

District 742 Immersion Program Guidelines

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Curriculum/Instruction/Staff Development/Assessments – (Julia)

- The Curriculum Office will budget \$6,600 for program set-up for each new classroom. The buildings will work to meet student and teacher needs beyond the initial set-up.
- Beth will meet with teachers/order the curriculum and set up materials to be delivered by July of each school year. This will allow for planning, review and reflection before the school year begins.
- The Immersion Teachers will use the state standards as their guide, and curriculum will be standards based.
- The **staff appointed helper will administer and analyze the English assessments** that the grade levels and teachers give to. (see assessment)
- The **Immersion teachers will administer and analyze the language assessments** that their grade level teachers do to inform their instruction.
- Intervention will be provided in both English and the targeted language.
- The Immersion staff will be in-serviced by the Program Improvement Facilitator on an on-going basis on the standards/curriculum/assessments.
- English instruction will begin in second grade. The initial instruction will be in writing and language skill development.

Approximate minutes =

Kdgn. – 0 minutes

1st Grade – 0 minutes

2nd Grade – 30-60 minutes – will start after January 1st

3rd grade – 60 minutes

4th Grade – 60 minutes

5th Grade – 60 minutes

6th Grade – 60 minutes

- Report card – the report card schedule is the same as English learner. Targeted language skills are highlighted along with English skills on all Immersion report cards.
- Staff Development will be determined by individual teacher/program needs. It is an expectation that all teachers will be trained to “district expectations” and the immersion training will be in addition to a “base” of training.
- Both Immersion Programs will **strive to offer Summer School programs.**

- Teachers will be a part of the regular education Learning Cohorts in the buildings and an Immersion Vertical Team.

Internal Relations – (all)

- Both programs will strive to meet the developmental needs of the programs and the emotional/social needs of the staff who provide our Immersion education.
- The “support” challenge includes: within the team, within each staff, within the district, within the community, Board direction and support. Both programs will strive to meet the developmental needs of the programs and the emotional/social needs of the staff who provide our Immersion education.

Licensure – (Director of Human Resources)

- HR will be responsible for processing all variances and alternative licensing for teachers hired without their elementary licensure.
- It is the responsibility of each teacher to meet the necessary licensing requirements within the allotted timeline.
- HR will notify the individuals working without their elementary teaching license of the District’s timeline for licensing/reposting of their positions. It would be a goal to post any positions that may not be filled by the appropriately licensed teacher in late December or early January of each year. This would be to maximize the candidate pool for our programs. *If not properly licensed, teachers will need to re-apply for their positions for the following school year.*

Questions regarding the District Program – (Welcome Center)

- All questions will be directed to the Welcome Center with the promise of a one-week-turn-around on responses.
- Principals will answer questions at the school level.

Parent Involvement – (Principals)

- Parent Support and Involvement are positive ways to sustain and “sell” the program.
- Parent activities are planned at each site.
- Parent education is done (on a limited basis) at each site.
- Registrations will be completed at the Welcome Center and Clearview Elementary. Updated information will be shared by the principals so all communications are accurate and timely.
- **Entrance Criteria**
 - Any child wanting to enter the Immersion program beyond 1st grade must take and pass an entrance exam.
 - After 1st Grade, no child without previous Spanish/Chinese experience will be allowed in the program

Public Relations – (Office of Equity Services)

- **A comprehensive public relations plan will be developed by the Office of Equity Services/Community Relations and shared with all.** The plan will highlight a month-by-month outline of information sharing with the internal (in-district) and external communities. The goals of the information sharing will include, but not be limited to, student recruitment,

staff recruitment, district “celebrations”, and Equity Plan accomplishments. Some of the tools used to share information will include; utilizing the District and school web pages, sharing media creations with PTA’s and service groups, newspaper articles, contacts with local colleges, newspaper ads, parent information nights, mass mailings, visits to preschools/daycares/community centers, personal contacts and more.

- Once the District plan is developed, each building will refine measures to “share the good word” at each site.
- Data will be shared as part of the PR plan
- All communication/recruitment will begin in January of each year.
- Parents and students will be surveyed each year and the survey results will be shared with the public as part of our improvement plan and public relations plan.

Staffing – (Director of Equity Services)

- Teachers will be paid for using Integration Plan Funds.
- We will hire K-6 licensed/native speakers when possible. If teachers with these credentials are not available, licensure and fluency are the criteria that will be examined next. Screening tools will be used to evaluate fluency.
- We will not cap class sizes in Immersion as paraprofessionals will be hired to support teachers using Equity dollars. This is to maintain numbers and sustain teachers in the middle grades.

Transportation – (Director of Equity Services)

- Students who live within the District will be transported to their Immersion school, their siblings will also be transported.
- Students living outside our District should be directed to the Equity Service Director to negotiate any potential transportation plans. (Up to 4 miles over the border)
- Our goal is that students will ride on a bus for less than one hour/one way.
- All questions regarding transportation will be directed to the Welcome Center and a response will be given within a one week timeframe.