

# When You Have a Question About Spanish Immersion

The Menlo Park City School District is committed to supporting the Spanish immersion program K-5. Program development is supported by a team of educators. Each team member serves a variety of roles and collaborates with the full team. If you have a question about your child's progress or the immersion program, please refer to the information below for next steps and appropriate contacts. In addition, each school collects parent feedback on an annual basis through the School Site Council Survey. This information is reviewed and analyzed in order to monitor progress and inform goal setting.

Please see your **Child's Teacher** if you have a question or comment about:

- Your child's progress
- The daily schedule
- How your child's individual needs are being met
- Instructional materials
- Homework and how to help your child at home
- How the classroom instructional program reflects current research
- Compliments or concerns about the classroom

Please see your **School Principal** if you have a question or comment about:

- District policies
- School procedures
- Concerns that could not be resolved after speaking to the classroom teacher
- What to do if your child will be leaving the program due to family circumstances or other issues

Please see the **District Website** if you have a question about:

- Registration procedures
- Dates and locations for parent information meetings

Please see the **Immersion Administrator** if you have a question or comment about:

- Progress monitoring for the program as a whole
- Parent education needs
- Student enrichment and intervention programs
- Class sizes
- How the immersion program and staff are supported by the District
- How the immersion program is articulated across school sites
- The immersion lottery

## Contacts

- Encinal School Principal: Sharon Burns [sburns@mpcsd.org](mailto:sburns@mpcsd.org) 650-326-5164
- Laurel School Principal: Linda Creighton [lcreighton@mpcsd.org](mailto:lcreighton@mpcsd.org) 650-324-0186
- Immersion Administrator: Tami Girsky [tgirsky@mpcsd.org](mailto:tgirsky@mpcsd.org) 650-321-7140