a barrier to being properly identified, please contact the ESOL teacher at the school.

For more information about GT Programs, visit our website at [Gifted & Talented Program](http://marylandpublicschools.org/programs/pages/gifted-talented/index.aspx) (<http://marylandpublicschools.org/programs/pages/gifted-talented/index.aspx>)

3. What other school-based learning programs are available?

If you feel your child needs additional learning support, you are encouraged to reach out to your child's school to find out about the available options. Schools and school systems may offer different programs, which can include: after school tutoring, weekend learning programs, or computer-based programs that students can access to build skills. These are just a few of the possibilities; you will learn more at your child's school.

VII. School Policies

What rules do schools in Maryland follow?

Every child has the opportunity and a legal right to attend school in the United States from the age of five. The child must be five years old on or before September 1 of that school year to begin kindergarten. In the United States, attending school is required by law.

1. What should I do if my child is absent from school? What if my child is late to school or needs to leave early because of a medical appointment or other urgent matter?

Ask your child's school to explain the school system's attendance policy to you. If your child is sick, they should stay home from school. If your child is absent or arrives late to school, you need to inform the school in writing of why your child was absent or late. Also, if your child needs to leave school early for a medical appointment, you will need to inform the school in writing and get prior approval. (Sample letters are available in the [Appendix](#).)

Too many absences or late arrivals can have serious consequences for the family and student. It is critical that students are present in school daily to receive instruction and engage in important assessments throughout the year.

Each school system has a school year calendar available on their website. We also encourage you to ask your school staff for the calendar to help you be aware of important events (holidays and early dismissals, for example).

2. How do I know if my child's school is closed or opening late?

School closings and delays for emergencies such as bad weather are usually announced immediately on the school system's website or social media. Local radio and TV are also a resource for school closing or delay information. Some schools may also use a recorded telephone message, text message, or email message that will notify you of school closing or delays due to weather or other situations.

3. Can I volunteer to help at my child's school?

We encourage parents/guardians to be actively engaged with their children's school and activities. Each school system has specific policies and procedures for parent/guardian volunteers and chaperones in order to ensure student safety. Parents/guardians do not need to be fluent in English to volunteer at their children's school. Check with your school system for background clearance or fingerprinting requirements.

More information about attendance policies, school closings/delays, and student rights and responsibilities can be found in the local school system handbook.

VIII. Student Services

Student Services include programs that can help with the emotional, mental, social, and physical health of all students. These programs include school counseling, school psychology, pupil personnel, school social work, school health services, and safe and drug-free schools. The services also help keep students in school and identify other learning opportunities when needed. Student service personnel often meet as a team to discuss student concerns and supports.

Who are the people who work in student services?

School counselors provide services in every school to all students on topics such as success in school, making decisions about their future and students' social and emotional wellness. School counseling may be delivered to students in classrooms, small groups or individually. Counselors work with parents, school staff and others to provide a safe and supportive environment for students to learn. At the secondary level, counselors also help students choose and schedule their classes and develop plans for after high school.

School psychologists provide students with assessments as well as educational, behavioral and mental health services and work with families, school administrators, educators, and other professionals to create supportive learning and social environments for all students.

School nurses support health, wellness and learning. The school nurses evaluate the health needs of the school community and provides health services, counseling, and education to support these needs. If you have a concern about your child's health, you can contact your school's nurse for resources.

Pupil personnel workers serve as advocates for all students. They focus on issues such as attendance, discipline, counseling, residency, homelessness, and crisis support for schools. The pupil personnel workers connect various departments within the school system and can refer students/families to outside agencies and community resources.

School social workers are found in many schools. They provide social and emotional development and counseling within the school community and connect schools and families with community agencies as needed.

School safety staff help keep the school safe and may also be part of student services.

[IX. Educational Opportunities for Parents](#)

What programs are available for me to learn English or other skills?

1. Are there classes that I can take to help me improve my English?

You can take classes to improve your English, study for a high school diploma, learn computer and digital skills or prepare for the workplace. These classes are for individuals 18 years or older.

To find an adult education program in your area, visit [Ways Adults Can Earn a Maryland High School Diploma - Adult Education and Literacy Services](http://www.labor.maryland.gov/gedmd/diploma.shtml) (<http://www.labor.maryland.gov/gedmd/diploma.shtml>). Or call, 410-767-0188. Be sure to ask if there are any required fees.

2. I'm over 18. How can I earn a high school diploma?

- Speak to a high school counselor about the possibility of finishing required high school classes before turning 21.
- Take the **GED® test**: You must be 18+ years old.
- Complete the **National External Diploma Program (NEDP®)**: You must be 18+ years old.
- Complete the **Adult High School Program**: You must be 21+ years old.

For more information regarding GED® test, NEDP®, and the Adult High School Program refer to: [Ways Adults Can Earn a Maryland High School Diploma - Adult Education and Literacy Services](http://www.labor.maryland.gov/gedmd/diploma.shtml) (<http://www.labor.maryland.gov/gedmd/diploma.shtml>). Or call, 410-767-0188. Be sure to ask if there are any required fees.

3. Where can I find help with getting a job or job training?

If you are interested in finding a job or job training, visit the following websites for more information:

Employment and Jobs: [Maryland's American Job Centers – Workforce Development & Adult Learning](http://www.labor.maryland.gov/county/) (http://www.labor.maryland.gov/county/)

[Education and Training Scholarships for New Americans – New American Workforce Program](http://www.labor.maryland.gov/employment/newamereduc.shtml): (http://www.labor.maryland.gov/employment/newamereduc.shtml)

Apprenticeship and Training: [Maryland Apprenticeship and Training Program \(MATP\) – Division of Workforce Development and Adult Learning](http://www.labor.maryland.gov/employment/appr/)

(http://www.labor.maryland.gov/employment/appr/) Registered apprenticeships are jobs with employers where you earn wages while learning the skills of the job.

[Financial Education and Services for Maryland Immigrants](http://www.labor.maryland.gov/employment/wdskilledimmigrantfinance.pdf) (PDF):
(http://www.labor.maryland.gov/employment/wdskilledimmigrantfinance.pdf)

4. Are there parent education or leadership opportunities offered by my school or local school system?

All of Maryland's school systems and schools provide opportunities for parents/guardians to participate in workshops and training related to their child's education. Your child's school system may also offer leadership programs that engage international families by providing leadership development and information about the American education system. The learning and leadership opportunities available vary by each school system and school. For more information, contact your child's school.

X. People Who Work in the School

Who are the people who work in the school and what do they do?

Below are some of the common titles of the adults that work in a school.

- Principal: Serves as the instructional lead and manages all aspects of the entire school community.
- Assistant Principal: Leads day-to-day activities of the school and assists the principal.
- Classroom Teacher: Provides classroom instruction for students in one or more subjects.
- English for Speakers of Other Languages (ESOL) Teacher: Provides instructional support for students who qualify for ESOL services. This teacher helps students to learn the academic English that is needed to be successful in school.
- Media Specialist: Organizes materials and leads classes in the school library or media center. This specialist also helps students to find independent reading materials and do research.
- Administrative Assistant: Works in the main office at a school. The administrative assistant answers the telephone, helps visitors and keeps records for the school.
- Custodian/Building Engineer: Keeps the school buildings clean and usually takes care of the routine maintenance of the building.
- Food Service Worker: Prepares the food and serves it to the students each day.
- School Safety/Resource Officer: Helps keep the school safe.
- Parent Liaison: Works with families. Some parent liaisons speak English and one or more other languages represented by families at the school.
- School Nurse: Provides support for student health, wellness and learning.

[XI. Appendix](#)

This section includes sample letters that you can use to communicate with your child's school. You can fill in information in the blanks.

1. Writing Notes to School - Sample forms and letters

Your child is absent from school

Dear Teacher,

Please excuse my child _____ (*name of child*) from school on _____ (*date of absence*). She or he was absent because

_____.

Thank you.

Sincerely,

_____ (*Parent Signature*)

Phone number: _____

E-mail address: _____

Date: _____

Your child comes late to school

Dear Teacher,

Please excuse my child _____'s (*name of child*) late arrival to school today. My child was late to school today because

_____.

Thank you.

Sincerely,

_____ (*Parent Signature*)

Phone number: _____

E-mail address: _____

Date: _____

Your child needs to leave school early

Dear Teacher,

Please excuse my child _____ (*name of child*) from school at _____
(*time*) on _____ (*date*).

He or she has a

____ Doctor's appointment

____ Dentist's appointment

____ Other _____

Thank you.

Sincerely,

_____ (*Parent Signature*)

Phone number: _____

E-mail address: _____

Date: _____

You would like to meet with your child's teacher or another school staff person

Dear _____ (*name of school staff person*):

I would like to make an appointment to talk with you about my child (*name of child*). I
will be available on _____ (*date*) at _____ (*time*).

Please contact me to know by written note or text message at _____
(add phone number.)

Thank you.

Sincerely,

_____ (*Parent signature*)

Phone number: _____

E-mail address: _____

Date: _____

2. [Helpful Acronyms](#)

Acronym	Description
ECE	Early Childhood Education Early care and learning experiences for young children in child care and prekindergarten
EL	English Learner A student who is learning the English language
ELA	English Language Acquisition The process of becoming aware of and understanding the English language
ELD	English Language Development An instructional program for English learners who are developing proficiency in English
ELP	English Language Proficiency The level at which a student can read, write, listen, and speak English
ESL	English as a Second Language The instructional program for ELs for whom English is not their primary language (See also, ESOL)
ESOL	English for Speakers of Other Languages An instructional program for ELs for whom English is not their primary language (See also, ESL)
ESSA	Every Student Succeeds Act A United States law that governs kindergarten-12 education policy and focuses on equity for students
GED®	An assessment of high school skills attainment for adults in order to earn a high school credential
GT	Gifted and Talented A student who is identified as “having outstanding talent and performing or showing the potential for performing at remarkably high levels of accomplishment when compared with other students.”
HLS	Home Language Survey A questionnaire given to parents or guardians to identify which students are potential English learners and who will be required to take an English language proficiency test to determine the eligibility for English language support services.
IEP	Individualized Education Program A written description of the special education and related services for a student with a disability.
LEP	Limited English Proficient A person who is not fluent in the English language, often because it is not their native language
LSS	Local School System One of the 24 public school systems in Maryland

Acronym	Description
MSDE	Maryland State Department of Education Develops and implements standards and policy for education programs from prekindergarten through high school
SEA	State Educational Agency The state-level organization within each U.S. state or territory that is responsible for education
USDE	United States Department of Education The department in the U.S. government that establishes education policy, administers federal financial assistance, and enforces federal educational laws

3. Resources for Families

Resources
<p>Colorín Colorado https://www.colorincolorado.org/ A bilingual (Spanish/English) website that provides information, activities, and advice for families of English learners</p>
<p>Twenty Ways You Can Help Your Children Succeed At School https://www.colorincolorado.org/article/twenty-ways-you-can-help-your-children-succeed-school</p>
<p>Your Rights as the Parent of a Public School Student https://www.colorincolorado.org/article/your-rights-parent-public-school-student</p>
<p>Homework Tips for Parents of ELL https://www.colorincolorado.org/article/homework-tips-parents-ells</p>
<p>Reading Rockets: Reading Tips for Parents (In Multiple) https://www.readingrockets.org/article/reading-tips-parents-multiple-languages#english</p>
<p>Bridging Refugee Youth and Children Services. https://brycs.org/blog/family-strengthening/ Resources for parents about raising children in a new country in multiple languages</p>
<p>Printable ESL Vocabulary Worksheets http://www.esltower.com/vocabularyteachers.html</p>
<p>ESL Resources for Kids, Young Learner TEFL Lesson Plans http://www.esl-galaxy.com/Kids.htm</p>
<p>English 4 Kids: worksheet for Teachers http://www.english-4kids.com/worksheet.html</p>
<p>Games to Learn English https://www.gamestolearnenglish.com/</p>
<p>ESL GAMES WORLD - FUN GAMES FOR ESL/EFL LESSONS http://eslgamesworld.com/</p>

Resources

Office of Civil Rights

[Schools' Civil Rights Obligations to English Learners and Limited English Proficient Parents](#) (available in multiple languages)

<https://www2.ed.gov/about/offices/list/ocr/ellresources.html>

[Information for Limited English Proficient Parents and Guardians and for Schools and School Districts that Communicate with Them](#) (Fact Sheet) (PDF)

<https://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-lep-parents-201501.pdf>

[Department of Justice and Department of Education Dear Colleague Letter: English Learner Students and Limited English Proficient Parents](#) (January, 2015) (PDF)

U.S. Department of Education

[What Parents and Caregivers Can Ask and Do to Help Children Thrive at School](#) (PDF)

<https://www2.ed.gov/documents/family-community/parent-checklist.pdf>

Office of English Language Acquisition (OELA)

[English Learner Toolkit](#) (available in multiple languages)

<https://www2.ed.gov/about/offices/list/oela/english-learner-toolkit/index.html>

[Parent Toolkit – Academic Resources](#) (available in Spanish)

<https://www.parenttoolkit.com/additional-resources/academic-resources>

4. School System Contact Information

Allegany County Public Schools
108 Washington St.
Cumberland, MD 21502
(301) 759-2037

Anne Arundel County Public Schools
2644 Riva Road
Annapolis, MD 21401
(410) 222-5303

Baltimore City Public Schools (City Schools)
200 East North Avenue
Baltimore, MD 21202
(410) 396-8803

Baltimore County Public Schools
6901 Charles Street
Towson, MD 21204
(443) 809-4281

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678
(443) 550-8009

Caroline County Public Schools
204 Franklin Street
Denton, MD 21629
(410) 479-1460

Carroll County Public Schools
125 North Court Street
Westminster, MD 21157
(410) 751-3128

Cecil County Public Schools
201 Booth Street
Elkton, MD 21921
(410) 996-5499

Charles County Public Schools
5980 Radio Station Road
LaPlata, MD 20646
(301) 934-7223

Dorchester County Public Schools
700 Glasgow Street
Cambridge, MD 21613
(410) 221-1111

Frederick County Public Schools
191 South East Street
Frederick, MD 21701
(301) 696-6910

Garrett County Public Schools
40 South Second Street
Oakland, MD 21550
(301) 334-8901

Harford County Public Schools
102 South Hickory Ave.
Bel Air, MD 21014
(410) 838-7300

Howard County Public Schools
10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-6677

Kent County Public Schools
5608 Boundary Avenue
Rock Hall, MD 21661
(410) 778-7113

Montgomery County Public Schools
850 Hungerford Drive
Rockville, MD 20850
(240) 740-3020

Prince George's County Public Schools
14201 School Lane
Upper Marlboro, MD 20772
(301) 952-6008

Queen Anne's County Public Schools
202 Chesterfield Avenue
Centreville, MD 21617
(410) 758-2403

St. Mary's County Public Schools
23160 Moakley Street-Suite 109
Leonardtown, MD 20650
(301) 475-5511, ext. 32178

Somerset County Public Schools
7982-A Tawes Campus Drive
Westover, MD 21871
(410) 621-6226

Talbot County Public Schools
P. O. Box 1029
Easton, MD 21601
(410) 822-0330

Washington County Public Schools
10435 Downsville Pike
Hagerstown, MD 21740
(301) 766-2815

Wicomico County Public Schools
2424 Northgate Drive #100,
Salisbury, MD 21802-1538
(410) 677-4596

Worcester County Public Schools
6270 Worcester Highway
Newark, MD 21841
(410) 632-5020

