



## **PROCEDURES: TRANSITIONAL BILINGUAL INSTRUCTION**

### **ELIGIBILITY:**

1. Student enrolls at site. Family completes registration packet including Home Language Survey. If primary language is other than English, school personnel contacts site administrator, district bilingual coordinator, or designee.
2. In the first ten days, ELL staff will administer the Washington Language Proficiency Placement Test or check the State Transitional Bilingual Program Database for prior enrollment in STBIP.
3. Eligible students will be placed in site's Transitional Bilingual Program consisting of:
  - a. Immersion in grade level classrooms with sheltered instruction,
  - b. Contact with bilingual program staff daily or as needed,
  - c. The Washington Language Proficiency Test will be administered annually to determine progress and continued eligibility.

### **DOCUMENTATION:**

1. Each student will have a folder kept at the district transitional bilingual office. In each folder will be placement information, annual parent notification of eligibility, parent waiver of services (if appropriate), annual testing results, and student learning plan.

### **INSTRUCTION**

1. Inservice for regular classroom teachers, aides, and tutors will be an on-going district goal.
2. Each student will receive sheltered English instruction. Support staff in the program will be classified, with certificated teacher support.