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## MEMORANDUM NO. 2014-065

**TO:** School District Superintendents  
School Principals

**FROM:** Robin Holbrook  
Standards, Learning, and Accountability Division

**DATE:** May 12, 2014

**SUBJECT:** Wyoming Dual Language Immersion Program Application

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# APPLICATION FOR DUAL LANGUAGE IMMERSION PROGRAM GRANT AVAILABLE

**CHEYENNE** - The Wyoming Legislature has provided \$450,000.00 from the school foundation account to the Department of Education “to initiate a Dual Language Immersion Program within schools during school years 2014-15 and 2015-16” (2014 Wyo. Sess. Laws 113).

The purposes of this grant is to distribute financial assistance to school districts for the provision of Dual Language Immersion Programs and to require the use of a target foreign language during not less than 50% of student-teacher contact time during each school day.

Priority in funding shall be given to:

- New school districts/charters to Dual Language Immersion programs
- New languages to current school districts offering a Dual Language Immersion program
- School Districts that are expanding Dual Language Immersion program opportunities

Districts and schools wishing to apply for these funds are asked to complete the application attached to this memo. Schools are to receive the funding by August 15, 2014.

The deadline to submit the application to the WDE is July 7, 2014.

For questions, please contact Robin Holbrook at [robin.holbrook@wyo.gov](mailto:robin.holbrook@wyo.gov) or 307-777-5217

Wyoming Dual Language Immersion Program  
Grant Application 2014-15

Deadline for Applications: July 7, 2014

Cindy Hill  
Superintendent of Public Instruction



Wyoming Department of Education  
2300 Capitol Avenue  
2<sup>nd</sup> Floor Hathaway Building  
Cheyenne, WY 82002

# Application Instructions for Wyoming School Districts and Charter Schools Seeking Funding to Initiate a Dual Language Immersion Program

## I. Introduction/Background

The Wyoming legislature has provided \$450,000.00 from the school foundation account to the Department of Education “to initiate a Dual Language Immersion Program within schools during school years 2014-15 and 2015-16” (2014 Wyo. Sess. Laws 113)

The purposes of the Wyoming Dual Language Immersion grant are to:

- Distribute financial assistance to school districts for the provision of Dual Language Immersion programs.
- Require use of a target foreign language during not less than 50% of student-teacher contact time during each school day of student enrollment in the program.

### Dual language Immersion program models:

**One-way immersion:** a program in which a student population consists primarily of English language speakers with limited to no proficiency in the immersion language (e.g. Chinese, French, German, Spanish). One-way immersion programs have less than one-third of students from the minority language group. If the ratio of majority to minority language students rises above 2:1, it becomes a two-way immersion program.

**Two-way immersion:** a program in which a student population consists of both majority English language speakers and minority language speakers (e.g. Spanish) with dominance in their first language and home language support for this language. A 1:1 ratio is ideally maintained for these two language groups, but a minimum of one-third of each language group (such as 2:1 ratio) is required.

## II. Program Description

**A. GOAL:** The Dual Language Immersion program will prepare Wyoming students academically, linguistically and socially for the challenges and needs of the global community. Students will attain academic achievement that is at or above their grade level.

**B. USE OF FUNDS:** The program shall provide funding for programs to begin for the 2014-15 and 2015-16 school years. Funds are to be used for training, human-resource recruitment costs, and acquisition of instructional materials necessary to initiate a Dual Language Immersion program. Funds are NOT to be used for FTE or any other purpose outside of support for Dual Language Immersion. Funds are in addition to the foundation program computed for that district under W.S. 21-13-309(p).

- Training, human-resource recruitment costs, and acquisition of instructional materials may include but are not limited to:
  - Support for planning (travel to observe DLI programs)
  - Materials (curriculum)
  - Support for instruction (professional development)
  - Special costs related to acquisition of properly endorsed teachers delivering instruction in the target language (Visa application, travel to recruitment fairs, transcript translation costs)

**C. SCHOOL REQUIREMENTS:** Districts may receive assistance for one or more schools for up to two eligible grades. Each eligible school receives up to \$15,000.00 per grade per school year.

- This may include but is not limited to the following for a district:
  - A Kindergarten and/or a First grade program for 2014-15
  - A pilot in one elementary school in 2014-15, then another pilot in a different school in 2015-16

WDE strongly recommends that schools also commit to using a two-teacher model (i.e. a team consisting of a teacher who teaches in English and a teacher who teaches in the target language). 50/50 instruction is required and rotations that lead to less than 50% of instruction in the target language are not permitted. Students must enroll full-time in only one school and cannot share enrollment between schools, immersion or non-immersion, nor home school.

**D. AMOUNT OF GRANT PROGRAM SUPPORT:** Grants will be awarded to district or charter elementary schools in the amount of \$15,000.00 per grade during school years 2014-15 and in 2015-16 provided the school meets the program requirements.

### **III. Priorities for Funding**

Priority in funding shall be given to:

1. New school districts/charters to Dual Language Immersion programs
2. New languages to current school districts offering a Dual Language Immersion program.
3. School Districts that are expanding Dual Language Immersion program opportunities for students.

### **IV. Program Requirements**

Proposals should meet the following criteria:

1. Strong parental support
2. Positive consensus around the Dual Language Immersion program from staff and stakeholders
3. Viable enrollment numbers
4. Adequate available resources including budget and staffing

## V. Application Narrative

Please include in the application narrative:

- **Interests:** State the interests of the school in starting a Dual Language Immersion Program. Include appropriate data and demographics of populations served if requesting a two-way immersion program.
- **Commitment:** Describe the administrative and staff commitment at both the district and school level in supporting a Dual Language Immersion program. Name the language targeted.
- **Parental Involvement:** Explain the community interest and the parental interest and willingness to support dual language immersion at the school. Describe strategies for increasing parental involvement in students' language learning.

Please briefly describe:

- Short description of the school where the program will be offered.
- Current or proposed elementary Dual Language Immersion programs in the school district.
- Any other pertinent information.

## **VI. Proposal Submission and Review**

**A. SUBMISSION:** Applicants must submit a signed copy of the full proposal to the WDE. The copy must include signatures of the authorized officials on the certification page (pg. 10). Faxes are not acceptable. To be considered for funding, proposals must be received at the WDE by 5:00pm on **July 7, 2014**. Proposals should be mailed, e-mailed in PDF format or delivered to:

Robin Holbrook  
Wyoming Department of Education  
2300 Capitol Avenue  
2<sup>nd</sup> Floor Hathaway Building  
Cheyenne, WY 82002

[Robin.Holbrook@wyo.gov](mailto:Robin.Holbrook@wyo.gov)  
(307) 777-5217

## **VII. Award Administration**

**A. NOTIFICATION AND AWARD CONDITIONS:** Within 5 days of completion of the review process, the superintendent and principal will be notified of the status of the proposal.

### **B. REPORTING REQUIREMENTS:**

Each eligible school district or charter school receiving a grant will be required to report annually to the WDE regarding progress in meeting the objectives and annual targets described in the proposal. Further information regarding reporting requirements and forms will be made available by the WDE.

# Application Cover Page

(pg. 1)

**District or Charter School:**

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**School Name:**

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**Target Language:**

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**Target Grade(s):**

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**Primary School Contact Name:**

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**School Principal name:**

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**E-mail:**

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**Parent Representative:**

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**E-mail:**

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# Application Narrative

(pg. 2)

<b>Response or Narrative:</b>
<b>Interests:</b>
<b>Commitment:</b>
<b>Parental Involvement:</b>
<b>How will you meet the 50% student-teacher contact time requirement?</b>
<b>Short description of the school where the program will be offered.</b>
<b>Current or proposed elementary Dual Language Immersion programs in the school district.</b>
<b>Any other pertinent information.</b>

# Wyoming Dual Language Immersion Program Application

2014 - 2015

Due July 7, 2014

(pg. 3)

Please provide a detailed list of how funds will be used – for example, curriculum materials, professional development resources, teacher stipends, etc. – and the amount for each.

Series	Detail Expense- Ex. 3 staff x \$20/hr x 8hr = \$480	Amount
(100) Stipends		
(200) Taxes/Benefits		
(300) Professional Services/Travel		
(400) Supplies and Materials - Be specific on Item Description		
	<b>Total Budget</b>	<b>\$0.00</b>

# Statement of Assurances

(pg. 4)

Should an award of funds from the “Dual Language Immersion Program” be made to the applicant in support of the activities proposed in this application, the authorized signatures on the application certify to the Wyoming Department of Education (WDE) that the authorized officials will:

Submit, in accordance with stated guidelines and deadlines, all program and evaluation reports required by the WDE.

## Certification by Authorized or Institutional Officials

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the governing body of this organization or institution duly authorizes the filing of this application, and that the applicant will comply with the attached statement of assurances.

**Typed or Printed Name of Superintendent or Charter Board President**

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**Signature of Superintendent or Charter Board President and Date**

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**Typed or Printed Name of School Principal**

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**Signature of School Principal and Date**

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**These signatures indicate approval of district or charter school governance.**