



DISTRICT PRACTICE:

An English language learning student, as defined in the [Ministry of Education English Language Learning Policy and Guidelines \(updated May 2013\)](#), is a student enrolled in a B.C. school who is in need of additional English language development support in order to access the provincially prescribed curriculum and succeed in the academic environment.

1. IMPORTANT DESIGNATION TIMELINES

September – NEW students (before September 30th)

- (a) Oral Language IPT I or II (scored with ELL standards)
- (b) Writing Sample (e.g. District Write scored with ELL standards)
- (c) Reading Sample (e.g. PM Benchmark, Fountas and Pinnell scored with ELL standards)

May/June – ALL students

- (a) Oral Language IPT (post-service test scored with ELL standards)
- (b) Writing IPT (e.g. District Write scored with ELL standards)
- (c) Reading Sample (e.g. PM Benchmark, Fountas and Pinnell scored with ELL standards)

2. ASSESSMENT AND IDENTIFICATION

- (a) The teacher in consultation with the student and family will refer the student to the school-based team.
- (b) The school-based team will gather information regarding the student application including, but not limited, to socio-cultural, education, school, family, physical, and personal factors.
- (c) The school will provide parent with the parent consent form.
- (d) With a signed parent consent form the ELL teacher will administer IPT I or II Oral Language Proficiency Assessment and scored against the ELL standard.
- (e) The ELL teacher will examine reading and writing samples against the ELL standards.
- (f) The ELL teacher and school principal will review and assign ELL language levels.
- (g) The ELL teacher will communicate assessment results to the parent/guardian.
- (h) Prior to September 30 each year, schools will review ELL designation with the Director of Instruction, Learning Support Services to finalize designation.

3. ANNUAL INSTRUCTIONAL PLANS AND REPORTING

- [POLICY 8750 ENGLISH LANGUAGE LEARNERS](#)
- [FORM 8750.1 ELL ANNUAL INSTRUCTION PLAN](#)
- [8650.2 ELL PARENT CONSENT](#)
- [8650.3 ELL RECORD OF SERVICE](#)

ADOPTED: Mar 2018
Amended: March 8, 2022



DISTRICT PRACTICE 8750

ENGLISH LANGUAGE LEARNERS

For all students reported in the ELL program the following will be provided and documented:

- (a) An annual instruction plan (AIP) designed to meet the needs of the student.
- (b) The AIP identifies specialized ELL services provided for each student.
- (c) Progress in the acquisition of English is reported to parent including:
 - Descriptions of what the student can do.
 - Areas in which further attention or development is required;-.
 - Ways of supporting the student learning, or
 - Comments on the student achievement in areas of ELL.

4. STUDENT FILE

- (a) Each ELL student will have an orange file which is to be placed inside their school file. This file may remain with the ELL specialist during the school year or while assessment is taking place.
- (b) The tab on the orange file will have the following label:
 - The student's name
 - The year ELL assistance began
- (c) A signed parent consent form will be keep in the file.
- (d) Each student will have an ELL annual instruction plan.
- (e) A record of service delivery will be kept in each file.

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