

POLICY AND PROCEDURE FOR TITLE VI

These policies and procedures pertain to Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000d; May 25, 1970, Memorandum 35 FED. Reg. 11595 which requires each year that school systems must identify all students whose primary language is other than English, who have or may have difficulty performing ordinary class work in English, and who cannot learn or achieve on parity with their English dominant peers.

The Sunapee School District does adhere to the requirements set by Title VI and has set these procedures for insuring such implementation.

1. Students are identified through a process that includes:
 - a. A district-wide survey completed by the end of the 1990 school year where students are assessed regarding use of a language other than English in their homes.
 - b. Beginning in the 1990-91 school year, students that newly register to the district will be assessed to determine if they are of Non-English Language Background (NELB). If it is determined that the students are of NELB, parents will be asked to complete the New Hampshire State Department Home Language Survey available in nine languages.
 - c. Students who have been identified as NELB are further assessed according to Standards Series for Appropriate and Effective Educational Programs for Limited English Students: Module 4: Testing/Monitoring Instruments.
 - d. The English as a Second Language (ESL) teacher, counselor and school principal form a team to determine appropriate placement for the identified students.
 - e. Should a student or parent feel that a student's placement is not appropriate, the team will seek an interpreter (if necessary) and meet with the parents. Appropriate adjustments will be made.
 - f. The parents may appeal further to the Superintendent and then to the School Board.
2. Students may exit the ESL program through the following procedures:
 - a. The student is achieving successfully in regular class as determined by achievement instruments including competencies, classroom tests, and ESL proficiency tests and as determined through teacher observations.
 - b. The recommendation for exiting the ESL program is reviewed by the team for approval.

First Reading: June 3, 2003

Second Reading and Approval: July 8, 2003