

SERIES 300 - INSTRUCTION

Educational Program - 340

Guidelines for Identification of Children as being limited-English-proficient (LEP) and for Placing Children in a Language Instruction Educational Program (342.7)

At the Norwalk-Ontario-Wilton School District, a process will be used for identifying a student as being limited-English-proficient (LEP). Once a new child enrolls in the NOW School District, the following process will be used to identify an LEP student;

- 1) Administer the Home Language Survey to students who may not be proficient in English meeting any of the following criteria:
 - A. Students who communicate in a language other than English; or
 - B. Students whose families use a primary language other than English in their home; or
 - C. Students who use a language other than English in daily non-school surroundings.
- 2) Access an academic history using:
 - A. Academic records from within or outside the United States; or
 - B. Course grades which, in relation to the students grade level, indicate that lack of progress is due to limited English language acquisition; or
 - C. Information on everyday classroom performance.
- 3) Screener evaluation for the initial ELP test and instructional placement

The *WIDA-ACCESS Placement Test (W-APT)* will be used as the screener evaluation instrument. If the student's Grade Adjusted Composite Proficiency Level on the W-APT is less than 5.0, then the student may be identified as an ELL student and offered an English language instruction educational program.

Once identification occurs, the Norwalk-Ontario-Wilton School District will base placement decisions about English language instructional services on a profile that summarizes results of multiple assessments (tests, classroom work, teacher observations, parental input) in relation to the numerous dimensions of English comprehension skills (listening, writing, speaking, reading). Relationships among achievement test scores, English language proficiency level scores, and other relevant assessments will be examined to determine the student's educational and language development needs.

Parental Notification

The Norwalk-Ontario-Wilton bilingual and LEP staff will notify parents of children identified for participation in the bilingual/LEP program no more than thirty (30) days after the start of the school year. For a child identified as in need of an English language

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instructional program after the start of the school year, parents will be notified within two (2) weeks of placement in the program.

Annual Assessment of English Language Proficiency

All students identified as LEP will be assessed annually using the *ACCESS Test* until they score at least a 4.5 or are reclassified to an ELP 6 language code. Students scoring an overall composite proficiency level of 4.5 or higher should be evaluated to see if they meet the reclassification criteria or not (School Board Policy 342.71 – Reclassification of English Language Learner Students).

Cross Reference: Board Policy 342.71 – Reclassification of English Language Learners

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