

## INSTRUCTION

### Transitional Bilingual Education

The following procedures are instituted for purposes of implementing a transitional bilingual education program.

The transitional bilingual education program, as defined by state law, means a system of instruction which uses two languages, one of which is English, to build upon and expand language skills to enable the student to achieve competency in English. Or in those cases where the use of two languages is not practicable, appropriate instruction for English language learners may be provided in English.

The District will provide English language learners appropriate core academic instruction in addition to language instruction. The District's transitional bilingual education program is intended to supplement core academic instruction.

The District will develop and provide to parent(s)/guardian(s), district staff and interested stakeholders a user friendly description of the transitional bilingual education program offered in the District. The description will include the process for identifying and serving English language learners and provide contact information for the District's transitional bilingual education program manager.

### Program Application and Description

Annually, and prior to August 1 of each year, the District will submit an application to the Office of the Superintendent of Public Instruction requesting funding to support its transitional bilingual education program. In its application the District will provide a description of its research based program models including staffing and implementation strategies.

### Eligibility

At the time of registration, the parent(s)/guardian(s) of each student shall be asked to complete a home language survey which identifies the child's primary language. Students that indicate a primary language other than English will be assessed within ten school days using the Washington Language Proficiency Placement Test to determine eligibility for the transitional bilingual education program. Any student who scores a level one (beginning/advanced beginning), two (intermediate) or three (advanced) will be declared eligible for the program. Students who score at level four (transitional) are not eligible for the program. Staff will determine the appropriate instructional program for each eligible student.

Each eligible English language learner must be assessed annually, using the Washington Language Proficiency Test, to determine continued eligibility. Students remain eligible until they reach a level four (transitional) on the annual Washington Language Proficiency Test (WLPT –II).

### Parent/Guardian Notification

Parents/guardians will be notified, in writing, of their child's initial eligibility and notified annually

of their child's continuing eligibility in the transitional bilingual education program. At a minimum the parent/guardian notification will contain:

- A. How the child's eligibility was determined and the child's current level of English proficiency;
- B. A description of the District's program and how it will meet the child's educational needs;
- C. The specific exit requirements for the program; and
- D. Information of the parent's right to refuse service.

Communication with parent(s)/guardian(s) should be provided, when feasible, in the parent's primary language.

For those English language learners who require extended time to meet high school graduation requirements, the District may set an expected graduation year beyond the typical four years of high school or through the school year in which a student turns twenty-one.

#### Record Keeping and Documentation

The District will maintain records of eligible students and comply with state reporting requirements. Original documents will be kept in the student cumulative folder and copies in the program folder, if applicable. These documents include the home language survey, parent notification letters, parental waiver, if applicable, and WLPT-II assessment data.

October 28, 2009