


Standard Operating Procedure:

Subject: Procedures for students to enter into the Dual Language Program at Edward W. Kilpatrick School (E.W.K.) and Senator Frank Lautenberg School (S.F.L.S)	Effective Date: July 1, 2020	Page 1 of 3
	Approved by: Eileen F. Shafer, M.Ed. Superintendent of Schools	Signature: 

I. Purpose:

The purpose is to establish District Guidelines for the referral process and placement of students in the Dual Language Program at E.W.K. and S.F.L.S.

II. Authority:

The Superintendent of Schools

III. Terms and Conditions:

Procedure for PK 3 to PK4 Dual Language program:

- a. A new student is registered to their home school at Central Registration. Applications for the Dual Language program are completed.
- b. A *PK3 Referral to PK4 Dual Language Program Referral* from is completed by the PK3 teacher. Acceptance into the Dual Language program will be based on a numeric system. Points will be given for each section.
 - Language status (Monolingual Spanish; Monolingual English) 2pts
 - Attendance 2pts
 - GOLD Language -Third Collection Period 0-6pts
 - GOLD English Language Acquisition (Applicable to monolingual Spanish only) 0-3pts
 - Final Determination Score and Teacher Recommendations 0-3pts

The final determination score for monolingual Spanish students must add to a minimum of 9 points for acceptance into the program. The final determination score for monolingual English students must add to a minimum of 10 points for acceptance into the program.

- c. Parents will be notified for their consent and a parent contract will be signed to confirm their level of support.
- d. Parents will complete a questionnaire to determine their level of support and needs.
- e. An assigned committee reviews the Dual Language applications, analyzes points earned, verifies admittance into the program, and a recommendation is made.
- f. Upon approval, the Bilingual Department will contact the receiving school (E.W.K.) to determine enrollment in the identified grade level. If the grade level has reached max capacity, students will be placed on the waiting list.
- g. If applicable, the parent is contacted by the contact person for the Dual Language Program to report to the home school to pick up the transfer for E.W.K. Dual Language Program.
- h. Principal at E.W.K. is notified of the students recommended into the Dual Language program.
- i. Principal at E.W.K. meets the parent, student, and receives the transfer (if applicable).

Procedure for PK4 to Kindergarten Dual Language program:

- a. A new student is registered to their home school at Central Registration. Applications for the Dual Language program are completed.
- b. A *PK4 Referral to Kindergarten Dual Language Program Referral* form is completed by the PK4 teacher. Acceptance into the Dual Language program will be based on a numeric system. Points will be given for each section.
 - Language status (Monolingual Spanish; Monolingual English) 2pts
 - Attendance 2pts
 - GOLD Language -Third Collection Period 0-6pts
 - GOLD English Language Acquisition (Applicable to monolingual Spanish only) 0-3pts
 - W-APT Test Score in English and Spanish 0-3pts
 - Final Determination Score and Teacher Recommendations 0-3pts
 - Signatures

The final determination score for monolingual Spanish students must add to a minimum of 9 points for acceptance into the program. The final determination score for monolingual English students must add to a minimum of 10 points for acceptance into the program.

- c. Parents will be notified for their consent and a parent contract will be signed to confirm their level of support.
- d. Parents will complete a questionnaire to determine their level of support and needs.
- e. An assigned committee reviews the Dual Language applications, analyzes points earned, verifies admittance into the program, and a recommendation is made.
- f. Upon approval, the Department will contact the receiving school (E.W.K.) to determine enrollment in the identified grade level. If the grade level has reached max capacity, students will be placed on the waiting list.
- g. If applicable, the parent is contacted by the contact person for the Dual Language Program to report to the home school to pick up the transfer for E.W.K. Dual Language Program.
- h. Principal at E.W.K. is notified of the students recommended into the Dual Language program.
- i. Principal at E.W.K. meets the parent, student, and receives the transfer (if applicable).

Process for Kindergarten to Fifth Grade Dual Language program:

- a. A new student is registered to their home school at Central Registration. Applications for the Dual Language program are completed.
- b. Students are screened in English and Spanish to determine the level of proficiency in the target language using the W-APT in Kindergarten grades 1 and above will use the WIDA-ACCESS Placement Test.
- c. Results of the Home Language Survey must indicate English or Spanish is spoken at home to ensure approximately equal numbers of ELs and native-English speaking students.
- d. Parents will be notified for their consent and a parent contract will be signed to confirm their level of support.
- e. Parents will complete a questionnaire to determine their level of support and needs.
- f. Teacher recommendations are taken into consideration.
- g. Student attendance is verified.
- h. An assigned committee reviews the Dual Language applications, verifies admittance into the program, and a recommendation is made.
- i. Upon approval, the Bilingual Department will contact the receiving school (E.W.K./S.F.L.S.) to determine enrollment in the identified grade level. If the grade level has reached max capacity, students will be placed on the waiting list.
- j. Upon approval, transportation eligibility is addressed by the Bilingual Department.
- k. If applicable, the parent is contacted by the contact person for the Dual Language Program to report to the home school to pick up the transfer for E.W.K./S.F.L.S. Dual Language Program.
- m. Principal at E.W.K./S.F.L.S. is notified of the students recommended into the Dual Language program.
- n. Principal at E.W.K./S.F.L.S meets the parent student, and receives the transfer (if applicable).

IV. Reporting Procedures:

If applicable - Transfers must be copied to the following individuals

- Reflected in Infinite Campus
- Bilingual Department
- Building Principals- sending and receiving schools
- Unit Assistant Superintendent/the Unit Assistant Superintendent Academic Services and Special Programs

V. Dissemination:

Cabinet, Building Administrators, Supervisors, Point People for the Bilingual Program, Central Registration of the Paterson Public School District.