




1. The principal is responsible for meeting the needs of students who require ESL programming. These responsibilities include
  - a. identifying students who require ESL programming;
  - b. appointing a teacher to perform the assessments needed to identify students and to serve as the contact person to assist with communication between School Operations Services and the school;
  - c. providing educational programming for students who require ESL programming;
  - d. providing a summation of students' language levels by September 30 and by May 31 each year; and
  - e. maintaining the documentation necessary to access Alberta Education funding for students who require ESL programs.
2. A range of assessment tools should be used to identify students who require ESL programming. A profile should be prepared for each student which includes a minimum of the following:
  - a. background information (first language, family structure),
  - b. sample of oral interview in English,
  - c. unedited sample of written work or drawing,
  - d. language survey of proficiency in oral language, reading, writing (e.g. Woodcock-Munoz Language Survey Protocol), and
  - e. mathematics assessment (e.g. Wide Range Achievement Test Protocol).
3. Students who require ESL programming are to be placed in age-appropriate grades to ensure their appropriate cognitive and social development.
4. Educational programs for ESL students must include provision for instruction in speaking, listening, reading, and writing.
5. Educational programs for ESL students must include identifiable ESL services. These services may vary depending on the student's age, level, and needs. They may include special classes, pullout instruction, or modified programs in the regular classroom.
6. The needs of students who require English as a Second Language programming should be met in such a way that their own language and culture are supplemented and not supplanted.
7. The ESL Centre (426-4375) is a welcoming, assessment, and resource centre that provides support and service to schools in meeting the needs of students who require ESL programs. Some of their services may include providing
  - a. access to interpreters and/or translators to assist with registration and ongoing communication with students and their families.
  - b. training of teachers to administer Level B assessments necessary for identifying students who require ESL programming.
  - c. assisting with the individual assessments of students in unusual circumstances.
  - d. assisting with meeting the needs of ESL students in unusual circumstances.
  - e. a preview service of ESL resources which allows school to "try before you buy."

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