

PROCEDURES FOR IDENTIFYING AND INSTRUCTING STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

1:0 SCREENING PROCESS

- 1:1 Whenever a student enters the Fairhaven School District a **Home Language Survey** will be completed by the child's parent/guardian and kept in the child's file. When the survey indicates the child's primary language is other than English a decision will be made about whether English Proficiency testing is needed. This decision will be made by a **school-based team**, which will include members familiar with the student's English language proficiency in a classroom setting. The team will consist of the following at a minimum:

Principal
Classroom teacher
LEP Assessor

- 1:2 The team will consider the student's history, academic records, and classroom performance or intake interview. If the team decides that the student has any difficulty in speaking the language or in benefiting from regular classroom instruction in English (grades of C or better) they will recommend English Proficiency testing.

2:0 INITIAL ENGLISH PROFICIENCY TESTING

- 2:1 Initial English proficiency testing will be done using the LAS Links test, assessing reading, writing, speaking and listening skills. (An interview may be substituted for the formal speaking and listening test.) The **school-based team** will classify the student as Limited English Proficient when the student's score on the LAS Links is **Intermediate or below**, except when such score is accompanied by clear evidence of adequate academic progress (no grades below C).

3:0 PLACEMENT AND INSTRUCTION

- 3:1 Students classified as LEP will be placed in a "sheltered English immersion" class, which will provide an English language acquisition process for students in which all classroom instruction is in English, but with delivery of the curriculum designed for students who are learning the language. Books and instructional materials will be in English and all reading, writing, and subject matter will be taught in English.
- 3:2 Parents will be sent a notice in both English and a language they understand informing them of the placement of their child in a Sheltered English Immersion classroom. This notice will also inform them of their right to opt out of this placement by completing a waiver form. If a parent chooses to opt out of the SEI program the student will still be assessed and provided support. If 20 students in the same grade and with the same home language are granted waivers the district will offer an alternative program such as a Transitional Bilingual Education program.

- 3:3** With the consent of the Superintendent or his/her designee the school-based team may also recommend that the student be placed in a program other than the sheltered English immersion program under certain circumstances. Such a placement would require informed parental consent.
- 3:4** LEP students, regardless of their placement, will also be eligible for any and all support services provided by the Fairhaven Public Schools, including but not limited to special education and Title 1, according to the same eligibility or selection criteria as all other students.

4:0 ONGOING TESTING

- 4:1** Each student classified as LEP will be tested annually with the MELA-O and will take both the MEPA and the MCAS as directed by the Department of Education. Students in the country for less than one full year will not be required to take the English Language Arts portion of the MCAS. Students classified as LEP or who had formerly been so classified will be allowed to use bilingual word-to-word dictionaries during MCAS testing. Copies of all student data will be placed in the student's file.

5:0 RECLASSIFICATION

- 5:1** Students will be reclassified by the school-based team as English proficient when they can read, write, and comprehend English well enough to participate meaningfully in their educational/vocational program based on:
- Teacher recommendations
 - MELA-O: A score of 4 or higher on both comprehension and production of speech
 - MEPA-Reading: a score of 3
 - MEPA-Writing: a score of 2 or 3
 - Scores on other district assessments
 - Writing samples
 - Report Card grades
- 5:2** If students meet the criteria for reclassification their classification will change from Limited English Proficient (LEP) to Formerly Limited English Proficient (**FLEP**).

6:0 STEP 6: POST SERVICE MONITORING

- 6:1** The progress of students classified as FLEP will be monitored for two years following their reclassification, through progress reports, report cards, standardized test scores and teacher observation. In the event that progress is not sustained interventions will be implemented promptly.