

RETENTION GUIDELINES

FOR LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

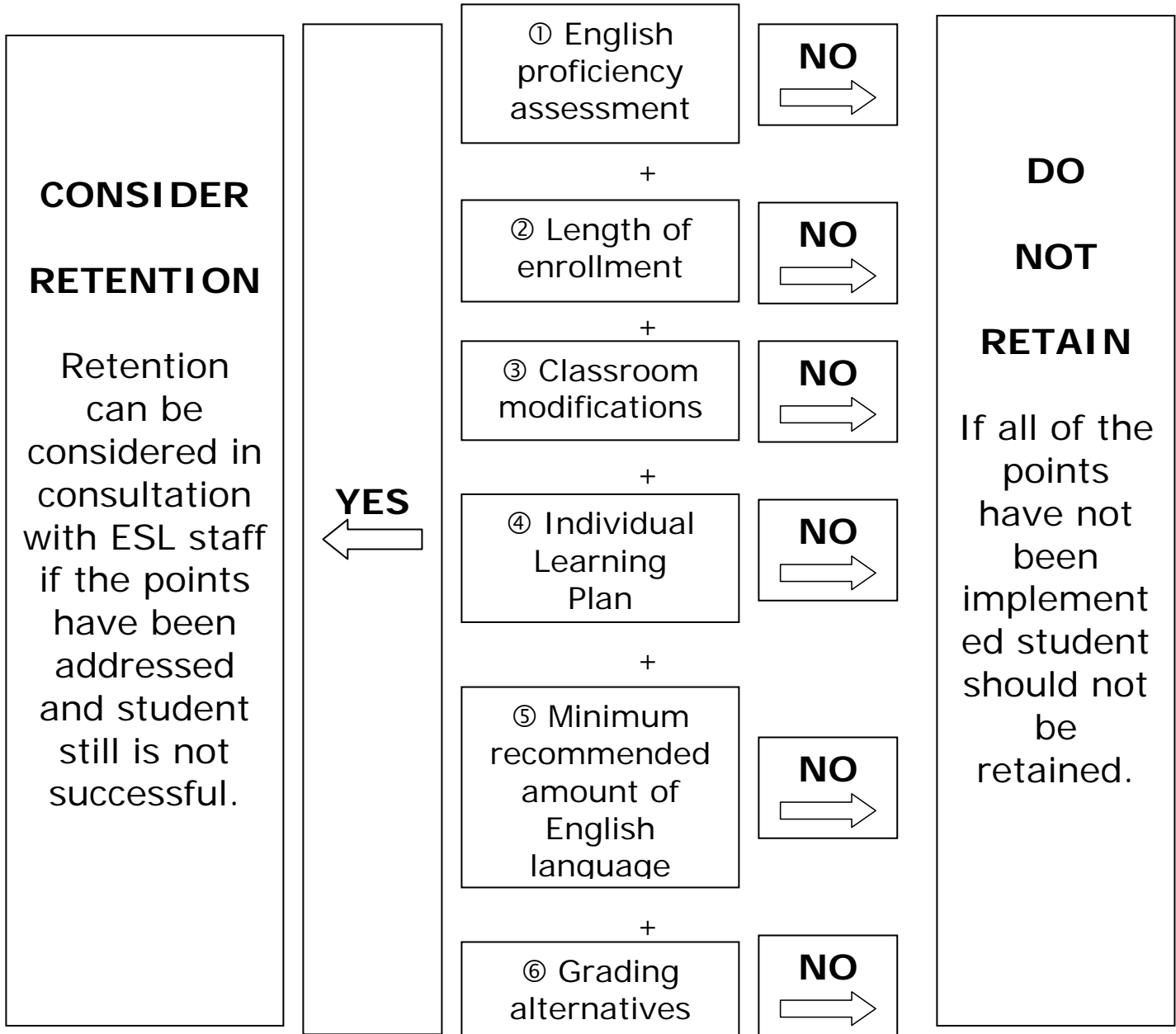
Retention of LEP students shall not be based solely upon level of English language proficiency (Section I, Part G, Guidelines to Satisfy Legal Requirements of Lau v. Nichols). Prior to considering retention of a LEP student, the following points should be addressed in consultation with the ESL staff or designated district language minority contact person.

- ① **Has the student's level of English language proficiency been assessed?**
Each Spring, all LEP students must participate in the LAS Links English proficiency assessment. Newly-enrolling students must be assessed for identification as LEP using the LAS Links Placement Test within thirty (30) days of enrollment at the beginning of the school year or within two (2) weeks during the school year.
- ② **Has the student been enrolled in the school district for more than one full academic year?**
- ③ **To ensure meaningful participation, are classroom modifications being made in the areas of:**
 - teacher lesson delivery;
 - assignments;
 - homework; and
 - formal assessments (quizzes and tests)?
- ④ **Has an Individual Learning Plan (ILP) been implemented to document classroom modifications and student progress?**
- ⑤ **How much individual English language development instruction is the student receiving via pullout or an ENL course during the school day? (A minimum of 1 hr daily is recommended)**
- ⑥ **Has an alternate grading strategy been implemented including a portfolio, contract or rubric assessment?**

If the above points have not occurred in a sufficient manner, retention is not appropriate. The Office of English Language Learning and Migrant Education, in consultation with State Attendance Officer, the Division of Exceptional Learners, and the Division of Early Learning and Literacy, advises against the creation of a school corporation policy whereby any elementary grade-level student who fails the English/Language Arts portion of ISTEP+ would be retained. Retention policies, especially for LEP students, should not be based on one specific piece of data alone or any sole criterion.

Retention of LEP students will not facilitate English language acquisition. The process of language acquisition should occur at all grade levels. The Office of English Language Learning and Migrant Education is available for technical assistance at (317) 232-0555 or (800) 382-9962.

RETENTION GUIDELINES CHART FOR LEP STUDENTS



Refer to Retention Guidelines form for more information related to each point. Contact the Office of English Language Learning and Migrant Education with any questions at (317) 232-0555 or (800) 382-9962.