



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

Essential communications between Middle School ESOL teachers and the SAS community throughout the school year.

### Beginning of year



#### ORIENTATION PROGRAM:

Letter home from ESOL teacher to students and parents and **Open House** introduction to program, testing, progress, reporting, and exit. Introduction to teachers and their availability both in and out of class time. Review of resources and opportunities such as homework programs and ESOL website.

#### TESTING & SCREENING:

**MacI** testing of *all* students who are new to SAS program, including those who are not part of the ESOL program.

**Questionnaire/self-evaluation** to be run in HomeBase for *all* SAS students. Additional concerns are flagged and followed up.

**Student portfolios** commence, including verification of transferred internal documentation.

### Mid/during year



**MacI** test is applied for student concerns that are raised by core teachers and/or ESOL teachers.

**TRANSFERS:** Students transferring between campuses receive a **letter**, which explains the key features and differences between the Puxi & Pudong ESOL programs.

ESOL students are greeted by their grade-level ESOL teacher as a **first point of contact**. The ESOL teacher provides an introduction to the program and expectations.

#### TESTING & MONITORING:

ESOL teachers monitor core grades and testing such as **E.R.B.** Grade 6 uses **D.R.A.** to monitor progress from elementary to MS levels.

**E.S.O.L. Reports** issued **quarterly**. Results and issues discussed in **parent-teacher conferences**.

**Student portfolios** are updated with E.S.O.L. reports, core grade results, work samples and MacI results.

### End of year



#### EXIT, TRANSITION & MAINTENANCE PROGRAMS:

**TESTING:** **MacI** test applied in March (Grade 8) and May (Grades 6 and 7)

**Transition meetings and transfer of documentation** between schools

**Exiting** students receive a letter that states formal exit from program.

**Continuing** students receive a letter of continuance.

Both letters contain **information and advice for language maintenance over the summer break**, including reading lists, suggested summer programs, and ideas to keep language development alive.

#### ES-MS & MS-HS TRANSITIONS:

Students receive **formal introduction** to ESOL program in their new school, including a letter outlining program features & differences.

**Student portfolios** transferred to next year level.