



STUDENT SERVICES 15 – English as a Second Language

Date: Oct. 23, 2011

Revised: April 26, 2017

Responsible Administrator: Associate Superintendent
Education Services

1.0 RATIONALE

Whenever a student from Canada or newly arrived in Canada requires English as a Second Language learning, programming will be provided.

2.0 PROCESS

2.1 The Associate Superintendent or designate will be responsible to maintain the process.

3.0 GUIDELINES

- 3.1 Provision of English as a Second Language services shall be determined by a student's language, communication and academic needs.
- 3.2 English as a Second Language programming for students may vary in length and intensity depending on the student's needs.
- 3.3 The Secretary Treasurer shall access the available funds from Alberta Education for English as a Second Language programming in the Division.
- 3.4 The principal shall ensure that school procedures are in place for receiving, assessing, placing, monitoring and evaluating English Language Learners, in accordance with Alberta Education's funding guidelines.
- 3.5 The principal shall advise the Director, Learning Support of the need for English as a Second Language programming in a school after the school staff have assessed the need for the program.
- 3.6 The principal shall ensure that students receiving English as a Second Language (ESL) supports and programming have a learning plan and this is communicated to parents/guardians.

References: *Board Policy: G/1/3 English as a Second Language*
Guide to Education ECS to Grade 12
School Act: Section 8, 9, 18, 20, 39, 45, 60, 61, 113
Funding Manual for School Authorities