

# INSTRUCTIONAL SERVICES FOR LIMITED ENGLISH PROFICIENCY STUDENTS

Code **IHBEA-R** Issued **9/15**

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In order for students with limited English proficiency (LEP) to attain the highest levels of academic achievement, the district will adhere to the procedures set forth below.

## Assessment

Parents/Legal guardians will be notified during a parent conference, no later than 30 days after the start of the school year or within two weeks if enrolled during the school year, if their child has been identified as LEP and is eligible for participation in the district's LEP services.

The district must ensure parents/legal guardians are aware of the following:

- reasons for the identification of the student as LEP and the need for placement in a language instruction educational program
- student's level of English proficiency, how this level was assessed, and the status of the student's academic achievement
- method of instruction used in the services in which the student is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instruction goals, and use of English and the student's native language
- services in which the student is, or will be, participating and how they will meet the educational strengths and needs of the student
- how the services will specifically help the student learn English and meet age-appropriate academic achievement standards for grade promotion and graduation
- specific exit requirements for the services, the expected rate of transition from the services into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for the services
- in the case of a student with a disability, how the program meets the objectives of the individualized education program (IEP) of the student

The district will inform parents/legal guardians in writing of the right to remove their child immediately from such services upon their request and the right to decline to enroll their child in the services. Parents/Legal guardians must also be informed of their right to choose another program or method of instruction, if available.

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