

## English Language Education Program

### STEP 1: SCREENING PROCESS & INITIAL ENGLISH PROFICIENCY TESTING

Whenever a student enters the Acushnet Public Schools, the building principal, in conjunction with the ELL Coordinator, will ensure that a **Home Language Survey** will be completed by the student's parent/guardian and kept in the child's file. When the survey indicates the student's home language is not English or appears to be other than English, the student will be assessed by trained administrative/teaching staff in the four domains of reading, writing, listening, and speaking. Initial English proficiency testing will be instituted using an appropriate instrument as recommended by the Massachusetts Department of Education, assessing reading, writing, speaking and listening skills. The student will be classified as Limited English Proficient (LEP) based on assessment results.

### STEP 2: PLACEMENT AND INSTRUCTION

Students classified as LEP will be in a "Sheltered English Immersion" (SEI) class that will provide an English language acquisition process for students in which all classroom instruction is in English, but with the delivery of the curriculum designed for students who are learning the language. Books and instructional materials will be in English and all reading, writing and subject matter will be taught in English. Additional curriculum materials appropriate to the needs of English Language Learners will be provided, as needed.

Parents/Guardians will be sent a notice in both English and a language they understand informing them of the placement of their child in a Sheltered English Immersion classroom. This notice will also inform them of their right to opt out of this placement by completing a waiver form. If a parent/guardian chooses to opt out of the SEI program, the student will still be assessed and provided support. If 20 students in the same grade and with the same home language are granted waivers, the district will offer an alternative program such as a Transitional Bilingual Education program.

With the consent of the Superintendent or his/her designee, the building principal and ELL Coordinator may also recommend that the student be placed in a program other than the Sheltered English Immersion program under certain circumstances. Such a placement would require informed parental consent.

LEP students, regardless of their placement, will also be eligible for any and all support services provided by the Acushnet Public Schools, including but not limited to special education and Title I, according to the same eligibility or selection criteria as all other students.

### STEP 3: ONGOING TESTING

Each student classified as LEP will be tested annually with the MELA-O and will take both the MEPA and the MCAS as directed by the Department of Education. Students in the country for less than one full year will not be required to take the English Language Arts or History/Social Science portion of the

MCAS. Students classified as LEP or who had formerly been so classified will be allowed to use bilingual word-to-word dictionaries during MCAS testing. Copies of all student data will be placed in the student's file.

#### STEP 4: RECLASSIFICATION

Students will be reclassified by the principal or ELL Coordinator as English proficient when they can read, write and comprehend English well enough to participate meaningfully in their educational/vocational program based on:

- Teacher recommendations
- The overall MEPA result (performance level) recommended is “Transitioning.”
- Scores on other district assessments
- Writing samples
- Report card grades

If students meet the criteria for reclassification, their classification will change from Limited English Proficient (LEP) to Formerly Limited English Proficient (FLEP).

#### STEP 5: POST SERVICE MONITORING

The progress of students classified as FLEP will be monitored for two years following their reclassification through progress reports, report cards, standardized test scores and teacher observation. In the event that progress is not sustained, interventions will be implemented promptly.

1<sup>st</sup> reading: 12/07/04

2<sup>nd</sup> reading and adoption: 1/04/05

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