ENGLISH LANGUAGE SERVICES THREE-YEAR PLAN

SCHOOL YEARS 2005-2008

N.J. Department of Education
Office of Specialized Populations
P.O. Box 500
Trenton, NJ 08625-0500

INTRODUCTION

New Jersey Administrative Code (N.J.A.C. 6A:15) outlines the programmatic and administrative requirements for school districts that enroll students who are limited English proficient (LEP). The administrative code, re-adopted in June 1998, requires school districts with one or more, but fewer than 10, LEP students to provide an English Language Services program. An English Language Services (ELS) program is designed to improve the English language proficiency of LEP students. These services must be in addition to the regular school program and other special services such as basic skills instruction. Services should be designed to help the LEP students develop English language skills. All teachers providing such English language services must hold a valid New Jersey instructional certificate.

Emphasis should be placed on development of the listening, speaking, reading, and writing skills needed to function in mainstream classrooms. Daily instruction should be provided whenever possible but weekly instruction should be no less than three times per week.

To qualify for state bilingual categorical aid, districts must submit a program plan describing how they will provide English language services.

REVISED INSTRUCTIONS AND TIMETABLE FOR SUBMITTAL

There are four sections in the English Language Services Three-Year Plan. The plan is to be completed in full every three years. If the district experiences an increase of LEP students to 10 or more, an English as a Second Language (ESL) program must be planned. At such time, a new plan must be submitted to the Department of Education.

INSTRUCTIONS FOR COMPLETING FORMS

Copies of all the required forms are included in this document and may be copied as needed. The forms begin on page 4 and the instructions for completing each section of the plan begin on page 8. Please type all the information.

The ELS Three-Year Program Plan must be submitted on or before **July 15, 2005**. The district must keep a copy of the complete program plan and send one copy directly to:

New Jersey State Department of Education
Division of Student Services
Office of Specialized Populations
P.O. Box 500
Trenton, NJ 08625-0500

ENGLISH LANGUAGE SERVICES
THREE-YEAR PROGRAM PLAN FORMS

NEW JERSEY STATE DEPARTMENT OF EDUCATION
Division of Student Services
Office of Specialized Populations
P.O. Box 500
Trenton, NJ 08625-0500

ENGLISH LANGUAGE SERVICES THREE-YEAR PLAN
SCHOOL YEARS 2005-2008

SECTION I: PARTS A & B: COVER PAGE
DUE DATE: JULY 15, 2005

This application should be completed by all districts with fewer than 10 students of limited English proficiency enrolled in the schools.

A. **District Information**

_____/_____ _____/_____
County Name/Code District Name/Code

_____ _____
Name and Title of Contact Person Street Address of District

(_____)_____ _____
Telephone Number of Contact Person City State Zip Code

_____
E-mail address

B. Statement of Assurances

1. The Board of Education will allocate local funding to implement this plan, in accordance with its responsibility to provide services.

2. The English language services provided will be operated in compliance with New Jersey statutes and regulations.

3. The parents of limited English proficient students will be notified in their native language, in accordance with New Jersey regulations, of their rights to determine their child's participation in and/or exit from the program.

_____ _____ _____
Chief School Administrator Signature Date Signed

_____ _____ _____
Board Secretary/Business Administrator Signature Date Signed

ELS THREE-YEAR PROGRAM PLAN – 2005-2008

County Name _____ District Name _____

See Instructions, pages 9-10 for information on completing each section.

SECTION II – IDENTIFICATION AND EXIT

INSTRUMENT	GRADE SPAN	
	From	To
MaculaitisTest of English Language Proficiency (MACII)		
Language Assessment Scales (LAS)		
IDEA Proficiency Test (IPT)		

SECTION III – PARTS A & B: PROGRAM DESCRIPTION

A.

SCHOOL NAME	NUMBER OF STUDENTS	INSTRUCTIONAL TIME	
		Days/Wk	Mins/Day
TOTAL LEP STUDENTS			

B. Narrative Program Description (*see instructions p. 8 for specific format*)

SECTION IV: FUNDING FOR ELS PROGRAM

Local Funding	**$**
State Funding	**$**
Total	**$**

District _____ **County** _____

ENGLISH LANGUAGE SERVICES PROGRAM
2005-2008

Narrative Description

Please describe your district's English Language Services Program. See instructions on pages 8-9 for specific information to be included in narrative.

GOALS AND OBJECTIVES OF ELS PROGRAM:

FOCUS OF INSTRUCTION OF THE ELS CLASS:

INSTRUCTIONS FOR
ENGLISH LANGUAGE SERVICES (ELS)
PROGRAM PLAN
FOR SCHOOL YEARS 2005-2008

INSTRUCTIONS FOR COMPLETING
THE ENGLISH LANGUAGE SERVICES THREE-YEAR PLAN

DO NOT fill out the forms for English Language Services if your district has 10 or more LEP students. All districts with 10 or more LEP students must submit a Bilingual/ESL Program Three-year plan.

INSTRUCTIONS: SECTION I – PARTS A & B – COVER PAGE (ANNUAL)

Section I – Part A – District Information

Complete all district information.

Section I – Part B – Statement of Assurances

Read each statement listed. Type the name of the chief school administrator and board secretary/business administrator. Enter the signature of each and the date signed.

INSTRUCTIONS: SECTION II – IDENTIFICATION AND EXIT

Enter county and district names.

Section II – Language Proficiency Instrument

Indicate the language proficiency instrument used to identify and exit participants in each grade span.

INSTRUCTIONS: SECTION III – PARTS A & B-PROGRAM DESCRIPTION

Section III – Part A – School Information

Column 1: Enter the name of each school where services are provided.

Column 2: Enter, by school, the projected number of students to receive services. In the "Total LEP Students" box, enter the projected total number of LEP students in your district.

Column 3: Enter, by school, the total days per week that services will be provided for each student or group of students.

Column 4: Enter, by school, the minutes per day that services will be provided for each student or group of students.

Section III – Part B – Narrative Program Description

Please complete a narrative describing the English Language Services (ELS) offered LEP students in your district. Include the following:

- The goals and objectives of the ELS program; and
- The focus of instruction in the ELS class.

INSTRUCTIONS: SECTION IV – FUNDING

List the dollar amount of funds allocated from each funding source (local and state) used to provide services to LEP students. Enter the total funding amount.