

BRISTOL PUBLIC SCHOOLS
Guidelines for English Language Learners' Support Services

Utilize the following guidelines for support services for ELL/Bilingual students:

Time Allocation and Group Size:

1. Time allocation and minimum size for instructional groups is:
 - ❖ Grades 1-3: daily support or 4 x week - max of 5 students
 - ❖ Grades 4-5: 3-4 x weekly – max of 5 students
 - ❖ Grades 6-8: regular period schedule 2-3 periods weekly – max of 5 students
 - ❖ Grades 9-12: full period every other day – 5 to 12 students
 - ❖ Any incoming (newcomer) student demonstrating no English should be seen on a daily basis.
2. Frequency of sessions is dependent on students' needs and schedules
3. Scheduling of student's support services should make sense for the student; Do not fragment the student's day. Collaborate with school staff.
4. Students should not receive more than one ELL session per day.
5. For students receiving consult service, written communication between the ELL teacher or ELL tutor and the classroom teacher will occur as needed.

ELL Teachers:

1. A full time ELL teacher may have a caseload of 30 students minimum. If caseloads are under the student minimum, assignments will be adjusted accordingly.
2. The Teachers' contract does not guarantee planning time for non-classroom teachers.

Bilingual Support:

1. Eligible bilingual students are provided with bilingual tutor support as determined by the school staff.
2. If specific texts are not available, please contact the ELL Supervisor to purchase resources as soon as possible.

ELL Tutors:

1. Tutors shall not work more than 20 hours per week.
2. Tutors will ONLY be paid for direct contact time with students. Tutors will NOT be paid for planning time or lunch. Tutors should not be given duties.
3. A stipend will be given for Assessment scoring, Annual Review completion, and planning. The stipend will be determined for each tutor, dependent on case load.
4. Attendance at Bristol's Wednesday staff meetings &/or professional development will be paid at the curriculum rate.
5. Tutors must submit their timesheet to the building principal for signature and then send the timesheet to the ELL supervisor every two weeks.

Kindergarten students:

1. Due to the shorter length of time in school, Kindergarten students will receive minimal push-in or consult support from the ELL or Bilingual teacher.
 - a. Minimal push-in support is during center activities where the ELL staff can monitor the language progress/participation of the student once weekly.
 - b. Consult support is between classroom and ELL teachers only. This can occur 1-2 times per marking period.
2. Either support depends on the results of assessment testing.
3. Bristol's Kindergarten is a strong pre-literacy, language & vocabulary enrichment program.

Administration of the LASLinks/Paperwork Completion:

1. All time needed to administer, score, and interpret the LAS-Links test, as well as the completion of the annual forms, will occur during the time allotted for that school.