



STUDENT SERVICES 15 – English as a Second Language

Date: Oct. 23, 2011

Revised:

Responsible Administrator: Associate Superintendent Student 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 Superintendent or designate will be responsible to maintain the process and ensure that it is followed.

3.0 PROCEDURES

- 3.1 Provision of English as a Second Language services shall be determined by a student's linguistic, cultural and academic needs.
- 3.2 English as a Second Language programming for students may vary in length and intensity depending on the students' 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 A listing of the schools offering the program shall be kept through coding in the Student Information System.
- 3.5 Written parental approval/consent is required before students receive services in an English as a Second Language program through a consent form or as a notation on the Individual Program Plan.
- 3.6 The principal shall advise the Associate Superintendent Student Services and the Secretary Treasurer of the need for English as a Second Language programming in a school after the school staff have assessed the need for the program.
- 3.7 The Associate Superintendent Student Services shall consult with the schools regarding English as a Second Language programming and shall consider requests for staff or other special resources as requested to support programming.

References: *Board Policy: G/1/3 English as a Second Language*