

**Regional School District No. 17**  
**6000 Series**

**6141.311(a)**

**Instruction**

**Limited English Proficiency Program**

In accordance with the Regional School District No. 17 Board of Education's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services.

The Board shall adopt a program of educational services for each student whose dominant language is not English. The program shall include bilingual/bicultural or English as a Second Language instruction.

The Superintendent of Schools or his/her designee shall implement and supervise an LEP program that ensures appropriate LEP instruction and complies with federal and state laws and regulations.

The Superintendent of Schools or his/her designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the LEP program, including:

1. Program goals.
2. Student enrollment procedures.
3. Assessment procedures for program entrance, measurement of progress, and program exit.
4. Classroom accommodations.
5. Grading policies.
6. List of resources, including support agencies and interpreters.

The District shall establish procedures for identifying students whose language is not English. For students whose dominant language is not English, assessment of the student's English proficiency level must be completed to determine the need for English as a Second Language instruction.

Students whose dominant language is not English should be enrolled in the District upon proof of residency and proof of required immunizations and health examination. Students shall have access to and be encouraged to participate in all academic and extracurricular activities of the district.

Students participating in LEP programs shall be required, with accommodations, to meet established academic standards and graduation requirements adopted by the Board.

The LEP program shall be designed to provide instruction that meets each student's individual needs, based on the assessment of English proficiency in listening, speaking, reading and writing. Adequate content area support shall be provided while the student is learning English, to assure achievement of academic standards.

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**6000 Series**

**6141.311(b)**

**Instruction**

**Limited English Proficiency Program (continued)**

The LEP program shall be evaluated for effectiveness as required, based on the attainment of English proficiency, and shall be revised when necessary.

At the beginning of each school year, the District shall notify parents of students qualifying for LEP programs regarding the instructional program and parental options, as required by law. Parents will be regularly apprised of their student's progress. Communications with parents shall be in the language understood by the parents, whenever possible.

The District shall maintain an effective means of outreach to encourage parental involvement in the education of their children.

Legal Reference: Connecticut General Statutes  
10-17 English language to be medium of instruction. Exception.  
10-17a Establishment of bilingual and bicultural program.  
10-17d Application for and receipt of federal funds.  
10-17e Definitions.  
10-17f Required bilingual education. (as amended by PA 98-168 & PA 01-205)  
10-17g Application for grant. Annual evaluation report.  
10-76e Definitions.  
10-146f Waiver of certification requirements for bilingual teachers.  
P.A. 99-211 An Act Improving Bilingual Education.  
State Board of Education Regulations  
10-17h-1 to 10-17h-15. Programs of bilingual education.  
Title VI, Civil Rights Act of 1964  
Equal Education Opportunities Act as an amendment to the Education Amendments of 1974  
Bilingual Education Act. 20 U.S.C. §§7401 *et seq.* as amended by the English Language Acquisition, Language Enhancement, and Academic Achievement Act. Title III, Sections 3001-3304 of HR1, No Child Left Behind Act of 2001, P.L. 107-110.

Policy adopted:  
1/03

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Adapted from the *Assessment of Language Minority Students: A Handbook for Educators*. Illinois Resource Center, 1985 Reprinted by permission of the Missouri Department of Elementary and Secondary Education.

**Regional School District No. 17**  
**6000 Series**

**6141.311**  
**Form #2**

**Programs For Limited English Proficiency Programs**

*(Parental Notification for Children Identified as Limited English Proficient)*

Your child, \_\_\_\_\_, has been identified as needing additional instruction to achieve English proficiency. The basis for this identification is \_\_\_\_\_

Using *(list assessment instruments and methods here)* \_\_\_\_\_

Your child was identified at (describe level of proficiency) \_\_\_\_\_

Additionally, your child's current academic achievement is *(describe GPA, standardized test scores, reading level etc.)* \_\_\_\_\_

The \_\_\_\_\_ School district uses the following method(s) of language instruction *(list and explain the methods offered and how they compare with each other)*

We have chosen to place your child in a program using a \_\_\_\_\_ method. We believe this is the best method for improving your child's English proficiency because \_\_\_\_\_

This/Those method(s) will benefit your child academically and will help your child achieve at an age-appropriate level because/by \_\_\_\_\_

Your child will be exited from this program upon *(state exit criteria such as test scores, reading level, verbal ability, etc.)* \_\_\_\_\_

We anticipate that your child will transition from this course of study by *(describe anticipated time line)*

You have the right to remove your child from the program.

You have the right to choose among the various programs offered by the District. *(Only include if more than one option is available.)*

**Regional School District No. 17**  
**6000 Series**

**6141.311**  
**Form #2**  
(continued)

**Programs For Limited English Proficiency Programs**

*(Parental Notification for Children Identified as Limited English Proficient)*

You have the right to assistance by a District representative. The District representative will assist you in choosing a program and monitoring your child's progress within the program.

*(If the child is also on an IEP) this program will assist your child in meeting the following IEP objectives (list objective and way in which the program will assist in meeting that objective)* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you should have questions or require other assistance contact:

- a. Name: \_\_\_\_\_
- b. Building Location: \_\_\_\_\_
- c. Other Contact Information: \_\_\_\_\_