Mandarin Dual Language Enrollment Process

The structure of the Mandarin Dual Language Program seeks a population of which 50% of the students enrolled in the program represent Chinese Heritage Language Learners who speak Mandarin proficiently and 50% of the students who are non-Mandarin speaking. Chinese Heritage Language Learners are students who have proficiency in, or a cultural connection to the Chinese language, including Mandarin, Cantonese, Shanghainese, Taishanese, Taiwanese, and any other variety of the standard Chinese language. A Chinese Heritage Language Learner has connections to the Chinese language through his/her family and is raised in a home where the Chinese language is spoken. The Mandarin Dual Language Program seeks to serve both Chinese Heritage Language Learners and non-Chinese speakers, in a learning environment in which 50% of the students in a kindergarten class are Mandarin speakers and 50% are non-Mandarin.

In order to gain the academic and linguistic achievement that is expected from this type of program it is important to enroll students from the different language backgrounds to reach the required balance of students and preserve the academic and linguistic integrity of the model. To be included on the Mandarin side of the lottery, students must 1) qualify as a Chinese Heritage Language Learner by the above definition and 2) pass a Mandarin oral language proficiency screening.

Kindergarten Enrollment:
If the number of applications for enrollment in the Mandarin Dual Language Program (K-5 at Jing Mei Elementary) is less than the maximum number of students and the language dominance of the students is balanced, then all in-district students who apply will have a space in kindergarten. If the applications are greater than the maximum in either language group, then a lottery will be conducted and a waiting list will be established by language group.

1. Resident Students with Siblings in the Program
   - First preference for kindergarten enrollment in the Mandarin Dual Language Program is given to students who are residents of the Bellevue School District and who have siblings currently enrolled in the Mandarin Dual Language Program, up to 50% of the total student enrollment per language group.
     - If the total number of siblings exceeds 50% of the spaces available for kindergarten, preference will be given to siblings of students in the K-4 program, and grade 5-12 students after the K-4 siblings have been placed.
     - If the number of applicants with siblings in K-4 at the time of the lottery exceeds 50% of the available kindergarten spaces in each class, an initial sibling lottery of the K-4 group will be conducted.
     - If necessary, children with siblings in grades 5-12 will participate in an initial sibling lottery for any available spaces to bring the sibling total to 50% of the spaces per class.
• Those children with siblings in the program who are not guaranteed admission as a sibling will then be included in the lottery, if needed, based on the preferential enrollment procedures listed below.
• Siblings who are not guaranteed admission as a sibling and do not gain entrance into the program through the District Resident lottery, will be granted admission to the program by adding the number of spots in the language group necessary to accommodate the number of siblings who have not been entered in by lottery.

2. Resident Students:
   • Priority is next given to students who reside in the Bellevue School District and who do not have siblings in the Mandarin Dual Language Program.
   • Non-resident children of fulltime District employees will be allowed to participate in the lottery on the same basis as resident children.

3. Non-resident Students:
   • Non-resident students will be placed on the non-resident wait list by dominant language background and be selected by a lottery system after the entire resident wait list has been placed in program.
   • Non-resident students with siblings in the program will be placed at the top of the non-resident wait list.

Registration materials will be available on the Bellevue School District and Jing Mei websites at the beginning of the Open Enrollment period. Applications may be submitted anytime during the Open Enrollment period and are due in the Jing Mei office at 3:00 p.m. or in the Student Placement Office at 4:00 p.m., on the last day of the Open Enrollment period for inclusion in the lottery. Applicants who are designated Chinese Heritage Language Learners with Mandarin proficiency will be assessed by school personnel prior to acceptance of the application to assure that they are appropriately placed in the language dominance groups.

*Enrollment in the Pre-K Mandarin Program is not a condition which determines preferential enrollment in the K-5 Mandarin Dual Language Program.

Lottery:
To be eligible to apply as a resident for the kindergarten lottery, a child must be residing within the Bellevue School District at the time of the lottery application and throughout the lottery application process. If selected through the lottery, a child must continue to live within the Bellevue School District through the end of kindergarten.
If applications exceed spaces available, a lottery will be held in the Office of Student Placement after the close of Open Enrollment and review of the applications. Families will be offered
placement in the program in order of the results of the lottery. The parent will be offered one opportunity to accept the space. Families do not have the option of holding off entry to a later time or date. If a parent declines the offer of a seat at the time of offer, their name will be crossed off the list and the next student on the list will be called and offered the seat. The above wait-list will be maintained until the end of December.

**Removal from other Wait Lists:**
Once a student has accepted placement in the Mandarin Dual Language Program their names will be removed from any other wait list (Puesta del Sol, Spanish Dual Language, Open Enrollment) and cannot be placed back on the wait list until the following year.

**Additional Wait List Information:**
If a resident student moves out of the district while on the wait list, s/he is moved to the bottom of the non-resident wait list. If a non-resident student or a non-resident student with a sibling in the program moves into the district while on the wait list, s/he is moved to the bottom of the resident wait list.

**Students Moving into the District after Open Enrollment:**
If a student entering kindergarten moves into the district after the Open Enrollment period, s/he may submit an application for registration and may be added to the end of the waitlist. Verification of residency will be required.

**First grade through Fifth grade Enrollment:**
Priority will be given to students who reside in the District. From first grade through fifth grade, applications will be accepted from the beginning of the Open Enrollment period and a waitlist will be generated at each grade level each year. When an opening occurs students at that grade level will be placed in a lottery. Students will be assessed in order of the lottery results. Offers of enrollment will be based on the student successfully testing into the program, demonstrating a level of mastery of Mandarin needed to be able to make progress in the program. The wait list will expire at the beginning of the Open Enrollment period the following year.

**Residency**
All parents and guardians who are applying for enrollment as district residents are required to provide proof of their children’s residency within the Bellevue School District prior to submitting an application for enrollment in the Mandarin Dual Language Program. Residency is defined as the physical location of the student’s principal abode – e.g., the home, house, apartment, etc. – within which the student lives four days out of a week during non-school hours during the school year. Owning or renting a house or renting an apartment in the district does not establish residency – the child must physically live within the district.
To be eligible to apply as a resident for the kindergarten lottery, a child must be residing within the Bellevue School District at the time of the lottery application and throughout the lottery application process. If selected through the lottery, a child must continue to live within the Bellevue School District through the end of kindergarten.

**Students Moving out of the District**

If a Mandarin Dual Language student moves out of the district during kindergarten, the child will be withdrawn from the Mandarin Dual Language Program and the Bellevue School District. If the resulting available space occurs during kindergarten the space will be offered to the next resident child on the wait list.

If a Mandarin Dual Language student moves out of the District during grades one through twelve, the parents must complete and submit an Inter-District Transfer Application. Subject to the terms of the transfer (concerning special services, attendance, behavior), the child will be allowed to continue in the program. A Choice Transfer Request must be filed with the student’s resident district each year.

**Deadlines will be posted to the BSD website and Jing Mei’s school website:**

- Applications for enrollment submission begins: Beginning of Open Enrollment Period
- Deadline for submitting applications: Last day of Open Enrollment Period
  - 3:00 p.m. – at Jing Mei
  - 4:00 p.m. – Student Placement Office
- Lottery, if required: published on websites
- Notification of families by email: published on websites
- Deadline for acceptance and registration: published on websites

Registration materials for kindergarten will be available in the school office. The deadline for accepting a place in the Mandarin Dual Language Program, submitting kindergarten registration materials and securing enrollment at Jing Mei Elementary School will be published on the District and school websites. If parents do not notify the school by the deadline, the next student on the wait list will be offered enrollment.

Date: 6.28