

**Type:** Educational Instruction

**Title:** English Language Learners Policy

**Date of Board Approval:** May 2017

**Notes:**

City Garden Montessori School (CGMS) has created this policy pertaining to the identification, instruction and assessment of students who are English language learners. The school principal will serve as the English Language Learning coordinator.

### **Identification**

Upon enrollment, all students will be asked to complete the Student Home Language survey (see attached). Any student who indicates the use of a language other than English will be referred by the person processing the enrollment forms to the ELL coordinator to determine if further English language proficiency assessment is warranted.

Any employee or volunteer of the district who believes a student might have limited English proficiency must inform the ELL coordinator.

Students identified by the ELL coordinator for additional assessment will be assessed within 30 school days after enrolling.

### **Instruction**

The district offers the following instructional options for ELL students: structured immersion.

Staff members who may serve ELL students in the regular course of their duties but who are not primarily responsible for implementation of the program will be provided training and instruction in identifying and assisting ELL students.

### **Assessment**

The English proficiency of ELL students is assessed annually. Assessment instruments will cover reading, writing, speaking and listening skills.

### **Transition**

The goal of the district's ELL program is English proficiency and transition from any specialized programs to a regular course of instruction. ELL students will be assessed to determine when students are ready to transition out of the program and how student progress will be monitored after exiting the program. The ELL Coordinator will oversee this process.

Some support may still be required even after a student has transitioned to the regular program.

**Parental Involvement**

Parental involvement is addressed in the school's charter. Parents/Guardians will be informed about CGMCS' program, their rights and the plan for their student.

**Program Evaluation**

The ELL coordinator will evaluate the district's ELL program annually, including the types of services provided, the number of students served, and the number of students who have exited the program and assessment data. Information from student records will be reported in accordance with the Family Educational Rights and Privacy Act (FERPA). Based on the evaluation, the ELL coordinator will make recommendations for modifying and staffing the program and suggestions for resources necessary to improve the effectiveness of the program.