

## **Plan for District ESOL Compliance**

- The District Certification/NCLB office will annually identify Out-of-Compliance ESOL teachers in all three categories by using the SAP ESOL Audit Report.
- The District Certification Office will send Principals the names of the Out-of-Compliance ESOL teachers.
- Principals will personally address the issue with each teacher. Teachers will be allowed two weeks to dispute and resolve the finding prior to the distribution of the Notification of Out-of-Compliance Letter.
- The District Certification Office will distribute the Notification of Out of Compliance Letters to Principals.
- Principals will personally meet with each teacher to read and sign the notification.
- Principals will return (as a packet) all the signed Notification of Out-of-Compliance Letters for his/her school within two weeks of the date on the letters.
- The District ESOL Office will prepare a training schedule to meet the needs of the district and notify each Out-of-Compliance ESOL teacher of the schedule.
- Teachers who receive a Notification of Out-of-Compliance Letter must document proof of completion of compliance requirements within one school year (from the date on the letter.)
- Teachers who do not document compliance within the one school year grace period will be reclassified as Out-of-Compliance ESOL Provisional Substitute Teachers.(See Attached)
- Out-of-Compliance ESOL Provisional Substitute Teachers will be reclassified to Regular Teacher status effective the first work day after documenting completion of all requirements to bring their ESOL Plans of Study into compliance.
- Out-of-Compliance ESOL Provisional Substitute Teachers who do not achieve compliance within the one school year grace period will be terminated from employment with the Polk County School District and will be ineligible for hire as a teacher until they either add the ESOL endorsement (Category 1 Plan of Study), or completed the necessary training requirements (Category 2 or 3 Plan of Study)

