



Reclassification Guidelines at RUSD

Reclassification Process

1. The ELD Coordinator will provide each school site with the list of students' names that potentially qualify for reclassification.
2. The Bilingual Para at the site will use the **English Learner Reclassification Form**, and fill out Student Information, Language Assessment (CELDT) scores, and ELA Assessment scores. The Bilingual Para will then communicate this information with the Principal.
3. If it is established that the student has met the first two criteria of reclassification, then the student's homeroom teacher will fill out criteria for Classroom Performance. Some items for the teacher to consider are:
 - a. Is the student meeting a 2.0 GPA in content areas? (Bilingual para can assist in this step)
 - b. Does the student understand classroom discussions without difficulty?
 - c. Does the student use idioms and vocabulary similar to those of a native speaker?
 - d. Does the student use grammatical usage and word order similar to a native speaker?

The teacher must initial the *teacher approval* part of Classroom Performance if he/she feels that the student meets this criterion.

4. The teacher or Bilingual Para will then submit the form to the site principal.
5. The principal will then sit down with the parent and explain the process of reclassification to them. Their input is valuable in the decision making process. Some questions to ask could be:
 - a. How do you see your child using English at home?
 - b. Do you see that your child is struggling when it comes to understanding the English language?
 - c. How do you feel about reclassifying your child?
 - d. Do you understand that designated ELD services will no longer be provided?

If the principal would like for the Bilingual Para or the ELD Coordinator to participate in the discussion, that can be arranged.

6. After the meeting, the parent, teacher and principal, as well as the translator (bilingual para or ELD Coordinator) will sign the **English Learner Reclassification Form**.
7. The Bilingual Para will make a copy for the ELD coordinator and keep the original in the yellow folder.

English Learners in Special Education

The ELD Coordinator will compile a list of students for the Director of Special Services of students who are English Learners who are also receiving services in Special Education, and could possibly be meeting the criteria.

Alternative reclassification criteria may be utilized on an individual basis.

1. ELs on an IEP, must be in 6th grade through 12th grade to be considered for reclassification.
2. The IEP team will fill out the Additional Criteria for Students on an IEP on the **English Learner Reclassification Form**.
3. The IEP team will decide reclassification in accordance with State and Federal requirements.

*EC sections 56342 and 56345 (b)

*CDE 2013-2014 CELDT Information Guide pp. 20-21

Student Monitoring After Reclassification

1. The classroom teacher(s) will monitor reclassified students for two years after being reclassified. Progress will be checked and recorded on the **English Learner Reclassification Form** at the end of each Trimester (Quarter for High Schools) following reclassification. The form will be in students' yellow folders and kept in teachers' classrooms.
2. Follow-up support will be provided for students who do not meet satisfactory progress (marked as unsatisfactory). This may include, but is not limited to:
 - a. Additional tutoring, Modified work, Bilingual Para support
 - b. Bringing up concerns at Student Data Review Team
 - c. Filling out Student Study Team form online for further modifications

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