



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2019	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2024	<i>Page</i> 1 of 11
<i>Contact Person/Department</i> Superintendent Responsible for Secondary Student Success	<i>Identification</i> ES – 5505

English Language Learners – English as a Second Language and English Literacy Development Programs

1.0 PURPOSE

Trillium Lakelands District School Board is committed to ensuring a consistent approach to the education of English language learners across our district. Trillium Lakelands District School Board will provide direction and support in meeting the needs of English language learners so that these students can develop a proficiency in English that will support success in school.

2.0 REFERENCES AND RELATED DOCUMENTS

- 2.1 TIPS for English Language Learners in Mathematics (2005)
- 2.2 English language learners: ESL and ELD programs and services K-12 (2007)
- 2.3 Supporting English Language Learners: A practical guide for Ontario Educators, Grades 1 to 8 (2008);
- 2.4 Supporting English Language Learners in Kindergarten: A practical guide for Ontario Educators (2007);
- 2.5 Supporting English Language Learners with Limited Prior Schooling: A practical guide for Ontario Educators, Grades 3 to 12 (2008);
- 2.6 Growing Success (2010)
- 2.7 Learning for All (2011)
- 2.8 Ontario Schools K-12: Policy and Program Requirements (2016)
- 2.9 TLDSB Prior Learning Assessment and Recognition (PLAR) Policy ES-5035.

3.0 TERMS AND DEFINITIONS

- 3.1 English Language Learners: Students in provincially funded English language schools whose first language is a language other than English, or is a variety of English that is significantly different from the variety used for instruction in Ontario's schools, and who may require focused educational supports to assist them in attaining proficiency in English.
- 3.2 Canadian-born English Language Learners: Students born in Canada and raised in families or communities in which languages other than English are spoken.

- 3.3 Newcomers from Other Countries: Students who arrive from countries around the world at various stages in their educational careers. These students require different levels of support in order to succeed in the classroom. Newcomers from other countries may include:
- 3.3.1 Children who have arrived in Canada with their families as part of a voluntary, planned immigration process;
 - 3.3.2 Children who have arrived in Canada as a result of war or other crisis in their home country, and who may have left their homeland under conditions of extreme urgency;
 - 3.3.3 Children who have arrived in Canada with an international or “visa” status and are paying fees to attend school in Ontario. These students often plan to attend a Canadian university.
- 3.4 PLAR (Prior Learning Assessment and Recognition): The formal evaluation and credit-granting process whereby students may obtain credits for prior learning. Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside Ontario secondary schools. Students may have their knowledge and skills evaluated against the expectations outlined in provincial curriculum policy documents in order to earn credits towards the Ontario Secondary School Diploma.
- 3.5 ELD (English Literacy Development): Students who have had limited access to schooling and have significant gaps in their education. They may come from countries, in which English is not spoken, or in which Standard English is the official language, but other varieties of English are in common use. Unlike ESL students, ELD students have not had opportunities to develop age-appropriate literacy skills in their first language.
- 3.6 ESL (English as a Second Language): Students who speak a language other than English at home and may have a limited understanding of Standard English. These students are usually proficient users of their own languages but require assistance to learn English, the language of instruction in Ontario Schools. English as a second language (ESL) instruction provides the additional support required.

4.0 ADMINISTRATIVE PROCEDURE

- 4.1 RECEPTION AND ORIENTATION OF ENGLISH LANGUAGE LEARNERS AND THEIR FAMILIES
- 4.1.1 Trillium Lakelands District School Board schools will provide a warm welcome for all English language learners and their families.
 - 4.1.2 English language learners who are under the age of 18 and are otherwise entitled to be admitted to school in Ontario will be admitted to school whether or not their parent or guardian is unlawfully in Canada.

Contact the office of the Superintendent who oversees English language learners if you encounter this situation.

- 4.1.3 At the elementary level, orientation programs will include:
- a) information about school routines, programs and activities;
 - b) explanation of school policies, (including assessment, evaluation, reporting policies and homework policies);
 - c) explanation of the overall school structure, including the School Council's role; and
 - d) information about community activities and supports.
- 4.1.4 Trillium Lakelands District School Board provides a welcome package available at schools and online.
- 4.1.5 Schools are advised to identify a staff member who will be a contact for the student throughout the adjustment and orientation period.
- 4.1.6 Should the need or a request for an interpreter/translator arise, the school will contact the Superintendent's office responsible for English language learners.
- 4.1.7 Trillium Lakelands District School Board will effectively make use of human resources, including community resources.

4.2 INITIAL ASSESSMENT OF ENGLISH LANGUAGE LEARNERS

- 4.2.1 The school administration will contact the Superintendent's office responsible for English Language Learner instruction, using the form "Request for English as a Second Language Support", Appendix 5.1. The Superintendent's office will involve the appropriate consultant or qualified staff to assess the English language proficiency of all English language learners. The assessment procedure will include:
- a) a structured interview to assess oral communication skills (i.e., listening and speaking);
 - b) an assessment of reading comprehension;
 - c) an assessment of student writing;
 - d) an assessment of mathematical knowledge and skills, if deemed appropriate

An assessment tool, such as STEP, will be used to assess the student's language proficiency.

- 4.2.2 Trillium Lakelands District School Board will gather the necessary student information at the direction of the appropriate Superintendent.

If the initial assessment indicates that an English language learner requires additional support beyond that being provided in the regular classroom setting, the board will provide additional support as recommended in the assessment report.

- 4.2.3 Trillium Lakelands District School Board will use information from the student's home country, from initial assessment or from early teacher observation to identify English language learners who have special education needs and provide necessary support by referring the student to the appropriate school support team.
- 4.2.4 English language learners are eligible for ESL or ELD services and special education services simultaneously. The development of an Individual Education Plan (IEP) for an English language learner needs to take into consideration both needs related to language learning and needs related to the student's exceptionality.
- 4.2.5 Completed assessment reports and recommendations will be provided to the school administrator who will determine the appropriate placement of the English language learner.

4.3 PLACEMENT OF ENGLISH LANGUAGE LEARNERS

- 4.3.1 In elementary schools, a student's level of proficiency in English will not influence the choice of grade placement. English language learners will be placed with an age-appropriate group.
- 4.3.2 Secondary schools will consider the educational background of all English language learners in determining their placement. Placement in specific subjects will depend upon the student's prior education, background in specific subject areas, aspirations and recommendations from the initial assessment.
- 4.3.3 Final decisions regarding placement are made by the principal in consultation with the student, staff, and parents. The principal will communicate the placement decision, and the rationale for the placement, to the student and parents.

4.4 PROGRAMMING FOR ENGLISH LANGUAGE LEARNERS

- 4.4.1 Trillium Lakelands District School Board schools, in consultation with program staff, will implement programs and services that will enable English language learners to continue their education while learning English.
- 4.4.2 The principal of the school will receive an approval memo outlining the amount of support and length of time support has been granted.

4.4.3 The principal shall identify and enlist an instructor to provide tutoring to the amount approved by the Superintendent responsible for English language learners, excluding weekends and statutory holidays. Progress of the student will be reviewed and reported to the principal.

4.4.4 Trillium Lakelands District School Board will designate appropriately qualified personnel to coordinate programs and provide leadership at the system level.

4.4.5 Programs and services will be designed for English language learners that are flexible and reflective of the needs of the student.

4.5 GRADUATION REQUIREMENTS FOR ENGLISH LANGUAGE LEARNERS

4.5.1 A student entering the Ontario secondary school system at any grade level may count a maximum of 3 ESL or ELD credits as compulsory English credits. (Four compulsory English credits are required for graduation).

4.5.2 The remaining compulsory English credit(s) will be earned at the Grade 12 level.

4.5.3 The Ontario Secondary School Literacy Course (OSSLC) is a full-credit course that fulfils the Literacy requirement for graduation and can be counted as the compulsory English credit in either Grade 11 or Grade 12.

4.5.4 Boards will implement a process for evaluating a student's proficiency in an international language(s) and providing appropriate credit(s) for that proficiency, where courses in the language already exist in the board.

4.6 SUBSTITUTIONS FOR COMPULSORY COURSES

The principal has the discretion to make substitutions for a maximum of 3 compulsory courses at the secondary level to address the specific needs of English language learners.

4.7 ONGOING ASSESSMENT, EVALUATION, AND REPORTING

4.7.1 A progress report (see Appendix 5.3) will be filed in the student's OSR at the end of each term as applicable. Progress will be shared with parents on a regular basis.

4.7.2 Each September, the principal will forward an application for ESL student support for each student who received ESL support the previous school year, to the Superintendent responsible for English language learners.

See Appendix 5.2, “Request for Renewal of ESL Services”. A copy of the final progress report from the student’s OSR shall be forwarded with this request.

- 4.7.3 The Superintendent’s office will forward the report to the appropriate consultant or qualified staff to reassess the English language proficiency if required.
- 4.7.4 When learning expectations are modified for English language learners, evaluation will be based on the documented modified expectations. This will be noted on the report card and explained to parents.
- 4.7.5 Teachers will indicate, using the appropriate box on the report card, when modifications to curriculum expectations have been made to address the ESL or ELD needs of English language learners.
- 4.7.6 Teachers will check the modification box to indicate:
 - a) that the student is participating in ESL or ELD programs or courses; or
 - b) that accommodations have been provided (e.g., extra time to complete assignments, access to a bilingual dictionary, opportunities to work in the student’s first language).
- 4.7.7 To appropriately assess and evaluate the learning of English language learners, schools may need to make some accommodations related to the assessment process. These may include:
 - a) the granting of extra time;
 - b) the use of alternative forms of assessment such as oral interviews, learning logs, or portfolios.
- 4.7.8 When confidential information is being discussed, Trillium Lakelands District School Board schools will facilitate the accuracy of translation by appropriate adults (e.g. bilingual teacher, a professional interpreter, adult member of the student’s family, or close family friend) wherever possible.
- 4.7.9 Interaction with parents will further support parent engagement in the student’s educational experiences and achievements.
- 4.7.10 Information on each English language learner’s level of English language acquisition will be summarized on the progress report, Appendix 5.3, and included in the Ontario Student Record at least once in each school year while receiving ELL support. Student language proficiency will be determined using an assessment tool such as STEP. After completion of ELL support, Language Proficiency will be documented in student’s regular report card.

4.8 IDENTIFICATION AND INVOLVEMENT OF ENGLISH LANGUAGE LEARNERS IN LARGE-SCALE ASSESSMENTS

- 4.8.1 English language learners should participate in the Grade 3 and Grade 6 provincial assessments in reading, writing, and mathematics, and in the Grade 9 provincial assessment in mathematics, when they have acquired the level of proficiency in English required for success.
- 4.8.2 Decisions about exemptions or deferrals will be made according to the requirements articulated in the EQAO administration guide.
- 4.8.3 English language learners should take the Ontario Secondary School Literacy Test when they have acquired the level of proficiency in English required for success.
- 4.8.4 English language learners should participate in national and international assessments when they have acquired the level of proficiency in English required for success.

4.9 DISCONTINUATION OF ESL/ELD SUPPORT

- 4.9.1 English language learners should receive ESL/ELD program support until they have acquired a level of proficiency required to learn effectively in English with no ESL/ELD support.
- 4.9.2 The decision to discontinue ESL/ELD support is made by the principal in consultation with appropriate staff.
- 4.9.3 In Trillium Lakelands District School Board, support for English language learners is allocated on an annual basis. In September, the appropriate Superintendent will notify administrators of this process.

4.10 APPROPRIATE ALLOCATION OF RESOURCES TO SUPPORT ENGLISH LANGUAGE LEARNERS

Funding provided under the ESL/ELD component of the Language Grant will be used for programs and services that are designed to benefit English language learners. Information about the use of ESL/ELD funding will be included in the financial statement submitted annually to the ministry.

4.11 ENGLISH AS A SECOND LANGUAGE TEACHER QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

- 4.11.1 All teachers are responsible for supporting academic success for all students – including English language learners. Classroom / subject teachers who have students in their classes who are English language learners are not required to hold Teaching English Language Learners Part 1 qualification.

4.11.2 Teachers assigned to ESL and ELD programs/courses at both the elementary and secondary school level are required to hold Teaching English Language Learners Part 1 qualification.

4.11.3 Tutors working with ESL students one-on-one must have completed the online course established by TLDSB prior to working with students.

5.0 APPENDICES

- 5.1 Request for English as a Second Language Support
- 5.2 Request for Renewal of ESL Services
- 5.3 ESL Progress Report

Request for English as a Second Language Support

Date Submitted: _____

School: _____

STUDENT INFORMATION - To be completed by Principal

Name: _____ Grade: _____

Place of Birth: _____ Native Language: _____

Citizenship: _____

Background Information; (Length of time in Canada, Contact with English, etc.)

Has this student previously received support? Yes No

Brief Explanation _____

Principal's Signature: _____

ASSESSMENT INFORMATION - To be completed by Consultant

Assessment Report: _____

Consultant's Recommendation: ESL Instruction Approved ESL Instruction Not Approved

Support Details:

Orientation:	<input type="checkbox"/>
Writing:	<input type="checkbox"/>
Reading:	<input type="checkbox"/>
Speaking:	<input type="checkbox"/>
Listening:	<input type="checkbox"/>

Consultant's Signature: _____

SUPERINTENDENT APPROVAL - To be completed by Superintendent's Office

ESL Instruction Approved ESL Instruction Not Approved

Start Date for Service: _____ End Date for Service: _____

Notification: Consultant Principal Payroll

Superintendent's Signature: _____

Requests for ESL support should be made directly to the Superintendent's office responsible for English language learners.

Request for RENEWAL of ESL Support
Attach Student Progress Report

Date Submitted: _____

School: _____

STUDENT INFORMATION - To be completed by Principal

Name: _____ Grade: _____

Homeroom Teacher: _____ Most Recent ESL Teacher: _____

Allocation of ESL support received most recently: _____ Total number of years of ESL support in Ontario: _____

Please attach most recent Progress Report by ESL teacher:

Principal's Signature: _____

ASSESSMENT INFORMATION - To be completed by Consultant

Assessment Report: _____

Orientation: _____

Writing: _____

Reading: _____

Speaking: _____

Listening: _____

Consultant's Recommendation: Continue ESL Support Discontinue ESL Support

Date: _____

Consultant's Signature: _____

SUPERINTENDENT APPROVAL - To be completed by Superintendents Office

ESL Instruction Approved ESL Instruction Not Approved

Allocation of Service: _____

Start Date for Service: _____ End Date for Service: _____

Notification: Consultant Principal Payroll

Superintendent's Signature: _____

Requests for ESL support should be made directly to the Superintendent's office responsible for English language learners.



English as a Second Language Progress Report

This report is a compliment to the Provincial Report Card for students receiving support with English language skills.

ESL indicates English Second Language support.

ELD indicates English Literacy Development support for students with interrupted or limited prior schooling.

Please refer to and attach the STEP Observable Language/Literacy Behaviours continua for the completion of this report.

Continua can be found online:

ESL http://www.edugains.ca/newsite/ell/step/english_second_language.html

ELD http://www.edugains.ca/newsite/ell/step/english_literacy_development.html

Student Name:		Grade (Regular Class):
School:	Regular Class Teacher:	Principal:
ESL/ELD Teacher:		Date of Report:

ESL/ELD Instruction

Start Date:		End Date:	
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Description of Program:

- ESL-Please refer to the STEP Observable Language Behaviours continua to indicate the STEP the student has completed.
- ELD-Please refer to the STEP Observable Language and Literacy Behaviours continua to indicate the STEP the student has completed.

Speaking:	
Listening:	
Reading:	
Writing:	

Comments on Progress:

(Including Strengths/Areas of Need/Next Steps)

Orientation Comments (For ELD only) Not Applicable

(Including Strengths/Areas of Need/Next Steps)

ESL/ELD Teacher's Signature: _____

Principal's Signature: _____