

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 L2TRC representative
Topics to discuss: Program Assurances, program goals, funding, staffing, university partnership, CE model, co-teaching model, scheduling, early enrollment projections, parent and student communication (e.g. Bridge Program Flyer)

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. L2TRC representative is available to attend and support this meeting upon request.
 - 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. Also consider: willingness to collaborate as a co-teacher, and ability to represent and promote DLI program and pathway.)



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, co-teaching partnership, grading, parent & student communication
 - Who attends:
 - L2TRC representative
 - University representative(s)
 - District representatives: curriculum director, WL coordinator, district representative for counseling, district CE representative
 - HS Building representatives: High school site administrator (principal or VP), high school counselor representative

Recommended at each Parent-Teacher Conference, or 2x/year

- ✓ District distribute Secondary DLI / Bridge Program Advanced Language Pathway FLYER (https://l2trec.utah.edu/bridge-program/resources/documents/2020Jan_Bridge_Program_Parent_FLYER.pdf) to:
 - Parents/students of DLI students grades 1-9
 - 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 - December

Annual Early Enrollment Projection & “Student Commitment & Early Enrollment” Form -

It is critical that districts acquire a reliable enrollment projection by the end of December based on student intent to continue.

November 1-30: 1. Send letter informing parents/students about the Bridge Program and upcoming year’s course, 2. Formally survey student commitment using program form, 3. Complete District Early Enrollment Report spreadsheet. Submit Enrollment Report to Bridge Program director (jill.landes-lee@utah.edu). District should account for responses from all DLI track, AP track, and continuing Bridge Program students. **All forms available at:** <https://l2trec.utah.edu/bridge-program/administrators/index.php>

December 1-7: Enrollment Projection Report- In good faith, enrollment projection must be reported to L2TRC and to partner University. University course sections shall be established based on this enrollment.

Winter-Spring

- ✓ **Consider hiring needs** based on projected sections and scheduling needs, instructor OPI credential, willingness to collaborate as a co-teacher, and ability to represent and promote DLI program and pathway.



- ✓ **Register students for Bridge Course; Counselors send CE Enrollment procedure to students/families** (informing student/parent of admission & registration deadlines and fees for the following year)
- ✓ **Co-construct the HS Schedule:** HS to communicate with L2TRC and Partner University to build the schedule for next year's course. Please 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 multiple high school sites. (L2TRC will help with consideration of scheduling considerations which may include the following: multiple schools, multiple districts, travel time, diverse district calendars)
- ✓ **Schedule Bridge Program Orientation (Parent Night) for August of next year:** coordinate between high school, university, and L2TRC, send parents/students date before end of school year
 - 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
- ✓ **Discuss protocols for CE registration, considering needs of students from demographic groups which are historically underrepresented in high school advanced course work.** L2TRC is available to help in this process. (*How does registration happen? How do students pay? How do students register with your partner institution for Bridge? What deadlines must be met? How do you help ensure that every student successfully registers? How will we communicate the CE registration and enrollment process with parents and with students?)*
- ✓ **JH provide the HS with a roster of DLI students** who will be eligible to register for the Bridge Course via the DLI 5H pathway, pending AP results.

Summer-Fall of program launch

- ✓ **CRITICAL: July-August AP Score and Student Roster cross-check:**
 1. **Early July: Access AP Language scores** from College Board report.
 2. Based on AP Language score, **mail letters to all DLI5 students** congratulating them for taking the AP exam in 9th grade and informing them of their next course placement (either AP Language or the Bridge course).
 3. **Finalize total enrollment numbers & section numbers** with L2TRC and partner institution. Do not place any student on the Bridge Program roster who has not met the AP exam prerequisite.
 4. **August 1-15: Send Bridge Program roster to partner institution-** a building administrator must submit a spreadsheet to your partner institution (USU, WSU, UofU, UVU, SUU or DSU) with a complete student roster and confirmation for each student (Yes/No) that they met course prerequisite (AP test score of 3+). Test score reports may not be submitted by teachers or by students.
- ✓ **Instructor: Bridge Program Summer Institute:** University-HS instructor institute; 3-days in August for co-teaching preparations and course.
- ✓ **Instructor: 1 day Winter Bridge Program Workshop**

