

ADMINISTRATIVE PROCEDURE

English Learner Students

5111.3

Procedure No.

July 30, 2019

Date

- I. **PURPOSE:** To provide guidelines for the identification, assessment, and instruction of English Learner (EL) students.

- II. **GENERAL INFORMATION:** Consistent with requirements of both federal and state regulations, all students who were born outside of the United States or who come from a home in which the language spoken is other than English must be identified upon enrollment in Prince George’s County Public Schools (PGCPS) and must have their English language skills assessed. Those students who are identified as ELs must be offered English for Speakers of Other Languages (ESOL) instruction and their English language skills must be assessed annually by a trained, certified teacher.

- III. **DEFINITIONS:**
 - A. **EL Committee:** A committee consisting of an ESOL teacher, a classroom teacher, reading specialist and others, as appropriate, who determine the testing accommodations each EL is eligible to receive for all state, county, and school assessments.

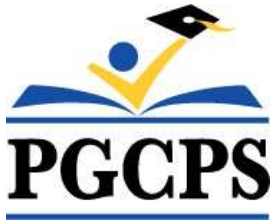
 - B. **English Learner (EL) means a student:**
 1. who communicates in a language other than English; or comes from an environment where a language other than English is dominant; or
 2. whose family uses a primary language other than English in the home; and
 3. whose English language proficiency falls within the range established by the state for an English language development program.

 - C. **ESOL:** English for Speakers of Other Languages Program, PGCPS.

 - D. **Home Language Survey:** One or more questions for parents, guardians, or students upon entering a local school system used to determine the language(s) spoken in the home and by the student. This appears on the PGCPS Student Registration Form, PA-14.

 - E. **Illiterate in the Native Language:** A student who has not learned to read or write in his/her native language(s).

 - F. **International Students:**
 1. Students who were born outside of the United States, have current school



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records from outside the United States, or whose language is not English (regardless of place of birth).

2. A student who indicates a language other than English on two or more of the three questions indicated on the home language survey:
 - a) What language does the student use most often to communicate?
 - b) What language(s) did the student first learn to speak?
 - c) What language(s) are spoken in your home?

G. Interrupted Schooling: A student who enrolls in PGCPS with an interruption of six or more months of schooling.

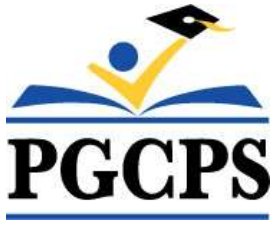
H. ISAEO: International Student Admissions and Enrollment Office

Definitions B, D, E and G are consistent with federal and/or state definitions.

IV. **PROCEDURES:**

Registration and Enrollment:

- A. All international students, whether United States citizens or not, must begin the registration process in PGCPS at the ISAEO. No individual school may register an international student, grades Kindergarten through 12, without prior registration at ISAEO, with the exception of the following students who can register directly at the school:
 1. Pre-K students: The schools will forward to the ISAEO a copy of the Student Registration Form, PA-14 (front and back) and a copy of the student's birth certificate for students indicating a language other than English and/or birth outside of the United States via school mail (no faxes).
 2. Students in middle and high school who have attended schools in the United States continuously for five or more years, and who have not been most recently enrolled in ESOL.
- B. At ISAEO, the parents/guardians of all international students must complete the Student Registration Form, PA-14. This includes the home language survey questions, which allow parents/guardians to specify both the primary language in the home and the primary language of the student. Students who have experienced interrupted schooling or who are illiterate in the native language will be identified at this time, as required by the Maryland State Department of Education (MSDE). County registration forms will be initiated by ISAEO staff. A packet of all required



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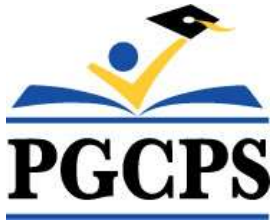
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registration forms will be given to the parents/guardians to bring to each student's school.

- C. During the registration process, ISAEO will request English language proficiency testing by an ESOL professional. The test results will be used by the ESOL diagnostician to make a recommendation of appropriate ESOL or English class placement. ISAEO and ESOL teacher forms will reflect the testing results and will be included in the registration packet taken to the assigned school by the parents/guardians for completion of the registration process.
- D. Students will be assigned to a school based on their home address and English language proficiency. Parents will receive test results and sign a notification of placement in an English Language Development Program. At the high school level, if a boundary school does not have an ESOL program, a student needing language support will be assigned to a school that does. Transportation will be provided to the assigned school. Parents have the right to refuse the service, but must do so in writing.
- E. High school students should take the county mathematics placement test for international students upon registration at their school. Results of this test should be used to determine the appropriate mathematics class placement and should be filed in the student's cumulative folder.

ESOL Instruction, Curriculum and Graduation Requirements:

- F. All EL students must meet the same credit, service-learning, and state-mandated testing requirements for graduation as non-EL students. High school EL students earn English and/or elective credit toward graduation from their ESOL classes. High school EL students must enroll in and pass English 10 and all the high school assessment requirements in order to graduate.
- G. EL students enrolled in their first year of schooling in the United States may be exempt from the state-mandated English Language Arts (ELA) assessment in grades 3-8. These students must participate in the assessments for math and science but will not be included in the school's accountability measures for ELA, math, or science.
- H. Direct ESOL instruction is provided to identified EL students by ESOL teachers on a daily or other regularly scheduled basis. Cancellation of such



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instruction for non-instructional purposes should be kept to an absolute minimum, i.e., substitution in classrooms, supervision of non-ESOL student activities, translation at unscheduled IEP, and/or other parent conferences.

- I. EL students receive ESOL instruction until they demonstrate through the program's test battery that they have sufficient listening, speaking, reading, and writing skills in English to function in grade level classes. ESOL, mainstream classroom teachers and specialists, such as reading teachers, share the responsibility of educating EL students.
- J. EL students should not receive failing grades nor be retained solely on the basis of their lack of proficiency in English. Secondary level ESOL students receive English grades from their ESOL teachers. Content teachers are encouraged to communicate with ESOL teachers throughout the quarter and prior to assigning grades.

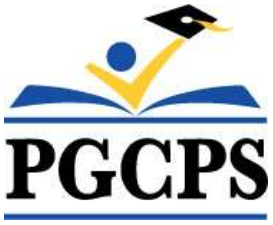
V. **MONITORING AND COMPLIANCE:**

- A. It shall be the primary responsibility of the school principals or designee to ensure that all international students who meet the requirements are sent to ISEAO for registration prior to enrollment at the school.
- B. It shall be the primary responsibility of the school principals or designee to ensure that all EL students are assigned to the appropriate ESOL courses and monitor instruction, grading, assessment, and retention of EL Students.
- C. It shall be the primary responsibility of the ESOL and International Student Admission and Enrollment Offices to ensure that all international students have completed all necessary registration documents and been administered language placement exams.

VI. **RELATED PROCEDURES:** Administrative Procedure 5111, Registration and Withdrawal of Students.

VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the ESOL Office within the Division of Academics, with assistance from ISAE0 – Division of Special Education and Student Services, and will be updated as needed.

VIII. **CANCELLATIONS AND SUPERSEDURES:** This procedure supersedes Administrative Procedures 5111.3, dated March 20, 1997.



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IX. **EFFECTIVE DATE:** July 30, 2019.

Distribution List: 1, 2, 3, 4, 5, 7, 10, 11, and 12