



Department: Programs and Services
Section: Special Education

Scope	This administrative procedure applies to all students, principals, teachers and any other board staff involved in providing ESL tutoring services for students.
Responsibility	It is the responsibility of the Director of Programs and Services to ensure that this administrative procedure is implemented.
Implementation	This administrative procedure will be implemented by school principals, assisted as needed by appropriate school staff, legal guardian(s) and by the Coordinator of Student Services, assisted as needed by regional Student Services staff.
Procedure	<ol style="list-style-type: none">1. Upon the identification of the need for this program option by the principal, <i>Form AP403.v-1 - ESL Service Request</i> is to be submitted to the Coordinator of Student Services for approval prior to initiating service.2. Upon receipt of <i>Form AP403.v-2 - ESL Service Approval</i> from the Coordinator of Student Services, the principal shall hire a qualified teacher to provide the ESL service.3. It is the responsibility of the principal to inform appropriate school staff and legal guardian(s) that the ESL service is limited in the number of hours provided and is not designed to replace a full school program.4. Up to five hours of instruction time per week may be approved. The specific number of hours will be determined by the Coordinator of Student Services in accordance with allocated resources.5. (a) Initial and periodic conferences between the classroom teacher(s) and the ESL teacher are required and shall be mutually arranged. (b) It is the responsibility of the ESL teacher to maintain accurate records of student progress. The tutor must submit <i>Form AP403.v-3 - ESL Service Report</i>, at the end of each approved service period, to the principal for review and for filing in the student's Cumulative Record Card.6. It is the responsibility of the principal to re-apply for service if service is required beyond the originally approved period. A new application shall be submitted in a timely manner so as not to disrupt the continuation of service.7. It is the responsibility of the principal to submit the ESL teacher's weekly time sheet to the Coordinator of Student Services.

Related Guidelines Nova Scotia Department of Education Draft Guidelines for English as a Second Language (ESL) Programming and Services

Associated Forms *Form AP403v-1 - ESL Service Request*
Form AP403v-2 - ESL Service Approval
Form AP403v-3 - ESL Service Report

Monitoring Procedure

It is the responsibility of the Director of Programs and Services (or his/her designate) to have this administrative procedure reviewed on an annual basis.

The AVRSB Education Committee, Board Members, principals, classroom and resource teachers, parental organizations and other appropriate groups/individual(s) will be consulted when revisions of major significance are made to this policy and administrative procedure.

Sufficient time will be provided to ensure that persons, as above, have appropriate opportunity to react to such recommended revisions.

The Director of Programs and Services shall ensure the results of the monitoring of the policy and administrative procedures are recorded, in writing, and forwarded to the Superintendent of Schools for review.

It is the responsibility of the Superintendent of Schools to report results of the monitoring process to the Board.

This Administrative Procedure will be monitored on an annually.

Superintendent Approved: March 28/02
Ref: BP 403.18, Appendices Form: AP403v-1, AP403v-2, AP403v-3
Monitoring Date: Annually
Revised: