

### **Procedures for Reporting OUT of FIELD ESOL TEACHERS**

The goal of ensuring all Category 1 teachers assigned to ELL student(s) meet the Florida Department of Education (FLDOE) State Board rule continues to be the responsibility of schools and the district. It is acknowledged that, on occasion, schools must place ELL student(s) in classroom(s) with Category 1 teachers who do have the appropriate ESOL endorsement. In an effort to comply with the FLDOE requirements the district developed procedures which ***must*** be followed when placing an ELL student(s) in classroom(s) with Category 1 teachers who do not have the ESOL Endorsement.

- At time of registration if ELL student(s) are assigned to Category 1 teacher(s) who do not meet the ESOL Endorsement requirements the (1) ESOL Out of Field Approval Request form and (2) Parent Notification either by letter or newsletter (with full date) must be completed.
- The completed ESOL Out of Field Approval Request form ***must*** be returned to Dinah Kramer at the district's Human Resources office.
- The HR department will submit the ESOL Out of Field Request to the Board for approval. To ensure the request has been approved by the Board you will need to review the most recent Board Meeting Agenda approximately two weeks after submission. The Board Meeting Agenda can be viewed at: [www.brevardschools.org](http://www.brevardschools.org). On the top menu, select "School Board", Links, "Meeting Agenda". Look for the Human Resources header then Instructional Staff. From here, you may review the Out of Field requests that were approved.
- The Parent Notification either by letter or newsletter (with full date) ***must*** be completed at the same time. In an effort to streamline the out of field and not highly qualified and core subject teacher process of notifying parent's their child is being taught by an out of field (content and/or ESOL) and/or not highly qualified teacher the district has incorporated all three parent notification letters in one letter if you choose to do the individual parent notification letter. You will need to check only the applicable box(es) and send the original (on school letterhead) to the parent(s). Keep copies of all parent notification letters and/or newsletter for your school audit file for auditors to review.