SOUTH BURLINGTON SCHOOL DISTRICT

LIMITED ENGLISH PROFICIENCY ADMINISTRATIVE PROCEDURES

The District will:

1) Identify and assess all students utilizing local and specified state assessment instruments (ACCESS) whose primary language is not English, and who, therefore, have or may have difficulty performing ordinary class work in English or who cannot without special assistance learn as well or achieve parity with pupils whose primary language is English.

2) Design or adopt English Language Learners instructional programs recognized as sound by experts in the field, or considered legitimate experimental strategies. Instructional programs shall be aimed at helping English Language Learners students develop English language skills of comprehension, speaking, reading, and writing necessary for learning and achieving in English-only instruction at a level substantially equivalent to pupils whose primary language is English.

3) Maintain adequate records of the educational level and progress of each child identified as in need of English Language Learners programs, and make those records available to appropriate staff members and parents or legal guardians.

4) Objectively assess the progress of English Language Learners students in order to determine when reclassification or transfer to fully English proficient programs is appropriate. Standards for exit from English Language Learners programs should be objectively based and should be designed to determine whether English Language Learners students are able to read, write, and comprehend English well enough to participate meaningfully in the School District's programs.

5) Monitor reclassified students' academic achievement to determine whether these students are able to succeed in all English programs based on their English language proficiency. Monitoring of newly reclassified students will take place periodically to ensure that the ongoing academic needs of non-English language background students are addressed.

6) Evaluate English Language Learners programs periodically and make modifications when necessary.

7) Assure staff members have appropriate training to implement English Language Learners programs.

8) The Superintendent or designee shall be responsible for implementing procedures to comply with federal and state laws, which define standards for serving the English Language Learners.