

**Background:** Dual Language Education includes the following programs as described in the 2018 *Master Plan for English Learners and Standard English Learners*:

1. **Dual Language Two-Way Immersion (TWI)**  
(formerly known as Dual Language Program)
2. **Dual Language One-Way Immersion (OWI)**  
(formerly known as Maintenance Bilingual Education Program)
3. **World Language Immersion (WLI)**  
(formerly known as Foreign Language Immersion Program)

Beginning in school-year 2016-2017, new cost centers were established to facilitate the collection and validation of enrollment counts for each elementary Dual Language Education program language: Spanish, Korean, Mandarin, French, Armenian, or Arabic.

Below are some of the most frequently-asked questions regarding DLE cost centers:

**Q1: *What does separate norming mean?***

Separate norming refers to the process by which the number of students enrolled in one program language is normed separately from the rest of the school. See example below using the 2018-19 PHBAO Elementary Teacher Norm Table.

Before separate norming: All students at an elementary school are summed by grade band, irrespective of participation in a program language.

	Grade-level span	Number of students	Norm ratio	Norm table range	Teacher allocation	Program Code
Home School ABC	K-3	300	24 to 1	289-312	13	13027
Home School ABC	4-5	200	30.5 to 1	184-214	7	13027

After separate norming: Students at an elementary school are summed by grade band based on participation in a program language. If a school has multiple programs of the same language (e.g., if a school offers both the Spanish Dual Language One-Way Immersion (OWI), and Spanish Dual Language Two-Way Immersion (TWI) programs), the total number of students by language are combined:

Examples:	Grade-level span	Number of students	Norm ratio	Norm table range	Teacher allocation	Program Code
Home School ABC	K-3	200	24 to 1	193-216	9	13027
Home School ABC	4-5	100	30.5 to 1	93-122	4	13027
Dual Language Center for Spanish One-Way Immersion (OWI) + Spanish Two-Way Immersion (TWI) Program	K-3	100	24 to 1	97-120	5	11119
Dual Language Center for Spanish One-Way Immersion (OWI) + Spanish Two-Way Immersion (TWI) Program	4-5	100	30.5 to 1	93-122	4	11119

**Q2: *Are we getting an off-norm position because of the separate norming?***

No. Teacher positions earned based on program language students are allocated in program code 11119 (*Dual/Foreign Language/Bilingual Programs\**) to separate them from positions earned based on non-dual language or English only students, which are allocated in program code 13027 (General Fund Program).

**Q3: *Does separate norming mean that a different norm table is being used for DLE program schools?***

No, the same norm tables are being used based on school type, norm category, and affiliated charter status. Board Approved Staffing Ratios and Norm Bulletins are available on the School Fiscal Services website.

**Q4: *Where can I find out how many positions are allocated for my English program and for my other language programs?***

During the spring, the LD Fiscal Specialist will email a school roster containing the budgeted norm positions based on ECAST projections. In the fall, schools can access the Norm Dashboard which tracks weekly enrollment and norm counts through Norm Day. In addition, for Budget Development and Norm Day, when enrollment projections or norm counts are finalized, the data is published in the BW Norm Reports.

**Q5: *Does separate norming impact the Matrix?***

No. Separate norming will not impact the Matrix. Principals shall continue to generate one Matrix. Site Administrators can use preference forms to receive teachers' requests for classroom assignments. Site administrators shall review specified credentials specific training, authorizations, performance indicators, teacher status and evaluation/conduct records to inform their decision to assign a teacher to a specific class.

**Q6: *What are the ramifications of having a separate DLE cost center?***

**Human Resources:** Consistent with current policy, displace by school seniority.

**Staff Relations:** The Site administrator can and should make exceptions to the CBA provision if he or she reasonably determines that the specific assignment is not in the best interest of the educational program. Administrator must consult with Staff Relations.

**Budget Services:** There are no ramifications.

**MiSiS:** There will be separate enrollment and attendance at the new cost center for students participating in the program. Classification and statistical reports will be run separately for each cost center (e.g., one for the home school and one for the new dual language/bilingual/foreign language cost center).

**Q8: *How many additional cost centers will I have?***

One dual language cost center is established per program language. If a school has a Korean DLE program and a Spanish DLE program, each of those programs will carry a separate cost center because the languages are being normed separately. If the school has two of the same language programs, for instance a Spanish dual-language program and a Spanish maintenance program, that will yield just one cost center.

**Q9: *This is the first year my school will have a dual language cost center. How should the students and teachers be scheduled in MiSiS?***

Once the new cost center (DLC) is available in MiSiS, it is important that the dual language students and teachers be assigned to the new cost center. The dual language students should be enrolled in the DLC and should be assigned to a section in the DLC. Teachers should be assigned to a norm position at the DLC and should have a section assignment in the DLC. Data collection and validation for Norm Day are based on this information.

For guidance on how to create sections and update section attributes, please see the following documents:

- *oneAccess Approver User Guide*
- *oneAccess Approver Frequently Asked Questions (FAQs)*
- *MMED's Elementary Dual Language Education Programs: Procedures for Updating MiSiS Section Attributes*

**Q10: *If a DLE program teacher funded out of 11119 is absent, what program code should I use to time report the substitute teacher?***

The budget for day-to-day substitutes is allocated at the home fund center in program 13027.

**Q11: *Do I have flexibility over the budget in program 11119?***

No. Program 11119 is a non-discretionary resource intended solely to support dual language education. Only teachers assigned to teach at the dual language center can be charged to this program code.

For additional questions, please contact the appropriate office:

<b>Topic</b>	<b>Contact</b>
Matrix	LD Field Directors in Staff Relations
School Budget (budget questions, including enrollment counts, norm allocations, and the budgeting process)	LD Fiscal Specialists
Scheduling and Rollover Process	MiSiS Technical Support—Help Desk
Staffing	LD Personnel Specialist
Instructional Program	Dual Language/Bilingual Programs Office