

### **Admission of Non-English Language Learners to District Bilingual Education Program(s)**

Where there is space permitting, the Superintendent of Schools, or his/her designee, may accept applications for admission to the District's Part 154 bilingual education program(s) from students who have not been designated as English Language Learners [ELL(s)] pursuant to the Part 154 Regulations of the Commissioner of Education. However, because bilingual education programs exist primarily to serve ELL students, the availability of the District's bilingual education program to ELL students is first and foremost. Admission of non-ELL students to the District's bilingual education program(s) is by no means guaranteed and may not be available in a particular school year or at a particular school.

Where the Superintendent elects to accept applications for admission of non-ELL students to the District's bilingual education program(s), the guidelines outlined herein will govern the admissions process.

#### **Notice of Application Period**

Notice that applications for admission of non-ELL students to the District's bilingual education program(s) will be given to all families reasonably in advance of the application period. The notice will indicate:

- Which school will operate the program/grade level(s) for which applications will be accepted. It is anticipated that non-ELL students may be admitted to the bilingual education program through application. Each zone within the district (north, central and south zone) will have at least one bilingual education program. The north zone includes Eagle and Tremont Elementary, the central zone includes Barton and Canaan Elementary and the south zone includes Bay, Medford and River Elementary. Students whose attendance zoned school is located within a specific zone are permitted to only attend a bilingual program within that zone (north, central or south).
- where applications may be obtained;
- where and when applications will be accepted;
- the application deadline;
- any admission criteria or preference(s);
- a lottery process will be utilized if more applications are received than spots are available. Each school within a zone (north, central and south) will have an equal number of seats in the bilingual program dependent on the number of bilingual programs offered in the zone. Should there be low interest in attending a bilingual program in any one school within a zone, the Superintendent of Schools at his/her discretion, may reallocate the vacant seats to students in another school within that zone. Seats will not be reallocated to another school until after July 1.
- a reference to this policy;
- contact information for the staff member designated by the Superintendent to receive and answer questions about the application process.

Notice may include a flyer sent home with students, e-mail notification, posting in the school buildings, and/or posting on the District's website.

## **Admission of Non-English Language Learners to District Bilingual Education Program(s) (Continued)**

### **Criteria for Admission**

When notice has been provided that applications will be accepted, any non-ELL student may apply for admission to the District's bilingual education program(s), provided the student is proficient in English and will be in the grade level for which applications are being accepted. Students who are transferring into the district and had been enrolled in a bilingual program in their previous district will be granted immediate entrance into the district's bilingual program unless the class has reached its maximum occupancy and is unable to accept new students.

### **Application Process**

All students' acceptances will be based on an interview and lottery system. All students must be fully registered to be considered in the lottery and will be chosen no later than July 1.

#### **The selection process will be conducted as follows:**

##### **Step 1**

A mandated Parent Information Meeting will take place in order to gain interest in the program. Parents that show interest will have the option to complete the Application for Enrollment in Dual Language Program form online or in-person. Should a parent not be able to attend the Parent Information Night due to extenuating circumstances, a parent may request a virtual meeting with the Director of Bilingual Education.

To ensure that the program is a good fit for all students, a waiver stating that students who were chosen based on this plan, but are not successfully adjusting to the program, may be exited at the end of the school year based on teacher observations/recommendations, the District's Spanish Progress Reports and Report Cards, along with Principal and Director discretion. This waiver will be provided during the Parent Information meeting and will require parental signature.

##### **Step 2**

A committee comprised of the Bilingual Director, ENL Director, one Dual Language teacher, and one ENL teacher will review the results of the DIAL-4 screener whose parents have indicated intent to enroll in the Bilingual Education Program and review the data to ensure students can effectively communicate in English, and have the necessary skills to be successful in a Bilingual Education Program. An English Proficient (EP) student who scores below the 20% percentile on the concept and language portion of the DIAL-4 screener will not be considered for placement in the program regardless of the lottery results without a prior meeting to discuss if the placement is beneficial to the student. This meeting is mandatory.

## **Admission of Non-English Language Learners to District Bilingual Education Program(s) (Continued)**

### **Lottery Process**

Where the number of applicants exceeds the number of available seats in a zone (north, central or south) for a particular grade level or level(s), a lottery will be conducted to determine admission to the bilingual program(s) for the grade level(s) where the program will operate. A determination of whether there are more applicants than available seats will be made after the deadline for application submission has passed.

Notice of the date, time, and place for the lottery will be sent to all applicants and will be publicly posted as well. The lottery will be held in a location open and accessible to the public. Selection by lottery will utilize a methodology that generates random results, such as lottery ball system, technology-based software, paper ticket process, or any other methodology that generates random results. A waiting list will be created in the event that there are more applicants than seats.

### **Notification of Acceptance**

The District will notify families of accepted students in writing approximately two weeks after the lottery closes. Bus transportation to a school that is outside the student's school attendance zone will be provided by the district at no extra cost to families who opt to attend a bilingual program within their zone.

### **ALL DUAL LANGUAGE STUDENTS:**

An end of year meeting comprised of the Bilingual Director, ENL Director, Dual Language teachers, ENL teachers, Principal, and parents may be requested to discuss the progress the student has made during the school year. This meeting must take place before changing the placement of students in/out of Dual Language. The Principal and the Bilingual/ENL Director must be present during the meeting.

### **No Guarantee of Attendance**

In the event the needs of ELL students require the revocation of an admission of a non-ELL student into the District's bilingual education program, the parent/guardian of the affected non-ELL student(s) will be so notified as soon as is reasonably practicable. The affected non-ELL student will be permitted to continue attending school at the school in which the bilingual program was located for the remainder of the semester/school year, or can choose to return to the zoned school of attendance.