



## ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

<b>PROCEDURE</b>	Limited English Proficiency Students		
<b>SECTION</b>	Students	<b>CODE</b>	C4R

*Last Updated: January 2017*

### Specific Procedures Outline:

**Defining an ELL Student:** In Vermont an ELL student is a student with a home language other than English and who has limited English language proficiency based on results from an English language proficiency assessment approved by the state of Vermont. Historically a variety of terms have been used to describe the ELL students, including English as a Second Language (ESL), Limited English Proficiency (LEP), English Learner (EL) and English Language Program (ELP). For purposes of this policy and for the ANWSD ELL Program, the term English Language Learner (ELL) is inclusive of students who fall into all of these categories. Further definitions, eligibility, and exit requirements are outlined below and adhere to Vermont state guidance for exiting ELL services as outlined in the Vermont Agency of Education memo dated December 7, 2010 entitled “Amendment to Vermont’s Definition of English Language Learner (ELL), Exit Criteria from Title III and Title I Language Support Programs,; and Title III Annual Measurement Achievement Objectives (AMAOs).”

**ELL Program and Staffing:** The Superintendent shall be responsible for ensuring compliance with all federal and state regulations related to serving ELL students. The Superintendent shall hire a qualified instructor to provide instruction and oversight of the ELL Programming in the schools in conjunction with the District’s Director of Learning and Technology.

The District shall be responsible for:

- designing and maintaining the ELL program;
- ensuring the ELL program is adequately staffed with licensed personnel;
- providing translation services for families;
- overseeing screening, identification, and development of ELL Service Plans; and
- administering any state required ELL assessments.

Students identified as eligible for ELL Services, including students who have moved out of services and into monitoring, shall have services/monitoring provided by a licensed ELL teacher. Additional tutoring may be provided if available, but the tutoring must be overseen by a licensed ELL teacher and shall not supplant required ELL services.

**Translation Services:** All parents and guardians, including non-native speakers, are entitled to meaningful communication in a language they can understand. ANWSD provides translation services for families in order to support access to their child’s educational program, including parent conferences, special education meetings, truancy hearings, open house events, field trip permission forms, report cards/progress reports and other critical school events and documents. Translation services provided by ANWSD are limited to school-related events and materials that facilitate access to education-related programming involving their children.

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