



## SAS HIGH SCHOOL E.S.O.L. PROGRAM COMMUNICATION

Essential communications between High School ESOL teachers and SAS parents

### Beginning of year



**Letter home** from ESOL teacher to students and parents on the first week of school, plus **Open House** presentation of ESOL program to parents explaining:

- I. Entry and exit criteria\*
- II. Monitor status student expectations and support\*
- III. Benefits for students (accommodations policy\*, Language Center priority\*, sheltered and mainstream support\*)
- IV. English proficiency testing procedures in reading, writing, listening, and speaking\*
- V. ESOL Report Card\*
- VI. How parents can help at home\*

Email and telephone exchange between teachers, parents, and students.

*\* Translations provided to parents in Mandarin and Korean*

### Mid/during year



**End of September for Monitor students only: mid-quarterly assessments of student progress by ESOL and Core Teachers**

October 21: Report Cards and ESOL Report Cards

November: Parent-Teacher Conferences

**End of December for Monitor students only: mid-quarterly assessments of student progress by ESOL and Core Teachers**

January 13: Report Cards

**End of February for Monitor students only: mid-quarterly assessments of student progress by ESOL and Core Teachers**

March: Report Cards and ESOL Report Cards

**End of April for Monitor students only: mid-quarterly assessments of student progress by ESOL and Core Teachers**

### Check points



Further communication between SAS ESOL staff and the parent community

**April:**

Parent-Teacher Conferences

**May:**

Letter to Parents of Recommended Summer Reading for Students\*

**June:**

Report Cards and ESOL Report Cards

For Monitor status students: one-on-one Student-Teacher Conference; review of mid-quarterly assessments by Core Teachers; final exit from program

*Email and telephone exchange between teachers, parents, and students.*