

## **Dual Language Immersion Procedures Box Elder School District**

It is the objective of Box Elder School District to provide dual language immersion programs to as many students as is sustainable with existing resources and levels of community support.

Each first grade DLI cohort will begin with up to 60 students.

### **Notification**

Annually the district office will provide notification to the parents/guardians of all kindergarten students regarding the opportunity to apply for participation in one of the dual language immersion programs being offered in the district. The notification will include the use of the District communication system, the two local newspapers, and sending home a notification flier with every kindergarten student that lives within reasonable proximity of one or more of the programs.

In addition, the district will provide at least one parent meeting where the program will be described, including the application process and timelines.

### **Application**

Interested parents/guardians will submit application through the Passport system during the open application window. Interested students that do not have current enrollment in Box Elder School District (i.e. homeschooled or charter school) can submit application by contacting the curriculum department and providing the required information through email or by phone. This data will be added to the DLI application database. Each applicant can request a first and second choice when submitting an application for DLI. Any DLI applications that come in after the application deadline will be added to the process, after the completion of the first and second choice selection process is completed in the order they were received.

### **Determination of available slots**

Annually the building principal and curriculum department will determine how many slots are available for in boundary and out of boundary students. Current kindergarten enrollment, building capacity, and existing resources are considered when making this decision. **Estimates** of the number of slots for each cohort will be made available when the application window opens. Out of district students will not be considered for enrollment into any of the DLI programs unless there are available slots after the selection process is complete.

### **Selection Process**

Annually the district will conduct a random selection (lottery) to determine which students will receive enrollment into the DLI programs if/where more applications are received than available slots. The following parameters apply to the selection.

- a. Each applicant receives one number.
- b. Siblings of students enrolled in the DLI program, at the school the student is applying for, receive an additional number. Siblings of students admitted to the Lake View and Foothill

programs prior to the spring of 2014 application period are automatically admitted if an application is submitted **for the school in which the sibling is enrolled/attended**. (grandfather clause provided by the board of education)

- c. Siblings in the same grade (twins) will be accepted into the program if one of the siblings is selected.
- d. Student's whose native language is the same as the target language, receive an additional number.
- e. Applications will be separated into in boundary and out of boundary groups for the selection process. When enough applications are received to necessitate a waiting list, the lists will be maintained for both in boundary and out of boundary applicants.

The administrator from each of the DLI schools and one parent is invited to attend the selection process as witnesses. In addition, the selection process will be recorded.

After the completion of the first choice lottery (includes only the names of students that identified that particular program as their first choice) the curriculum department will remove any applicant that was selected for their first choice from the second choice lists and then a selection lottery will be held for the second choice applicants. These students will be placed, in order, into the available slots remaining after the first choice selection or in order after the end of the waiting list for their first choice selection.

Once the selection process is completed, the curriculum department will provide each building principal with the student names and parent/guardian contact information for the students that were selected, as well as any on a waiting list. The building administrator or his/her designee will contact the parents/guardians of the students on their lists to inform them of the status of their child's application. Selected students will have three school days to accept the slot and complete the associated Conditions for Placement document.

Slots that become available through student withdrawal from the DLI program will be filled from the waiting list/s, or in the absence of a waiting list, on a first come first serve basis. Because adding students to a DLI program, after the other students have progressed with their target language proficiency, can put them at risk, we general do not add students the open DLI slots after January 1<sup>st</sup> of the first grade year. There may be exceptions to this depending on the current academic standing of the student, the student's background with the target language, and the existence of unusual target language support for the student in their home. Any exceptions will be made at the school/building level.