

Learning The Randolph Way

Randolph Field
Independent School District



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English Language Learners

English as a Second Language
2011-2012

Objectives: To identify LEP students and provide appropriate ESL services to students enrolled in ESL program

Activities	Person(s) Responsible	Resources	Evaluation Measure	Check Point(s)	Date Completed
Home Language Survey given to all parents upon enrollment	Campus Registration Staff	Home Language Survey	Student folder check	End of each semester	On-going as students are enrolled
All home language surveys reviewed	Campus Administrator or Counselor	Home Language Survey	Review completed within two days of registration	Review completed within two days of registration	On-going
Any survey that indicates a language other than English is spoken by the student or in the home is given to the ESL instructor	Campus Administrator or Counselor	Home Language Survey	Review completed within two days of registration	Review completed within two days of registration	On-going
Students are assessed with appropriate instruments to determine fluency in English	ESL Instructor	Assessment instruments (Woodcock Munoz, Pre-LAS)	Review completed within five days of registration	Review completed within five days of registration	Within five days of registration
Language Proficiency Committee (LPAC) reviews data to classify students	Counselor, ESL Instructor, Campus Administrator	ESL Guidelines, LPAC manual	LPAC meeting held, Minutes of LPAC	Review completed within four weeks of registration	Within four weeks of registration
Parent permission for LEP student's entry in ESL program provided in conference	ESL Instructor, Counselor	ESL Guidelines, LPAC manual, Program pamphlet	Placed in student folder	Within one week after LPAC meeting	Within one week after LPAC meeting
ESL students begin instruction in program	ESL Instructor	State adopted ESL materials	Lesson Plan documentation	Periodic check of lesson plans	On-going
Documentation of all actions impacting LEP students kept in student permanent record	ESL Instructor	ESL Guidelines	Administrator checks folders of LEP students	First six weeks	On-going
LPAC meets to review and monitor student progress	ESL Instructor, Campus Administrator or Counselor	ESL Guidelines	Minutes of LPAC	Twice per year	September and May
LPAC trained in ESL procedures	Campus Administrator, Counselor, ESL Instructor	Guidelines, LPAC manual	LPAC	Annually, beginning of the school year	September
Evaluation of Program	Campus Administrator	ESL Guidelines	Report for Director of Instructional Services	Annually, end of the year	May 29