



2106 ENGLISH LANGUAGE SUPPORT GUIDELINES

Policy Type: Administrative
Applies To: All Staff, Students,
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 05 2024
Revisions:

1. PURPOSE

These policies and procedures outline Langley Christian School's commitment to including all students and families in the educational life of the school by ensuring the school provides adequate staffing support for domestic students who may not speak English as a first language in the home. LCS recognizes changing demographics and family composition in our community requires trained English language teachers who are part of the learning services team on each campus.

2. POLICIES

- (a) LCS will provide blocks of ELL instruction at elementary (grades 2-5) and middle school (6-8) for students where admissions assessments indicate a need for additional language and literacy instruction (ELL).
- (b) Students admitted at grades K-1 will not receive additional ELL blocks or support, and will be included in the regular literacy program contractually required of all primary teachers. (See 2004 K-8 COMMON LITERACY PRACTICES REQUIREMENT)
- (c) The LCS ADMISSIONS POLICY (Policy 1203) does not disqualify students who speak a first language other than English at home, and therefore the LCS admissions process will result in the enrollment of domestic students who will require additional literacy and language support. Funding for ELL instruction will be provided through the base student grants.
- (d) LCS will not provide ELL support to students who require an IEP. When a student who does not have an IEP at the conclusion of an ELL program (maximum 2 years) still requires support, the student will be referred to the School Based Team for additional assessment.
- (e) LCS will not admit students who qualify for domestic status (work visa, study permits, refugees) to the high school program who are significantly behind in language skills and consequently unable to participate in academic coursework. This policy does not apply to students admitted through a short-term international program, or fully-funded international students.

- (f) ELL instruction will be provided and funded by the international program in cases where students are international students and paying full international fees. In such cases, the International Program Director will allocate resources and staffing as required and directly funded through the program fees.
- (g) ELL teachers will prepare individualized reports on goals and achievement progress of each student on their caseload. Reports are to be provided as an addendum to the regular reporting process at each campus.
- (h) Intensive ELL support is provided to students for a maximum of two years.

3. ASSESSMENT & FTE ALLOCATION GUIDELINES FOR DOMESTIC FEE QUALIFYING STUDENTS

iTEP Slate Plus Level	iTEP Slate Plus Score	Grade 2-5	Grade 6-8	Grade 9-12
Beginner	0 - 2.4	Pull-out (3x per week; 120 mins = 0.074 FTE) Push-in (5x per week; 150 mins = 0.092 FTE)	French (2x blocks per week; = 0.067 FTE) X-Block or push-in support per week (4x blocks = 0.133 FTE)	No ELL support provided; enrollment denied.
Elementary	2.5 - 3.9	Pull-out (3x per week; 120 mins = 0.074 FTE) Push-in (5x per week; 150 mins = 0.092 FTE)	French (2x blocks per week = 0.067 FTE) X-Block or push-in support per week (4x blocks = 0.133 FTE)	1x trimester block (0.125 FTE) Push-in 4 blocks per week or Flex 4x per week (0.125 FTE)
Intermediate	4.0 - 4.9	Pull-out (2x per week; 80 mins = 0.049 FTE) Push-in (3x per week; 90 mins = 0.055 FTE)	French (2x blocks per week = 0.067 FTE) X-Block or push-in support per week (2x blocks = 0.067 FTE)	1x trimester block (0.125 FTE)
Upper Intermediate & Advanced	5.0 - 6.0	No ELL required	No ELL required	No ELL required

- (a) Grade 2-8 students are assessed using a combination of the ERGO assessment and iTEP..
- (b) Students may progress through levels mid year if sufficient progress is made.

- (c) Principals will consult with SBT and LSTs to group students of similar needs in the same classroom so ELL teachers can be blocked in schedules most efficiently.
- (d) Preparation time added in increments of 0.110 FTE per 1.0 FTE.

4. ALLOCATION PROCEDURES

- (a) Principals will submit lists of students qualifying for ELL support and the accompanying levels no later than May 30 for the following fall budget.
- (b) The Director of Finance & HR will approve FTE allocations on staffing budgets.
- (c) Principals and Learning Support Services, working through School-based teams (SBT) will provide oversight and assignments for ELL teachers.

RELATED POLICIES:

2102 Class Placement Guidelines

3014 Educational Staff Compensation Guidelines

Reviewed: