DISTRICT ROLES AND RESPONSIBILITIES
(Note: Items in RED = mandatory program preparation items)

2 years before implementation

Fall
✔ High school Site Projection and Bridge Program (BP) Planning Meeting: district moves forward with process for proposing and approving Bridge Program (BP) sites; face-to-face meeting with district program administrator(s) and L2TReC representative

Recommended at each Parent-Teacher Conference, or 2x/year
✔ District distributes information on Secondary DLI / Bridge Program Advanced Language Pathway to:
  ▪ Parents/students in DLI grades 3-6
  ▪ Parents/students in DLI grades 7-9
  ▪ Students in WL level 3 and 4 at the projected high school site, specific to the Bridge Course language to be offered

Winter/Spring
✔ For each new BP site: Highly recommended that district set up face-to-face meeting with high school World Language Department at the projected site. Facilitate the addition of the Bridge Courses to the WL Department and allow opportunity for teachers to ask questions. L2TReC representative is available to attend and support this meeting upon request.
  o Who attends: district WL administrator or coordinator, HS WL department head, all WL instructors at the BP site

September-December
✔ Assess current staffing eligibility for the HS Bridge Instructor position (must meet requirement of receiving Advanced-Mid on the Oral Proficiency Interview test, as per state licensing for DLI program)

1 year before implementation

Fall (Sept. – Nov.)
✔ University-High School Partnership Meeting: review Bridge Program Fidelity Assurances, district roles, university roles, hiring, funding, enrollment/registration deadlines, grading
  o Who attends:
    ▪ L2TReC representative
    ▪ University representative(s): Either Department Head, other Department Representative, and BP Language Instructor
    ▪ District representatives: curriculum director, WL coordinator, district representative for counseling, district CE representative
    ▪ Building representatives: High school site administrator (principal or VP), high school counselor representative
Recommended at each Parent-Teacher Conference, or 2x/year

✓ District distribute information on Secondary DLI / Bridge Program Advanced Language Pathway to:
  ▪ Parents/students of DLI students grades 3-9
  ▪ Students in WL level 3, 4, and AP at the future BP high school site, specific to the Bridge Course language to be offered

November

“BP Letter of Intent” / Enrollment Projection- It is critical that districts acquire a reliable enrollment projection by the end of December. Send letter informing parents/students about Bridge Program and upcoming course option, and request that every family report intention to enroll if student qualifies. Send home to A.) Every DLI student in grade 9 (DLI 5 Honors) and B.) Every AP student in the language and site to offer the Bridge Course. (Letter of Intent is a non-binding agreement.) District should account for responses from all DLI families. (Sample “Letter of Intent” available upon request)

3 critical questions on Letter of Intent
1.) I DO / DO NOT intend to enroll the following academic year in the Bridge Course (pending AP Language and Culture test results)
2.) For students enrolled in DLI 5 Honors:
   YES/NO: I understand that I may take the AP Language and Culture course in 10th grade as a means to access a Bridge Course the following school year.
3.) I plan to attend the following high school: ___________________

December

✓ Enrollment Projection- In good faith, enrollment projection must be reported to L2TReC and to partner University no later than the end of December. University course sections shall be established based on this enrollment.

Winter-Spring

✓ Post job opening for High School Bridge Instructor, as needed.
✓ Register students for Bridge Course; Counselors review “BP Registration Procedure and Fees” document with every student (informing student/parent of admission & registration deadlines and fees for the following year)
✓ Co-construct the HS Schedule: HS to communicate with L2TReC and Partner University to build the schedule for next year’s course; be aware that the Partner University must agree to the scheduling plan since the university instructor may have additional on-campus duties or teach at additional high school sites
✓ Schedule Parent Night(s) for August of next year: coordinate between high school, university, and L2TReC, send parents/students date before end of school year
  o Content of Parent Night: provide overview of state model and district program; University and High School instructors introduce themselves and present overview of the course content and expectations

Summer-Fall of program launch

✓ UofU/L2TReC Summer Teacher Workshop: 4-day Bridge Course content workshops
✓ Bridge Program Summer Institute: University-HS instructor institute; 3-days in August for co-teaching preparations and course.
✓ Mandatory 1 day Winter Bridge Program Workshop: 1 day professional development