

# APPENDIX V – 93

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**TUCSON UNIFIED**  
SCHOOL DISTRICT

## **Tucson Unified School District Two-Way Dual Language Enrollment Policy**

For open enrollment and magnet programs, the first phase of enrollment takes place by the parents submitting a School Choice Application to the School Community Services to begin the student placement process. Applications are released in October. For students attending a neighborhood school with a TWDL program, parents will enroll them at the school site. By end of January of each school year, the enrollment reports will be reviewed to determine the language proficiency of each student.

During the enrollment period, children whose families signed a Home Language Inventory (HLI) indicating that they speak a language other than English at home and have expressed an interest in participating in the Dual Immersion Program will be asked to take an assessment to determine their level of proficiency in Spanish. The results of this assessment will be used to form classes balanced in the following way:

equal percentages of native Spanish speakers (to include English Language Learners), bilingual speakers, and native English dominant students.

In the absence of students to balance in this manner, careful attention will be given to ensure that each class has no less than one third 1/3 of a given language group necessary to fully implement the program.

### **District Guidelines for Recruitment & Enrollment of Students into the TWDL program**

#### **I. APPLICATION AND ADMITTANCE**

##### **A. Application for Enrollment Admission**

## **1. Neighborhood School**

For students attending a neighborhood school with a TWDL program, parents will enroll them at the school site.

- a.** Attend an informational meeting, or meet with a site administrator.
- b.** Return their completed Two-Way Dual Language Application.

## **2. Non-neighborhood School**

### **School Choice Application Required (Lottery Process)**

Each year, beginning in October and until the program is filled; parents may submit a School Choice Application for the Two-Way Dual Language Program. Applications received after the program is filled at the school of choice will be placed into an applicant pool.

Prospective parents of students applying to the Dual Language Program must attend an informational meeting before their application will be considered. Informational meetings will be held at each school site, as well as, TUSD Family Centers during the months of Oct-Dec. Families wishing to enroll their children in the Tucson Unified School District TWDL Program must:

- a.** Attend an informational meeting, or meet with a site administrator.
- b.** Return their completed Two-Way Dual Language Application.
- c.** Submit School Choice Application.
- d.** Include signed application with verification of attendance at informational meeting.

### **3. Application Packets**

**a.** Application packets will include: district application form, school/district contact information, frequently asked questions, a Dual Language Program brochure, an application form, and a Home Language Inventory. Applications will be available at Dual Language school sites, and at the TUSD School Community Services office.

**b.** The deadline for submitting completed applications will be the end of March. Completed applications will be accepted at the TUSD School Community Services office.

### **4. Siblings**

**a.** Siblings will be given priority consideration during the application process.

**b.** Preference will be made to maintain an equal balance of native English speakers to native Spanish speakers when placing students within the program.

### **5. Lottery**

**a.** A selection lottery is held only if the number of students interested outnumbers the number of spaces available at a site

**b.** If a selection lottery is necessary, it will take place within two weeks following the closing date of when applications are to be received.

**c.** In the event that a balance of 50% native Spanish speakers and 50% native English speakers is not reached, the application process will continue until the language balance is met.

### **6. Notification**

The district's School Community Services office will notify parents by written notification if their child has been selected by lottery. Parents will also be notified of the required parent orientation meeting at the school.

### **7. Ongoing Placements**

Placements made during the rest of the year will be made by school site principals in consultation with the district School Community Services. The School Community Services office will notify parents by phone and written notification of placements made during the remainder of the year.

### **8. Wait List Placements**

Students on the waiting list will be placed into the Dual Language Program as openings become available. The waiting lists will be maintained by the district's School Community Services contact person.

## **B. Grade Levels for Entry**

**1. Kindergarten** Each year, to ensure that classrooms within the Dual Language Program are linguistically balanced, students will be designated as one of the following, based on the HLI and initial assessment: native English, bilingual, or native Spanish speaker. These designations will be used to place siblings first. Any new applicants will be added to the program based on their language designation.

**2. First Grade** Students in the first grade may be enrolled in the Dual Language Program only through January of the current school year, except in cases where the student has previous academic instruction in Spanish.

**3. Second to Eighth Grade** - Incoming students with academic instruction in Spanish may be placed in an age appropriate

grade. All students applying to enter the program in grades 2 – 8 will be required to go through a language screening process. Students should demonstrate near or at grade-level proficiency in Spanish reading and writing in order to enter the program. There is no minimum English proficiency required for entry into the program.

**4. Ninth to Twelfth Grade** – All students may participate in one of the pathways to biliteracy. Student placement in Spanish will be determined by a Spanish placement test which will be given early spring semester to all 8<sup>th</sup> graders in TWDL programs. This placement exam will also be available for students not previously enrolled in a TWDL program, but who would like enter the high school pathway toward biliteracy.

### **C. Out of District Applicants**

Priority is given to those families that reside in the Dual Language Program neighborhood school attendance boundaries, and then to those within Tucson Unified School District boundaries. In the event that all in-district candidates are placed, and there are remaining slots available, applicants residing outside of the district will be accepted, pending the approval of their district of residence. Parents of these students must follow the district's procedures for requesting an inter-district transfer.

## **II. ACCEPTANCE AND ENROLLMENT**

### **A. Notification**

All applicants will be notified by written notification within two weeks of the lottery drawing to inform them of acceptance into the Tucson Unified School District Two-Way Dual Language Program or their placement on the waiting list.

### **B. Orientation**

Parents of students accepted into the program are required to attend an orientation meeting before the end of the school year that further describes the program model and provides question/answer sessions. These orientation sessions will take place at the school sites. Parents must attend an orientation meeting in order for their student to enter the program.

Parents will be asked to:

1. Attend a Parent Orientation;
2. Support their child's second language acquisition and development by stressing the value of biliteracy and multiculturalism to their child;
3. Support their child's first language development at home by reading to and with their child in their first language each day;
4. Communicate with their child's teacher and district administrators periodically to avoid misunderstandings about their child's learning and the program;
5. Commit to keeping their child enrolled in the Dual Language Immersion Program through at least 5th grade;
6. Notify the school office in advance in the event the family plans to move.

### **C. Students with Special Needs**

Students with special education needs will have equal access to the Dual Language Program within the allowances of a student's IEP. Upon enrollment, students will receive the same level of service and support provided to all Tucson Unified School District students