

ENGLISH LANGUAGE LEARNER PROCEDURES FOR: IDENTIFICATION, ASSESSMENT & INSTRUCTION

Identification

- Registration forms will include a Home Language Survey addressing the student's first language, language spoken in the home, and first language of the parent(s)/guardian. The surveys are available in English and Spanish and will be translated to the family's first language using the Massachusetts Association of Teachers of Speakers of Other Languages, Inc. website, which has translated surveys available.
- Home surveys will be completed within three (3) school days with immediate referral to the Director of Student Services.
- At any time in this process, a translator will be employed to assist, if necessary.

Assessment

- For every student for whom English is not his/her first language, the Assistant Superintendent of Student Services will arrange an initial screening. If potential for ELL is demonstrated, an individual assessment will be conducted to determine the student's level of English proficiency.
- The initial English Language Learner (ELL) assessment will be conducted by an individual qualified in the use of the English Proficiency criteria set by the district.
- Classroom teachers will provide informal assessment/documentation regarding student's level of English proficiency, as determined by factors such as conversation, ability to manage the environment independently, and ability to read/write in English.
- Formal and informal assessment results will be shared with the administration, classroom teacher(s), specialists and parents/guardians for purposes of ongoing formative assessment for instructional planning and for adjustment of individual programs.
- Qualified staff will administer Massachusetts Department of Education assessments required for English Language Learners (ELL) students. LEP students with disabilities are allowed accommodations in accordance with DESE policy on the MEPA.
- Assessment data will be used to measure the student's English language proficiency and when making programmatic changes, which may include dismissal from ELL services if the student achieves scored in the competent or proficient range.

File: IHBEA-R

- Based on assessments, work samples and observation, a student who exits the program by scoring and demonstrating English language proficiency will be monitored and provided support services, if needed.
- ELL students will participate in an annual exam in accordance with D.E.S.E. guidelines.

Instruction

- Upon completion of an initial assessment, a program meeting will be held among administration, English Language Learners personnel, classroom teacher(s), student (if appropriate age level), and parents to determine the instructional plan to be followed.
- The level of sheltered English immersion (example, use of specialists, tutors, teachers, paraprofessionals and/or staff proficient in the English learners' primary language) and pullout instruction will be determined on an individual basis. The student's program will include necessary accommodations for the student to participate in the general education classroom.
- Staff providing instruction to ELL students will utilize the WIDS English Language Development Standards Framework, Massachusetts Department of Education.
- The district ensures that ELL students are taught to the same academic standards and curriculum frameworks as all Hadley students.

Professional Development

- Training in second language acquisition and working with culturally and linguistically diverse populations will be offered and included in the district's professional development plan.
- General education teachers, who instruct ELL students, will be given guidelines for effective sheltered English immersion classrooms. *Making Content Comprehensible for English Language Learners. The SIOP Model.*

District Assurances

- The district will ensure that all teachers in English language classrooms are literate and fluent in English.

Parental Notification

- Parents will receive a letter in the primary home language that informs the parents of the reason for identification of the student as ELL, the child's level of English proficiency, programming and methods of instruction and the parents' right to apply for a waiver.
- Report cards and progress reports will be sent to the parents/guardians of ELL students in the same manner and with the same frequency as general education reporting.
- Every attempt will be made to provide parents with all school related information in the language they can read/understand.

Census

The district will provide the required annual reporting data to the Department of Education for ELL students

Waivers

In accordance with ELL regulations, waivers may be granted under certain circumstances in regard to sheltered English immersion programs. The district will follow G.L. c71A Section 5 in complying with this annual process.

LEGAL REFS: 71A:4; 71A:5