

## ADMINISTRATIVE PROCEDURE NO. 223

# ENGLISH AS A SECOND LANGUAGE

### Background

English as a Second Language (ESL) is a provincially funded program for students both recently arrived in Canada and Canadian born. The goal of the program is to provide students with the necessary educational programs and academic support to enable them to communicate in English fluently and competently enough to complete their education and become productive and contributing members of society. The ESL program will give attention to the linguistic, cultural, emotional, spiritual, and academic needs of the students.

### Procedures

1. The Superintendent shall be responsible for ensuring the Division offers programming that meets the needs of students who require assistance with English as their second language. The Superintendent shall determine the goals and protocols of the program and how the program will be delivered.
2. English Language Learners (ELL) are defined as:
  - 2.1 Students who have recently arrived in Alberta whose proficiency in English is not commensurate with their age and/or abilities, as English is not their first language.
  - 2.2 Students who are Canadian born whose primary language spoken in the home is not English, and whose proficiency in English is not commensurate with their age and/or abilities.
3. Each school will develop a program plan for ELLs which will:
  - 3.1 Foster a welcoming, inclusive school community.
  - 3.2 Be based on sound ESL and literacy pedagogical theory and research.
  - 3.3 Actively support the linguistic, cultural, emotional, spiritual, and academic needs of students.
  - 3.4 Be provided in accordance with the Alberta Education's Program of Studies and the Alberta Education Proficient Benchmarks. (moved from #5)
  - 3.5 Be informed through meaningful assessment.
  - 3.6 Be monitored regularly.
  - 3.7 Fully support ELLs in becoming productive, contributing members of Albertan and Canadian society.

4. All principals that are providing ESL programming shall become familiar, and comply with Alberta Education Policy 1.5.1 – English as a Second Language, as well as current regulations defining eligibility.
5. The principal shall ensure students are identified and coded according to Alberta Education policies and regulations. The school must ensure proper documentation is on file to support the code and funding of ESL students. Coding will only be entered in the Grants Program within PowerSchool between Sept 1 and March 31 of each school year.
6. The principal shall maintain a list of students requiring ESL instruction and inform staff of the students eligible for the program.
7. The principal shall facilitate collaboration among all staff and service providers working with ELLs at their school;
8. The principal is responsible for ensuring that ESL data and record keeping is maintained as required.
9. Parents should be advised and informed about student(s) receiving ESL programming.
10. ESL programming will be monitored and evaluated as required by evaluation procedures determined by the Division.
11. The principal should ensure that appropriate interpreter services and community agencies will be accessible to families and the school as required.