

SECTION: PUPILS

TITLE: SPANISH IMMERSION
ENROLLMENT PROCEDURES

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SOUTHERN LEHIGH SCHOOL DISTRICT

200.1 AR. SPANISH IMMERSION ENROLLMENT PROCEDURES

Purpose

The purpose of this document is to define the procedures for student enrollment in the Spanish Immersion program.

Rationale

In order to provide a clear and equitable enrollment process, this AR will further define processes that will be used to enroll eligible students into the program.

Eligibility

- Families of students must be district residents and students must be registered with the district for the current or upcoming school year prior to Spanish Immersion enrollment in order to be eligible. For incoming students, residency is to be evidenced by appropriate documentation at the time of registration at Central Office and prior to immersion enrollment. New residents shall refer to SLSD [Policy 200](#) for district registration procedures.
- (see [Policy 200.1](#)) To be eligible for the initial general lottery selection process (for families new to the program), parents and/or guardians of interested children must:
 1. meet orientation requirements,
 2. submit a signed program commitment agreement, and
 3. submit an online application form by the published deadline.

Guidelines and Directions for Enrollment

Enrollment for the Spanish Immersion program is limited to 29 students.

Sibling Preference Enrollment Procedures

- Once a student has enrolled in the program, any additional sibling(s) will be given preference for enrollment. This includes students who have been enrolled in the program prior to the adoption of this policy. The rationale for this preference is two-fold:
 1. Parents of enrolled students have a current understanding of the rigor of the program and adult support required outside of school for their child's success in the program, and
 2. Students in the same household enrolled in the program can support each other in the study and acquisition of Spanish as a second language.
- A *sibling* for the purpose of this program is defined as one of two or more individuals having one common parent or legal guardian who are currently living within the same household.
- *Currently enrolled students* are students who have continuously taken and are currently enrolled a course in the Spanish Immersion program in grades one through twelve during the year of registration.
- Sibling preference will be limited to no more than 14 students in a given school year. Parents/guardians of siblings interested in enrolling in the program must submit an application form online by March 1.
- If siblings interested in enrollment exceed 14, a live lottery will be held for sibling enrollment prior to the General Lottery process. The process will be identical to the General Lottery (see below), but limited to siblings. The limit of 14 siblings includes total students, not families. If multiple children within the same family (twins, triplets, etc.) cause the total to exceed 14, a sibling lottery will be held. If the 14th slot selected represents a family of multiples, the parent /guardian will determine which student is enrolled and which enters the General Lottery.
- Any sibling not selected in the sibling lottery will be placed in the General Lottery.
- Parents/guardians with children already enrolled in the program are not required to complete orientation activities after their first child is enrolled, but are welcomed to attend live activities or participate in online activities during the year of siblings enrollment if desired.

Initial Enrollment Procedures for Families Without Currently Enrolled

Siblings

- Initial Spanish Immersion enrollment applications (families new to the program) for first grade are accepted online once a year, usually in April through May. The date for application submission deadline, and the live lottery to select students for the program are posted on the district website and can also be found on the district calendar.
- In order to meet Parent/Guardian orientation requirements for the 2016 enrollment process, each of the following must be completed:
 1. Attend a live Parent Information Session on November 19, 2015, or February 16, 2016 **-OR-**
View a recorded version of the Parent Information Session online.
 2. Participate in Spanish Immersion Classroom Visits on March 2, 2016–
OR-
View at least 2 recorded Spanish Immersion lessons online.
 3. View at least 3 recorded interviews with Spanish Immersion Teachers, Parents, and Students online.
 4. Read Policy 200.1 – **OR-**
Read the Summary of the Enrollment Procedures (AR)
- Parents who are interested in the program should email mcmullens@sbsd.org after February 16, 2016 for a code to enter the online course in order to access recorded and printed materials.
- After completing the prerequisite orientation activities, parents will submit a signed agreement form indicating that they have completed the orientation activities and agree to the expectations of the program. This form is available on the district website at <http://sbsd.org/academics.cfm?subpage=1974143>
- After submitting the agreement form/commitment to the program, parents will complete an on-line registration form for their (current) incoming first grade child(ren) to be placed into the lottery. The form is to be completed, one per child, and submitted electronically by the published deadline by a parent or guardian.
- The live General Lottery will be held on Wednesday, April 13, 2016 at Liberty Bell Elementary cafeteria at 6:00 PM.

- Families will be listed for the lottery based upon the order in which they submitted the online registration for the lottery. This list (Last name, first initial) will be available during the live general lottery process. Multiple children (twins, triplet, etc.) will be listed under the family last name once for the lottery, but each will be counted toward the total slots available.
- A computerized *List Randomizer* program (such as <https://www.random.org/lists/>) will determine the order in which students will be selected for enrollment and for the wait list. The process of randomly selecting names will occur live during the Live General Lottery. The process will be digitally displayed during the live process.
- Since enrollment is limited to 29, families with multiple children (twins, triplets, etc.) while selected randomly as a family, each child will be counted until the maximum of 29 is met. If the last eligible family selected has multiple children, enrollment will be capped at 29 and additional children will be placed first on the wait list. Parents will choose the order of their children to be enrolled. The same process will be used for children ordered on the wait list.
- Parents/Guardians or a family representative (18 years or older) are welcome to attend the live General Lottery, but do not need to be present for their child(ren) to be enrolled.
- NO CHILDREN may attend the live General Lottery.
- After the lottery process, all families will receive a letter from the program/building Principal confirming enrollment of their child to the Spanish Immersion Program or their order on the wait list for the upcoming school year.
- Except for transfer students meeting requirements set forth below, no students will be enrolled after second grade.
- A student may be enrolled after second grade only if the student is transferring into the School District and can show evidence of enrollment in a public or private school Spanish Immersion program in the school from which the student is transferring; and the student's admission will not cause class enrollment to exceed 29 students.

2016 Spanish Immersion Timeline

Live Parent Information Night- Liberty Bell Elementary 6-7 PM– November 19, 2015 or February 16, 2016.

Online Activities: Available February 17, 2016 (contact mcmullens@sbsd.org for login information)

- **Recorded Classroom Visits**
- **Teacher, Parent, and Student Interviews**
- **Recorded Parent Information Night**

Live Spanish Immersion Classroom Visits – March 2, 2016 9:30 – 11:00

Parent Program Commitment Form – DUE March 31, 2016

Online Registration (after completion of required prerequisite orientation activities Commitment Form) – DUE March 31, 2016

Live General Lottery – Liberty Bell Elementary – 6 PM Wednesday April 13, 2016

Enrollment Procedures if less than 29 Students are Initially Enrolled

In the event that less than 29 siblings and new students are enrolled during the initial procedures as outlined above, there shall be no lottery and any newly interested families will follow these steps for enrollment:

- Any interested parent shall contact the Liberty Bell Office for instructions.
- Parents will be instructed to complete the online registration form first and then to enroll in the online Parent Orientation Course.
- Students will be enrolled on a first come first serve – BUT parents must complete all activities in the online course within a one-week period after registering online. If parents do not complete the online work in one week, the student’s name will go to the bottom of the list of newly interested families.
- Students will continue to be enrolled in this manner until the 29 maximum enrollment quota is filled, after which a wait list will be established.