Responsible Office(s): Office of Academics: Department of English Language Development

PURPOSE

This Administrative Procedure establishes the requirement to develop classrooms that are linguistically balanced in Two-Way Immersion (TWI) programs; and to provide direction for identifying and enrolling students in a TWI program in the Washoe County School District ("District").

PROCEDURE

1. Program Registration

   a. Registration and Kindergarten screening procedures follow District dates and guidelines; no additional screening is to be administered in order to be admitted to the Two-Way Immersion program.

   b. A Two-Way Immersion Kindergarten informational meeting shall be held for parents/guardians the first week of March at school. Additional efforts should be made to reach the Spanish-speaking population through advertisement and promotion of the Two-Way Immersion program at the school and within the community.

2. Placement

   a. The school site will make every effort to create balanced classrooms of Spanish-only speakers, English-only speakers, and students who use both languages at home.

   b. Enrollment will be based on creating a linguistically balanced classroom and not on a first-come, first-served basis.

   c. Students with a sibling in the Two-Way Immersion program will receive preferred placement.

   d. Kindergarten

      i. No final placement decisions or enrollment notifications will be made until all Kindergarten screenings are completed.

      ii. If registration for Two-Way Immersion Kindergarten exceeds the maximum class size, a lottery to select students for each language group (Spanish-only, English-only, and Spanish & English) will be held in order to balance the classroom.

      iii. Students previously not selected will have their names placed in the lottery and a random drawing will occur at the school site that involves administration, parents/guardians, and teaching staff. For example:

1. if there are four (4) Spanish or English speaking spots open and ten (10) Spanish or English speaking students wanting to be enrolled in Two-Way Immersion, then all ten (10) names shall be placed in the lottery and the first four (4) selected will be contacted.

2. If any of those selected in the lottery elect not to be enrolled, then a second drawing occurs with the remaining six (6) names.

   e. Students will be selected and/or placed on a waiting list based on the goal of having a balanced classroom of Spanish-only speakers, Spanish and English speakers, and English-only speakers.

   f. Parents/guardians who register their child after the lottery will be placed based on program availability.

   g. If positions in the Two-Way Immersion Kindergarten are declined by parents/guardians or become available, those positions will be filled with students not selected during the initial lottery and with the goal of creating a balanced Two-Way Immersion class.

3. Variances

   a. Variances will be considered after zoned students have been placed.

   b. Placement decisions may be influenced based on achieving the most balanced Two-Way Immersion Kindergarten classroom possible and exceptions may occur.

   c. For additional information about variances, see Administrative Regulation 5015, Variance from Zoned School.

4. Class size

   a. If registration for Two-Way Immersion Kindergarten exceeds the maximum class size, a lottery to select students for each language group (Spanish-only, English-only, a Spanish & English) will be held in order to balance the classroom.

   b. Parents/guardians should be invited to attend the drawing but attendance is not mandatory. A witness, such as the PTA President or District personnel, should be present.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns with the governing documents of the District, to include:

   a. Administrative Regulation 5015, Variance from Zoned School

2. This Administrative Procedure addresses the recommendations of the Stetson Report 2011 and Center for Applied Linguistics CAL Report 2013.

REVIEW & REPORTING

1. This procedure will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
11-16-2016	1.0	Adopted
3/25/2019	1.1	Revised: Updated department name