


Department of Bilingual/ESL/World Languages

Students to Enter into ACES, the Magnet Programs or Newcomers Program.

STANDARD OPERATING PROCEDURE

Subject: Procedures for Students to Enter into ACES, the Magnet Programs or Newcomers Program.	Effective Date: March 15 , 2017	Page: 1 of 2
	Approved By: Dr. Donnie W. Evans	Signature: 

I. Purpose:

The purpose is to establish District Guidelines for the referral process in the ACES, Magnet Programs and Newcomers Program and ensure the proper placement of English Learner (EL) students in the Paterson Public School District.

II. Authority:

The District Superintendent/Assistant Superintendent-Chief Academic Officer/Deputy Bilingual Director/Designee

III. Terms and Conditions:

Procedure for New EL Students:

- a. A new student is registered to their home school at Central Registration.
- b. Based on the results of the Home Language Survey, secretary at the Home School notifies their Point Person for the Bilingual Program (PPBP) of a new EL student within 2-3 days.
- c. The PPBP contacts the student's parent to describe the Bilingual program testing and placement process.
- d. PPBP administers the W-APT (WIDA-ACCESS Placement Test) upon receipt within 1-2 days.
- e. PPBP administers the Language Arts and Math Baseline Assessment according to students' grade level and native language if applicable.
- f. Test results and transcripts are analyzed to determine students' English language proficiency and academic skills in literacy and mathematics.
- g. PPBP completes an application for the suitable program and attaches all the assessment data. (W-APT, the ELA and the Math Assessment).
- h. Building Administrator/Point Person for the Bilingual Program (PPBP) contacts the Bilingual Deputy Director (via email/phone) regarding the application and

placement and sends all original documentation to 90 Delaware Avenue Department of Bilingual Education via interoffice mail for review.

- i. Upon receipt, applications will be time stamped, and reviewed for placement determination.
- j. Bilingual Deputy Director/Designee will email/call the Home school Administrator / PPBP Home School to verify all information and confirm student placement.
- k. The Bilingual Deputy Director/Designee will notify the Transportation Department to determine transportation eligibility.
- l. If student is eligible for transportation, a Transportation staff member will notify the parent and program school with the bus route details.
- m. The Bilingual Deputy Director/Designee will notify sending school and ensure the PPBP notifies parent and provides the student transfer information.
- n. The Bilingual Deputy Director/Designee will notify the placement program school of the student transfer information.

IV. Reporting Procedures:

- a. Transfers in and out must be reflected in student information system by the school(s) designated data manager/designee.
- b. Building Administrators and Unit Assistant Superintendents must be notified of student transfers and placement.

V. Dissemination:

Unit Assistant Superintendents, Building Administrators, Academic Services, Supervisors, Point People for the Bilingual Program, Family, Community and Engagement Department, Central Registration, and Transportation Department