

LPAC PROCEDURES

Each campus LPAC Chairperson needs to follow the LPAC procedures and implement them so everyone can be consistent and within the TEA guidelines. Specific “DO” and “DO NOT” procedures include some of the following:

DO

- ◆ LPAC once the orange folder is complete with ID#, enrollment date documented, B/ESL program letter(s) signed by parent or legal guardian and clarification if student is in correct program (i.e. Bilingual vs. ESL)
- ◆ Hold LPAC meetings more than once a month, if necessary
- ◆ Have all of the required LPAC members present for a meeting; signatures should be obtained of those present
- ◆ Note LPAC dates on the 15th of the month report; an LPAC date should be the one on which the committee meets to make program determination (i.e. entry or exit)
- ◆ Use a different monthly report form each time the LPAC Committee meets
- ◆ Document all activity pertaining to B/ESL students

DO NOT

- ◆ LPAC a student again who was in the B/ESL program who left the GPISD and has later returned; a student should have only one (1) LPAC date of entry
- ◆ Unofficially remove a student from a B/ESL class and place in a regular instructional class and continue to code as receiving program services (this decision should be done collaboratively with the Bilingual Office)
- ◆ Reclassify a student without parental consent (i.e. B to ESL or vice-versa)
- ◆ Allow a student to remain in a B/ESL class who has met the requirements for exit without specific documentation and parent approval (copies to be routed to the CEC, Bilingual Office and student file)