



# Administrative Regulation 6171 LIMITED ENGLISH PROFICIENCY PROCEDURES

**Responsible Office(s):** Office of Academics

## **REGULATION**

1. Identification of each pupil's primary language
  - a. Upon entry into the Washoe County School District, each student's home language will be identified through the district's enrollment form.
  - b. All students having a primary home language other than English are to be referred by the school to the ESL office for language proficiency identification.
  - c. Personnel from the English as a Second Language office may conduct identifications of students' language proficiency at the ESL office or at individual school sites.
2. Assessment of students with a primary home language other than English
  - a. All students identified as having a home language other than English and/or potential candidates for ESL instructional services will be assessed in the following manner:
    - i. English language proficiency will be assessed through the administration of the Language Assessment Scales (LAS) and/or other assessment instruments selected by the district.
    - ii. A review of previous schooling records and a parent or guardian/student interview will be conducted to assess the student's academic ability.
3. The student's performance on the LAS and the academic evaluation will be interpreted to determine appropriate ESL and/or other educational services.
4. Eligibility for ESL Instruction
  - a. A student who scores at three or below on the age appropriate level of the LAS oral shall be deemed sufficiently lacking in English skills for placement in the ESL program.
5. Additional Student Needs
  - a. Each teacher of a student in a Limited English Proficient (LEP) Program will be notified of the student's placement and/or special needs and will take appropriate steps to meet those needs.

- b. Each teacher with a limited English proficient student or former LEP student may refer these students for additional or special services using the district referral form.
  - c. Students who are referred for special services will be assessed for further evaluation and possible special assistance.
  - d. The additional services for a child will be determined by the standardized assessment instrument as well as the professional judgment of the ESL teacher, regular classroom teacher, ESL office and building administrator.
6. The district's standardized assessment instrument, Language Assessment Survey (LAS), will serve as both program entrance measurement as well as a program exit measurement. In addition to using the LAS for initial placement in the ESL program, the LAS test will be given to all identified ESL students in the spring of each academic year for purposes of student and program assessment.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

- 1. This document reflects the goals of the District's Strategic Plan.
- 2. This document aligns with Board Policy 6171, Limited English Proficiency.
- 3. This document complies with Nevada Revised Statutes, Chapter 388, System of Public Instruction, and specifically:
  - a. NRS 388.405, Program to teach English language to certain pupils

**REVISION HISTORY**

Date	Revision	Modification
9/22/1992	1.0	Adopted