

LIMITED ENGLISH PROFICIENCY INSTRUCTION

The Board of Education believes in utilizing all available resources, including consultation with State and outside agencies, to meet the educational needs of its students who, by reason of foreign birth or ancestry, have limited English proficiency. The district will therefore make every effort to ensure that limited English proficient (LEP) students are provided with an appropriate program of transitional bilingual education or free-standing English as a second language program.

Pursuant to this policy and the regulations of the Commissioner of Education, the Superintendent of Schools is directed to develop appropriate administrative regulations to ensure that LEP students are:

1. diagnostically screened for limited English proficiency, in accordance with Part 117 of the Commissioner's Regulations. Those students who according to their scores are identified as LEP will be annually evaluated. Included in the evaluation shall be each student's performance in content areas to measure academic progress;
2. assured of access to appropriate instructional and support services, including guidance programs; and
3. assured of having equal opportunities to participate in all school programs and extracurricular activities as non-LEP students.

The Superintendent shall be responsible for ensuring that the Commissioner is provided with all information required under the Commissioner's Regulations and that the district provides appropriate school-related information to the parents of LEP students in English, or when necessary, in the language they understand. In addition, the Superintendent shall ensure that all teachers employed for any bilingual and/or ESL program are properly certified in accordance with the Commissioner's Regulations.

Ref: Education Law §3204
 Bilingual Education Act of 1974, §§701 et seq., 20 U.S.C. §§880b et seq.
 Equal Educational Opportunities Act of 1974, §§201 et seq., 20 U.S.C. §§1701 et seq.
 8 NYCRR §§80.9; 80.10; 117; 154 et seq.
Lau v. Nichols, 414 U.S. 563 (1974)
Rios v. Read, 480 F. Supp. 14 (1978)
Cintron v. Brentwood UFSD, 455 F.Supp 57 (1978)
Aspira of New York v. Board of Educ. (City of New York), 394 F. Supp. 1161 (1974)

Adoption date: August 16, 2010

SAMPLE PARENTAL NOTIFICATION**PLACEMENT IN A LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM**

Dear Parent/Guardian:

Your child (insert child's name) has been identified as a "limited English proficient/English language learner" student in need of help to learn English and placement in a (insert name of program). We have determined (insert child's name) eligibility, and placed (him or her) in such a program based on (insert reasons).

(Child's name) is performing at (insert status of child's academic achievement). We have determined (his or her) level of English proficiency at (insert level) based on (insert how the district assessed that level).

We believe that placement in a (insert name of English instruction program) will help (insert child's name) both to learn English and increase his level of academic performance. Attached is a series of questions and answers we hope will help you better understand the program in which we have placed (insert child's name) and the benefits of that program.

The district will hold regular meetings at least twice a year for parents/guardians of English learners and we encourage you to attend. At those meetings, we will provide you with information that will help you to better understand the goals of your child's program, and assist you in ways to help (insert child's name). In between meetings we are always ready to listen and respond to any questions and recommendations you might have.

However, you should know that you have the right to:

1. request that (insert child's name) be immediately removed from the instructional bilingual program;
2. decline (insert child's name) participation in the instructional bilingual program or choose another available program or method of instruction, and
3. request assistance in selecting from among the various programs and methods of instruction available.

Specifically, you have the right to withdraw your child from participation in an instructional bilingual education program provided that you first meet with us to discuss the nature, purpose and educational value of the program. At a minimum, however, (insert child's name) must participate in a free-standing English as a second language program.

Also, if the school does not offer a bilingual education program, you have the option of transferring (insert child's name) to a school within the district which offers a bilingual education program. If you choose not to exercise this transfer option, then (insert child's name) shall be required to participate in a free-standing English as a second language program.

Whatever your decision, we encourage you to help (insert child's name) attain English proficiency and high academic achievement levels. Some ways in which you can do this include: (insert some examples).

If you have any questions about this notice or the attached information, please contact (insert the name of the Building Principal or the program's coordinator). All of us in the district look forward to working with you to help (insert child's name) improve (his or her) English and overall academic skills.

Sincerely,

Building Principal

(continued on next page)

Questions and Answers About Your Child's English Instruction Educational Program

1. What methods of instruction will be used in my child's program?
2. Does the district offer any other programs for English language learners?
3. How do these other programs differ from the one offered my child in terms of methods of instruction, content, instructional goals and the use of English and a native language in instruction?
4. On what basis did the district select my child's program as opposed to another one?
5. How will my child's program specifically help (him or her) learn English and meet age appropriate academic achievement standards for grade promotion and graduation?
6. My child is classified as a student with a disability. How will my child's English learning program meet the objectives set out in (his or her) individualized education program?

SAMPLE PARENTAL NOTIFICATION

**FAILURE TO MEET ANNUAL MEASURABLE OBJECTIVES
RELATING TO ENGLISH PROFICIENCY**

Dear Parent/Guardian:

This is to inform you that limited English proficient students in the school your child attends have failed to meet annual objectives for the number or percentage of children [insert a or b: **a) making progress in learning English, or b) attaining English proficiency by the end of the school year**].

The district will be taking steps to address this matter, including the development of a plan for meeting the required state and federal objectives.

We welcome any questions and recommendations you might have. Please feel free to contact your child's Building Principal.

Sincerely,

Superintendent of Schools