



English Language Development Process

The Cottonwood School is committed to providing English Language Development. English Language Development (ELD) is considered by the CDE to be core instruction for Multilingual students and not an elective, intervention, or an instructional service. According to [Title V California Code of Regulations](#) 11300 (a), the Charter School must comply with offering Designated English Language Development. “Designated English Language Development” means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development (ELD) standards to assist Multilingual students in developing critical English language skills necessary for academic content learning in English.

It has been determined that 30 minutes a day can be sufficient to provide instruction to ensure that English learners are meeting their language and academic goals. The 30 minutes should include daily specific vocabulary building - both academic and social language. Students should also be practicing speaking and reading every day. This can be done with online programs that include interactive activities and videos and/or textbook and workbook activities. See our available [ELD resources](#) here.

HSTs will work with parents to provide documentation that demonstrates that the requirement is being fulfilled. Failure to comply with the guidelines set forth will result in steps towards non-compliance for the student.

EL Requirement Process

- Students will log a minimum of 30 minutes of ELD time per day
 - [An English Language Development Log](#) will be provided by the EL Department with options listed to satisfy the requirement.
- HST collects log filled out by parent each LP
- HST will upload EL learning log for each LP requiring an upload
- HST fills out an ELD participation [sheet](#) to confirm the 30 minute daily requirement for each LP.

Support Actions

- **1st Action:** If the student has completed less than 60% of the required time, then the parent/guardian receives a 1st notification email to schedule a meeting from the EL Designee.
 - HST, EL Designee, and family meet to discuss student non-participation concerns. Learning objectives and state requirements are reviewed with student and parents.
 - EL Designee sends ELD Success Plan to HST and family that includes a scheduled

follow-up meeting

- **2nd Action:** If the student has completed less than 60% of the required time, then they receive the 2nd notification email to schedule a meeting from the EL Designee.
 - HST, EL Designee, EL Coordinator and family meet to discuss student non-participation concerns. Learning objectives and state requirements are reviewed with student and parents
 - EL Designee sends ELD Success Plan to HST and family that includes a scheduled follow-up meeting

- **3rd Action:** If the student has completed less than 60% of the required time, then they receive the 3rd notification email to schedule a meeting from the EL Designee.
 - HST, EL Designee, EL Coordinator, School Administrator, and family meet to discuss student non-participation concerns. Learning objectives and state requirements are reviewed with student and parents
- EL Designee sends ELD Success Plan to HST and family that includes a scheduled follow-up meeting