



ADMINISTRATIVE PROCEDURE

6144

Procedure No.

LANGUAGE IMMERSION PROGRAMS

October 14, 2016

Date

I. **PURPOSE:** To identify the steps for entrance into the selection-based Immersion programs, steps to be taken when students enrolled in the programs are experiencing difficulty in school, and for exiting an Immersion program.

II. **BACKGROUND INFORMATION:** The Board of Education is dedicated to support programs of choice that offer a unique or specialized curriculum or instructional approach. These programs are designed to meet the needs of a diverse student population and to accommodate parental preference, where possible. Entry into specialty programs is generally managed through a computerized, random selection process called lottery.

Specialty programs provide options in addition to the broad spectrum of programs in each comprehensive school. They are designed to address the needs and interests of students and parents. These programs allow for exploration and development of interests and needs while following state and school system mandates.

III. **DEFINITIONS:**

- A. Entry grade – the grade at which program instruction begins.
- B. Open Access – whole school programs are located in neighborhoods/schools where every child in the boundary is automatically eligible to participate in the specialty program.
- C. Selection-based specialty programs – students must submit an application, audition, and/or meet certain selection criteria (i.e., lottery, testing). These selection-based programs can encompass the whole school or be a program within a school.
- D. SIT – Student Instructional Team (SIT) made up of school professionals who analyze students' current progress and identify appropriate interventions.

IV. **PROCEDURES:**

- A. All Language Immersion programs follow general procedures pertaining to promotion, retention, and acceleration of students following Administrative Procedure 5123.2.



ADMINISTRATIVE PROCEDURE

6144

Procedure No.

LANGUAGE IMMERSION PROGRAMS

October 14, 2016

Date

B. Selection and Enrollment

1. Entry into Kindergarten of a selection-based Language Immersion program is managed by the lottery. There is no early entry and no transfers into the program at Kindergarten.
2. Preferential entry consideration will be given to applicants for Kindergarten who have a sibling continuing in the same program and make a timely application for entry as a sibling. This preferential consideration is only available at Kindergarten (the entry grade) for applicants meeting the age and other entry requirements and does not guarantee placement. (See Administrative Procedure 6148 for details.)
3. Entry into Grade 1 and above requires students to have a demonstrated skill level (speaking, listening, reading, and writing) in the immersion language and also in English to be considered for entry. Admissions to a Language Immersion Program at a grade level other than Kindergarten must follow Administrative Procedure 6148. Testing will be conducted by the Immersion Programs Office in June or July for the upcoming school year. Placements will be made until September 30.
4. Reciprocity from like Immersion Programs outside of Prince George's County Public Schools will be determined by the Office of Pupil Accounting and School Boundaries. If warranted, reciprocity will be offered with placement decisions based on successful proficiency testing by the Immersion Programs Office and space availability by the Office of Pupil Accounting and School Boundaries.

C. Minimum Academic Expectations

1. Language Immersion programs offer challenging and innovative instructional content for students who are interested in this uniquely focused and specialized curriculum. It is essential for students to attain at least minimal levels of proficiency in required courses. This level of achievement is necessary to ensure academic success in subsequent required courses and increases at each grade level. Program participants are also required to attain English language proficiency comparable to students at the same



ADMINISTRATIVE PROCEDURE

6144

Procedure No.

LANGUAGE IMMERSION PROGRAMS

October 14, 2016

Date

grade level who are instructed only in English.

2. Immersion students in Grade K-1 who show limited growth in language acquisition, as demonstrated by formal and informal literacy assessments, will be given academic assistance.
3. Immersion students in grades 2-8 who fail to attain a “C” average or 2.0 or higher in one or more of the core academic courses, in any marking period, will be given academic assistance. Students in grades 9-12 who fail to attain a “70%” or higher in Language Immersion classes will be given academic support.

D. Academic Assistance

1. Whenever it is determined that a student is in need of academic support, the school-based Immersion Program Coordinator will provide written notification of that action to the parents/guardians and teachers of record.
2. Academic support, initiated at the end of any marking period in which the student experiences academic difficulty, will include a parent conference and strategic intervention provided by the SIT team. The academic support provided will be determined by the SIT team.
3. At any time, parents/guardians, teachers, counselors, and/or administrators/coordinators may request a review of the student’s grades/progress.
4. Students who have received academic support and fail to earn a “70%” average (grades 9-12) or 2.0 GPA average (grades 2-8) or better in required courses will be referred to the school’s SIT team for review. If withdrawal is the recommendation of the school team, documentation must accompany in the written request for removal from the program and be forwarded to the Executive Director of Curriculum and Instruction.
5. A parent may appeal a recommendation for removal as described in the Appeal Procedures below.



ADMINISTRATIVE PROCEDURE

6144

Procedure No.

LANGUAGE IMMERSION PROGRAMS

October 14, 2016

Date

E. Removal

1. Once a recommendation for withdrawal is approved by the Executive Director of Curriculum and Instruction, the Principal will notify the parent in writing of the decision to return the student to their regular attendance area school at the end of the school year. The student's withdrawal papers are sent to the student's boundary school.
2. The Principal will send a copy of the withdrawal letter to the Department of Pupil Accounting and School Boundaries. The student will be removed from the program file.
3. If a student is voluntarily withdrawn by the parents/guardians, the parents/guardians will sign the Language Immersion Programs Voluntary Withdrawal form (attached). Any student voluntarily withdrawn from the program will not be guaranteed re-entry after a 10-day grace period and must follow the procedures of any child gaining entrance beyond Kindergarten.

F. Appeals:

1. Determinations regarding removal from program under this administrative procedure shall be made by the Executive Director of Curriculum and Instruction. However, a parent/guardian who wishes to appeal the decision must submit a written appeal to the Office of the Deputy Superintendent for Teaching and Learning within 10 calendar days of the withdrawal decision.
2. If the Deputy Superintendent for Teaching and Learning or designee upholds the decision to withdraw the student, the parent may appeal that decision to the Office of Appeals, which serves as the Chief Executive Officer's designee, within 10 calendar days of the Deputy Superintendent or designee's decision. The parent/guardian should indicate the reason for seeking review of the decision and may include additional information for consideration.
3. The Office of Appeals will determine if there was a material departure from the policies and procedures by the SIT or Executive Director of Curriculum and Instruction which adversely impacted the appellant.



ADMINISTRATIVE PROCEDURE

6144

Procedure No.

LANGUAGE IMMERSION PROGRAMS

October 14, 2016

Date

-
-
4. An appeal from the decision by the Office of Appeals to the Board of Education must be made in writing and received by the Board Office within ten (10) days of the date on the decision letter by the Office of Appeals, acting as the CEO's designee. If there is additional information in the appeal to the Board, the Office of Appeals will be given an opportunity to respond in writing and shall provide a copy of its response to the appellant before the Board considers the appeal. The Board's decision shall be final and rendered in writing.
- V. **RELATED PROCEDURES:** Administrative Procedure 6148, Lottery and Audition Administration and Selection Procedures; Administrative Procedure 5124, Proactive Student Services Intervention; Administrative Procedure 5123.2, Promotion, Retention and Acceleration of Students.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Teaching and Learning and Department of Pupil Accounting and School Boundaries and will be updated as needed.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure supersedes Administrative Procedures 6144, Monitoring and Exiting Procedures for Specialty Programs, dated July 1, 2010, for Language Immersion Programs.
- VIII. **EFFECTIVE DATE:** October 14, 2016.

Attachment: Sample Voluntary Withdrawal Form

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, 11, 12, and 13