



## **Background**

English as a Second Language Program (ESL) is a provincially funded program for students both Canadian and foreign born. The goal of the program is to provide students with the necessary educational programs to enable them to speak English fluently enough to complete their education and become productive and contributing members to society.

## **Procedures**

1. The superintendent shall ensure that the ESL program if being offered is in accordance with Alberta Education Policy governing English as a Second Language. The policy can be found on the Alberta Education web site.
2. The principal shall be responsible for ensuring that all students new to the school are assessed in order to determine if their level of proficiency in English requires special assistance in order for them to receive instruction in English.
3. If students have been identified as requiring special assistance, the principal shall refer the student to a staff member within the school, or the student services department, for further assessment and a recommendation as to placement in an ESL program.
4. The principal shall ensure that there is an appropriate educational program for each ESL student that has been identified in the school.