KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section:	**Educational Services**	**Regulation Code: ES-3.17.1**
	• **Programs and Curriculum**	
Regulation:	**ENGLISH LANGUAGE**	**Policy Code Reference: ES-3.17**
	DEVELOPMENT PROGRAM	**Page 1**

This Administrative Regulation is written in accordance with the guiding principles of Policy ES-3.17, English Development Program.

The aim of the English Second Language (ESL)/English Literacy Development (ELD) Programs is to assist students whose first language is not English to learn the language of instruction and to develop the level of proficiency in English required for success at school and in post secondary education and the workplace.

1. **English Second Language/English Literacy Development Program Locations**

    All schools shall offer ESL/ELD Programs according to the needs of their student populations. There may be areas of the Board where the ESL/ELD population warrants the establishment of a classroom or program to serve a region.

    1.1   the Superintendent of Educational Services, in consultation with the other superintendents, shall determine the school location(s) for such regional ESL/ELD Programs for defined attendance boundaries.

    1.1.1   in determining the school sites for the ESL/ELD Programs, expansion or changes in location, the following factors shall be considered

    1.1.1.1   projected enrolment based on current enrolment;

    1.1.1.2   projected enrolment based on community input;

    1.1.1.3   accommodation;

    1.1.1.4   program costs, e.g. staffing and start up costs; and

    1.1.1.5   transportation costs and efficiencies.

    The appropriate superintendents of schools, with the assistance of principals, shall collect information on the above factors for decision making.

2. **English Second Language/English Literacy Development Program – Student Eligibility and Enrolment**

   Student eligibility for enrolment in a regional ESL/ELD Program shall be determined using the following criteria

   2.1   the student is eligible to be enroled in a school in Ontario;

   2.2   the student, whose first language is not English and requires specialized ESL/ELD instruction, resides within a defined attendance boundary;

   2.3   a student, identified by 2.1 and 2.2, may continue in a host school ESL/ELD Program until graduation in order to benefit from the support and resources;

   2.4   exchange students may be accommodated where numbers permit and transportation for exchange students may be provided only where routes and space permit; and

   2.5   students shall be placed with age-appropriate peers.

3. **English Second Language/English Literacy Development Program Delivery**

   The delivery of ESL/ELD Programs is supported by the following

   3.1   the Superintendent of Educational Services, or designate, shall ensure program continuity from elementary through secondary school;

   3.2   the principals of ESL/ELD Programs shall ensure continuity of the instructional program for individual students as they move from elementary to secondary;

   3.3   the Ministry of Education's Curriculum policies and procedures shall govern the curriculum and program delivery for ESL/ELD programs; and

   3.4   the Superintendent of Educational Services, or designate, shall provide appropriate resource support to schools providing ESL/ELD programs.

Section: **Educational Services**
- **Programs and Curriculum**

Regulation: **ENGLISH LANGUAGE**
DEVELOPMENT PROGRAM

Regulation Code: ES-3.17.1

Policy Code Reference: ES-3.17
Page 3

4. **English Second Language/English Literacy Development Program Transportation**

Transportation may be provided for ESL/ELD students as determined by the Board's transportation policies and administrative regulations.

5. **English Second Language/English Literacy Development Program Recruitment and Staffing**

Recruitment and placement of staff for ESL/ELD Programs shall be determined according to the Systems's recruitment and staffing procedures and within the available funding. In addition

5.1 the Superintendent of Administrative Services shall ensure that a designated ESL/ELD teacher(s) is assigned to a school hosting a congregated program.

5.2 superintendent of Administrative Services, with input from the superintendents of schools and principals, shall determine the appropriate number and placement of teachers and educational assistants for the ESL/ELD Program. Consideration shall be given to the unpredictable fluctuations in numbers of ESL/ELD students and to the impact of ESL/ELD students on the school staffing needs, overall program delivery and the need for integrated classroom support.

5.3 the principal of the site shall ensure that students' ESL/ELD Programs are assigned to one (1) or more teachers dependent upon program needs and delivery.

Established: 19 June 2000   Revision Dates: