

**Central Columbia School District**

**ESL Program Overview**

**STEP 1: Identification**

- a) Home Language Survey (HLS) is given at registration to identify all students who may be PHLOTEs (Primary Home Language Other Than English) and/or ELLs.
- b) *Alternate way:* Classroom teacher contacts ESL teacher if s/he suspects a potential ESL student.

**STEP 2: Referral**

- a) A copy of the HLS [and SMC] is sent to the ESL teacher when it shows a non-English language response to any of the questions. This means that another language may be spoken at home, the student may speak another language, or the student has a first language other than English.
- b) *Alternate way:* ESL teacher follows up via HLS and/or student records, student contact, and/or calls home.

**STEP 3: Assessment**

- a) The ESL teacher administers an English Language Proficiency Assessment (ELPA) or ESL screener to determine the language proficiency level of the student after classroom teacher contact, or the ESL Specialist calls home for inquiry regarding responses on the HLS and uses the “in-house” questionnaire follow up to the HLS to determine if the student should be assessed.
- b) *Alternate way:* Student can be exempted based on PDE exemption criteria.

**STEP 4: Placement**

The student is placed in an appropriate ESL program based on proficiency level and the student’s schedule. Also, teachers are notified of results and student’s status yearly.

**STEP 5: Exiting**

The student is exited from the ESL Program when PDE criteria are met.

**STEP 6: Monitoring**

The ESL Specialist monitors the student for two years following exit from the program; teachers complete a monitoring form devised by PDE and as often as PDE regulations outline.