Washington County School District
121 West Tabernacle Street
Saint George, Utah 84770
435-673-3553

Administrative Letter A175

Guidelines for Dual Language Immersion (DLI) Program

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DATE: January 2026

REGARDING: Guidelines for enrollment and sustainability with the Dual Language Immersion Program.

The purpose of this administrative letter is to provide guidelines and procedures for the implementation, enrollment, and sustainability of the Dual Language Immersion (DLI) program within the Washington County School District. To ensure program viability and effective instructional outcomes, continuation of the program beyond the elementary grades will be contingent upon sustained student enrollment.

Dual Language Immersion Program

Washington County School District supports the DLI program, which provides students with the opportunity to achieve proficiency in both English and a target language (e.g., Mandarin Chinese, Portuguese, and Spanish).

Non-Discrimination: The DLI program is open to all students regardless of race, ethnicity, national origin, or language background. The district will ensure that the program is inclusive and accessible to all students, and that no student is excluded based on language proficiency, socio-economic status, learning disability, proficiency level, or any other discriminatory factor.

1. **Goals of the Dual Language Immersion Program**

   • Develop high levels of proficiency in both English and the target language.

   • Promote cultural understanding and awareness.

   • Enhance academic achievement through bilingual and biliterate education.

   • Provide equitable access to language learning for all students.

2. **Eligibility for Enrollment**

• The DLI program is available to all incoming first-grade students, regardless of language background.

• Enrollment in the DLI program is based on availability, with priority given to students who meet specific criteria set by the district.

• Students may be added to the program through December of second-grade. Older students may be eligible for the program, provided they meet language proficiency requirements determined by the district.

3. Enrollment Process

• Application Period: The district will set an annual application window for DLI enrollment, typically in the winter/spring of the year prior to the start of the school year.

• Lottery System: If the number of applicants exceeds available spots, a lottery system will be used to randomly select students for the DLI program. Criteria to determine placement will be done in this order:

- In-boundary student

- Family member currently in DLI program at that school site

- Out-of-boundary student

• Post-Deadline Enrollment: After the application period, late applicants will be placed on a waitlist and may be enrolled if openings become available.

• Out-of-Boundary Enrollment: Students living outside the school's boundaries may apply for the DLI program through the district's Open Enrollment process. Parents are responsible for transportation.

4. Program Continuation Based on Enrollment

• The Dual Immersion Program will be reviewed at key transition points to assess student retention and program sustainability.

• If significant attrition occurs between 1st and 5th grade, resulting in a class size below viable levels, the program will not continue into 6th grade.

• If the program does not continue, out of boundary students will need to move back to their boundary school.

5. Minimum Enrollment Requirement

• A minimum of 25 students enrolled in the Dual Immersion cohort is critical to the success of the program as well as provides a financially sustainable program. When a DLI program drops below the 25 student threshold, the following will be considered:

- A different structure at the elementary level.

(ie. one class instead of the typical two, a split grade level cohort)

- Combining classes at the secondary level.

(ie. DLI 4 and DLI 5 would be one session as a hybrid course)

• After 3 consecutive years of declining enrollment, that specific DLI program will begin the "sunsetting process."

• If target language teachers are not available, due to circumstances beyond our control, the "sunsetting process" will begin.

6. Enrollment Assessments

• Formal enrollment assessments will be conducted at the following grade levels to determine program continuation:

- 6th Grade: Assessment to determine continuation into middle school.

- 8th Grade: Assessment to determine continuation into high school.