

# **FBBE - New Town Public School District English Language Learner Policy**

It is the New Town Public School District's mission that through positive instructional and community leadership, students of the New Town Public School District will be people of sound character. Our students will be self-directed, with highly developed academic, communication, and life skills, empowering them to become productive, responsible, and contributing members of society.

It is the policy of the English Language Learner (ELL) plan to include all students in the school's mission. Therefore, the New Town Public School District will make an effort to do whatever is needed for the limited English proficient (LEP) students to accomplish improvement in English language skills as well as cognitive attainment. It is the policy of the New Town Public School District to make these accomplishments in compliance with all federal and state laws.

A Language Assessment Committee (LAC) will be formed in September 2006. The committee will consist of administrators, the reading specialist, and classroom teachers. Members of the committee will be formed by the elementary principal who also supervises the Title 1 program.

The LAC responsibilities will include the following:

1. Review of home language surveys to identify potential LEP students.
2. Create a classroom teacher checklist for LEP student referral.
3. Recommend revisions needed to the New Town Public School District ELL plan to the superintendent.
4. Review the assessment results and make recommendations about the amount of time of ELL service for the LEP students.
5. Review annual monitoring for three years after an LEP student has reached proficiency and is no longer receiving ELL services.
6. Make reclassification recommendations for LEP students upon referral from the ELL instructor, classroom instructor and/or multi-criteria assessment results.
7. Set up ELL informational workshops for the classroom teachers and ancillary staff.
8. Create subcommittees to explore the needs to overcome language, transportation, employment, and cultural barriers of the LEP parents in order to be involved with their child's school career.
9. Provide parental letters in the language best understood by the parents.
10. Inform parents of any changes in their child's program or reclassification.

## **Student Identification, Assessment, and Classification:**

LEP student identification will include the following:

1. The Office for Civil Rights home language survey will be given to those parents who have students who are struggling in reading and language arts.
2. A Pre-Referral Screening Checklist will be provided to all classroom instructors to aide in potential LEP identification.

Once a child is identified as a potential LEP student from the above criteria, the New Town Public School District will provide a multi-criteria assessment. The multi-criteria assessment is necessary in order to provide the student with resources at his/her academic level as well as the English proficiency level. The multi-criteria assessments will be administered to the LEP student annually for reclassification purposes.

The English Language Proficiency Multi-Criteria Assessment will include the following:

1. The ACCESS for ELL

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2. Age and grade level appropriate academic assessment in both the first and second language. Assessment in the first language will be given only when deemed necessary by the LAC.

All LEP students will be included in the academic content assessments in their mainstream classes. The results will be recorded into their portfolio for reclassification purposes. Reclassification of the LEP students will be in compliance with the North Dakota Department of Public Instruction Criteria. The LAC will be responsible for LEP reclassification. The following will be included in the determination of reclassification:

1. The student meets expected gains as demonstrated by the ACCESS.
2. LAC recommendation.
3. Portfolio of classroom work displays a competence in language areas.
4. Academic achievement improvement measured in the multi-criteria assessment.

## **Instructional Services:**

Due to the low incidence of LEP students, the New Town Public School District will utilize English immersion with some Transitional methods when possible. LEP students will be placed in mainstream core classes. The LEP students will be grouped in pairs (when possible) to provide peer support and to better enable teachers to differentiate instruction. LEP students will receive intervention assistance by their classroom teachers. They will also be offered after school program services by their grade level teachers. LEP students will receive allowable accommodations on the North Dakota State Assessment.

## **Staffing and Training:**

Teachers will receive professional development training in working with LEP students. LAC team members will also receive training assessing LEP students.

## **Program Materials and Resources:**

The New Town Public School District utilizes Accelerated Reader, Academy Reading, Academy Math, and Accelerated Math. Accelerated Reader tests the students for the appropriate reading level. The student is then required to read a certain number of books in the target reading level and test on them. Academy Reading, Academy Math, and Accelerated Math allow all students to master a determined set of language arts and math skills at their own pace throughout the year. This allows our LEP students to begin working at their appropriate reading and math levels and build upon these levels.

The New Town Public School District libraries have an extensive amount of culturally appropriate reading materials for students to utilize. The school district will continue to add to these materials. ELL textbooks will be provided for mainstream academic courses when necessary. LEP students will have full access to the computer labs throughout the school day. The New Town Public School District is a member of the Great Northwest Consortium that has a large variety of courses available through video conferencing.

## **Program Evaluation:**

The New Town Public School District ELL program will be reviewed annually by the LAC. Program evaluation will be based on the following items:

1. Student language proficiency outcomes.
2. LEP student academic achievement progress
3. LEP student progress on the ACCESS
4. Retention and drop-out rate of LEP students
5. LEP parental involvement
6. LEP parental questionnaires and notes.

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When all of the above is compiled and a lack of success is charted, the recommended changes will be made in the program.

## **Parental Involvement and Communication:**

The New Town Public School District personnel will contact parents/guardians of the LEP students at parent teacher conferences to report progress and discuss program development and/or reclassifications. All written material will be provided in the first language of the parents and in the spoken language when available. When needed, the LAC will contact other schools for parental forms in the appropriate language.

Parents/guardians of LEP students will be included in all appropriate activities. Parents/guardians will be invited to all official meetings for their children. One of the LAC responsibilities is to explore all needs of the LEP parents/guardians to overcome language, transportation, employment, and cultural barriers that may keep them from becoming involved in their children's school career.

## **Equitable Facilities and Services:**

The New Town Public School District's alternative language program is designed to mainstream the LEP students. The LEP students attend all regular classes with their peers. Our LEP students have access to a modern, high tech, clean learning environment that includes video conferencing classes. The LEP students have full access to all after school activities.

## **Special Education and English Language Learners**

The New Town Public School District utilizes the services of the Souris Valley Special Services for special education. The New Town Public School District has personnel trained to test ELL students who have been identified with special needs.

## **Coordination with other Programs**

The New Town Public School District will seek to acquire Title III funds when possible. Otherwise they will use general funds and Title 1 funds for all expenses incurred with the ELL program.

Cross Ref: Policy AACD/GBEDA New Town Public School District English Language Learner Policy

**New Town Public  
School District #1**

**POLICY ADOPTED: 10/10/2006  
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