



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

6172.121 – DiLoreto Elementary/Middle School Program

Approved on January 10, 2022 (Revision 2/3/2025)

Admission and Placement of Student in DiLoreto Elementary/Middle School

The Board of Education values the language diversity of our school community and is committed to providing educational programming that honors that diversity. The New Britain Board of Education supports programming that cultivates bilingualism and biliteracy so that students have the opportunity to further develop their literacy skills in both Spanish and English. To that end, the district supports A world language experience spanning elementary and middle school, with a dedicated Dual Language program that develops biliterate and culturally competent students.

I. Section One - DiLoreto Elementary/Middle School (non-Dual Language Program)

The Diloreto Elementary/Middle School (non-dual language) provides literacy and content instruction to students in English, with a K-8 world language experience. This program will deliver standards-based academic content and promote multiculturalism. The school environment capitalizes on the long term commitment by families to a K-8 program to ensure students grow into culturally responsible citizens.

A. Lottery Process for DiLoreto Elementary/Middle School (non-Dual Language Program)

- a. The selection process is explained on the district website and through the central registration parent portal.
- b. All available seats will be filled using an opt-out process, by which all families with students in K or grades with openings will be considered for entry.
- c. Registered K-8 students will be assigned a computer-generated random number that will be used to determine entrance eligibility in numeric order for the available seats at DiLoreto.
- d. The numeric order will be used to contact families about the opportunity to join Diloreto Elementary/Middle School with a deadline for acceptance. The numeric order will be used to reach out to families until the seats are filled.
- e. Only custodial parents/legal guardians of the student may accept entry.
- f. Siblings of students already enrolled at DiLoreto will have an opportunity to secure a seat through a sibling lottery conducted before the general lottery. The sibling lottery will allocate one-fourth of the available seats in each grade level to registered siblings. This process increases their likelihood of admission but does not guarantee automatic entry. Siblings who are not selected in the sibling lottery will be entered into the general lottery, where they will have the same probability of selection as all other applicants. For the purposes of this policy, siblings are defined as children who share at least one custodial parent or legal guardian and reside at the same address.
- g. Families will be notified of their placement on a waiting list.

B. Transportation

Transportation for New Britain students will be provided by the District in accordance with applicable transportation policies and administrative regulations. The administration will make its best effort to provide transportation to all such students.

II. Section Two - DiLoreto Dual Language Program

The Dual Language Program, *Dos En Unos*, is a program within DiLoreto School that provides literacy and content instruction to students in Spanish and English. This program will deliver the same standards-based academic content as general education programs by integrating language and content instruction. The Dual Language program will include a balanced number of Spanish speaking and English speaking students to ensure optimal language learning in both languages and high academic expectations for all students.

A. Application Process for Dual Language Program at DiLoreto Magnet School

- a. Applications will be made available on the district website and through the central registration parent portal.
- b. Only one application per child per year will be entered into the DiLoreto Dual Language lottery.
- c. Only custodial parents/legal guardians of the student may complete the application.
- d. Siblings are defined as children who share at least one custodial parent/legal guardian and who reside at the same address
- e. Complete and accurate applications must be submitted by the publicized due date prior to the school year of enrollment.
- f. A custodial parent/legal guardian must attend a mandatory parent information meeting about the Dual Language Program in addition to submitting an application for their student. Attendance at this virtual/or in person meeting is required for all custodial parents/legal guardians submitting an application. If an application is received but a custodial parent/legal guardian did not attend the mandatory information meeting, the application is removed from the application and lottery processes.
- g. Dominant language determination assessments (for students/applicants whose eligibility for the lottery has been verified) takes place between January and March.

B. Lottery Process for Dual Language Program

- a. A lottery process will take place in the event the applications exceed available seats.
- b. Lotteries will be conducted no later than the last school day of March prior to the school year of enrollment.
- c. Lotteries will be conducted utilizing a randomizing program that will draw new selected students.
- d. Applicants will be informed of their selection in the lottery by letter and/or email no later than April 30th.
- e. If an applicant is offered a seat for the Dual Language Program, the applicant has until the deadline specified in the letter to accept or decline their seat. If the acceptance form is not returned within the time period specified in the letter, the applicant forfeits his/her seat and the next student on the waitlist is offered the seat.
- f. Waiting lists will be developed when the number of applicants exceeds the available seats.
- g. The lottery process will give preference, only if seats are available to students entering the lowest grade of the school or program of choice to which they are applying who have a sibling who will still be enrolled in the school or program of choice during the next school year when the applying student enters the school or program of choice. Siblings of students already enrolled at DiLoreto will receive a numeric standing that is weighted doubly for preference. This means they will be twice as likely to receive a higher ranking in the lottery's numeric order than non-siblings, but it does not mean automatic entry. Siblings are defined as children who share at least one custodial parent/legal

guardian and who reside at the same address.

C. Transportation

Transportation for New Britain students will be provided by the District in accordance with applicable transportation policies and administrative regulations. The administration will make its best effort to provide transportation to all such students.

D. Late Entry Process for Dual Immersion Program

The goal of this process:

- Student Success - an accurate measure to maximize student success in the Dual Language Program
 - Balance - maintains the balance needed to maintain program fidelity
 - Equity - encouraging equitable access to the program for all students who are likely to benefit from the structure of the Dual Language Program
- a. Students already enrolled in the program are automatically rolled up to the next grade. Open seats are determined shortly before the lottery. English seats should be filled by native English speakers and Spanish seats should be filled with native Spanish speakers.
 - b. A lottery is held every year for open seats in the program and the wait list is held until the beginning of the third trimester of the following academic year. In order to maintain a spot on the waitlist, parents must submit an application each year. Parents must attend an informational session in order to receive an application.
 - c. Preference is given to siblings of current DiLoreto students (For the purposes of the lottery, siblings are defined as students who share at least one legal guardian and who reside at the same address.)
 - d. If seats become available during the year, students and families on the waitlist will be invited in for an interview and evaluation. If they meet late entry criteria, they will be invited to join the Dual Language Program.
 - e. New registrations and new arrivals to the district will be assessed to determine if they meet the late entry criteria specific to their grade level and be offered the option of being added to the bottom of the existing waitlist for their grade.

E. Lottery Process for Dual Language Program

A lottery process will take place in the event the applications exceed available seats.

- a. Lotteries will be conducted no later than the last school day of March prior to the school year of enrollment.
- b. Lotteries will be conducted utilizing a randomizing program that will draw new selected students.
- c. Applicants will be informed of their selection in the lottery by letter and/or email no later than April 30th.
- d. If an applicant is offered a seat for the Dual Language Program, the applicant has until the deadline specified in the letter to accept or decline their seat. If the acceptance form is not returned within the time period specified in the letter, the applicant forfeits his/her seat and the next student on the waitlist is offered the seat.
- e. Waiting lists will be developed when the number of applicants exceeds the available seats.

The lottery process will give preference, only if seats are available to students entering the lowest grade of the school or program of choice to which they are applying who have a sibling who will still be enrolled in the school or program of choice during the next school year when the applying student enters the school or program of choice.

F. Transportation

Transportation for New Britain students will be provided by the District in accordance with applicable transportation policies and administrative regulations. The administration will make its best effort to provide transportation to all such students.

G. Late Entry Process for Dual Immersion Program

The goal of this process:

- Student Success - an accurate measure to maximize student success in the Dual Language Program
 - Balance - maintains the balance needed to maintain program fidelity
 - Equity - encouraging equitable access to the program for all students who are likely to benefit from the structure of the Dual Language Program
- a. Students already enrolled in the program are automatically rolled up to the next grade. Open seats are determined shortly before the lottery. English seats should be filled by native English speakers and Spanish seats should be filled with native Spanish speakers.
 - b. A lottery is held every year for open seats in the program and the wait list is held until the beginning of the third trimester of the following academic year. In order to maintain a spot on the waitlist, parents must submit an application each year. Parents must attend an informational session in order to receive an application.
 - c. Preference is given to siblings of current DiLoreto students (For the purposes of the lottery, siblings are defined as students who share at least one legal guardian and who reside at the same address.)
 - d. If seats become available during the year, students and families on the waitlist will be invited in for an interview and evaluation. If they meet late entry criteria, they will be invited to join the Dual Language Program.
 - e. New registrations and new arrivals to the district will be assessed to determine if they meet the late entry criteria specific to their grade level and be offered the option of being added to the bottom of the existing waitlist for their grade.
 - f.

III. Lottery Process for Dual Language Program

A lottery process will take place in the event the applications exceed available seats.

A. Lotteries will be conducted no later than the last school day of March prior to the school year of enrollment.

B. Lotteries will be conducted utilizing a randomizing program that will draw new selected students. **C.**

Applicants will be informed of their selection in the lottery by letter and/or email no later than April 30th.

D. If an applicant is offered a seat for the Dual Language Program, the applicant has until the deadline specified in the letter to accept or decline their seat. If the acceptance form is not returned within the time period specified in the letter, the applicant forfeits his/her seat and the next student on the waitlist is offered the seat.

E. Waiting lists will be developed when the number of applicants exceeds the available seats.

The lottery process may give preference, only if seats are available to students entering the lowest grade of the school or program of choice to which they are applying who have a sibling who will still be enrolled in the school or program of choice during the next school year when the applying student enters the school or program of choice.

IV. Transportation

Transportation for New Britain students will be provided by the District in accordance with applicable transportation policies and administrative regulations. The administration will make its best effort to provide transportation to all such students.

V. Late Entry Process for Dual Immersion Program

The goal of this process:

- Student Success - an accurate measure to maximize student success in the Dual Language Program ·
- Balance - maintains the balance needed to maintain program fidelity
- Equity - encouraging equitable access to the program for all students who are likely to benefit from the structure of the Dual Language Program

- A.** Students already enrolled in the program are automatically rolled up to the next grade. Open seats are determined shortly before the lottery. English seats should be filled by native English speakers and Spanish seats should be filled with native Spanish speakers.
- B.** A lottery is held every year for open seats in the program and the wait list is held until the beginning of the third trimester of the following academic year. In order to maintain a spot on the waitlist, parents must submit an application each year. Parents must attend an informational session in order to receive an application.
- C.** Preference is given to siblings of current DiLoreto students (For the purposes of the lottery, siblings are defined as students who share at least one legal guardian and who reside at the same address.)
- D.** If seats become available during the year, students and families on the waitlist will be invited in for an interview and evaluation. If they meet late entry criteria, they will be invited to join the Dual Language Program.
- E.** New registrations and new arrivals to the district will be assessed to determine if they meet the late entry criteria specific to their grade level and be offered the option of being added to the bottom of the existing waitlist for their grade.

| | | | | | | | | |
|------------------------------|---|-------------|------------------------|------------------------------------|------------------------|-------------------------------------|------------------------|-------------------------------------|
| Open seat | K-1 Spanish | K-1 English | Gr. 2-3 Spanish | Gr. 2-3 English | Gr. 3-5 Spanish | Gr. 3-5 English | Gr. 6-8 Spanish | Gr. 6-8 English |
| Commitment to program | Family | Family | Family | Family and student | Family and student | Family and student | Family and student | Family and student |
| Spanish Language Proficiency | Native Spanish Speaker PreLas Oral Español | | Native Spanish Speaker | LAS Link Español level 2 or higher | Native Spanish Speaker | Las Links Español Level 3 or higher | Native Spanish Speaker | Las Links Español Level 3 or higher |

| | | | | | | | | |
|------------------------------|--|------------------------|--|------------------------|--|---|--|---|
| English Language Proficiency | | Native English Speaker | LAS Links Oral Level 2 or higher | Native English Speaker | LAS Links oral level 3 or higher | Native English speaker OR Native like proficiency LAS Links | Las Links Overall 3 or higher | Native English speaker OR Native like proficiency LAS Links |
| Spanish Reading | | | No More than 2 years below grade level | | No more than 2 years below grade level | | No more than 2 years below grade level | |
| English Reading | | | | Grade level or higher | | Grade level or higher | | Grade level or higher |

VI. Regulations

- a. Opt-out letters for available seats in grades 1-8 will be sent in February/March with an acceptance due date in April. To be eligible for a seat, the student must have attended school at another CSDNB school in the previous academic year.
- b. Opt-out letters for seats in Kindergarten, non-dual, will be sent in June to all who have registered.
- c. Families will be contacted from the waiting list until all seats are filled, but not beyond October 1st.