

FRENCH IMMERSION POLICY

Date Approved: 03/06

- Policy Statement:** It is the policy of the Hamilton-Wentworth District School Board that
- (a) the Early French Immersion program begin in senior kindergarten;
 - (b) the Board provide a continuous French Immersion program through to the end of the secondary level;
 - (c) students with some French competency wishing to enter French Immersion at a time other than senior kindergarten must request assessment prior to entering the program.

RESPONSIBILITY: Superintendent of Education responsible for French Immersion

OPERATING PROCEDURES:

1.0 **French Immersion Advisory Committee**

- 1.1 The French Immersion Advisory Committee shall consist of the following:
 - 1 Superintendent of Education responsible for French Immersion
 - 1 Elementary principal/vice-principal of a French Immersion school
 - 1 Secondary principal/vice-principal of a French Immersion school
 - 1 French Immersion Elementary teacher representative of a French Immersion School
 - 1 French Immersion Secondary teacher representative of a French Immersion School
 - 2 French Immersion Elementary parents - School Council and/or Home & School representatives
 - 2 French Immersion Secondary parents - School Council and/or Home & School representatives
 - 1 Secondary French Immersion student
 - 1 Consultant or support person responsible for French Immersion
- 1.2 The French Immersion Advisory Committee shall provide advice to the Board regarding French Immersion program and accommodation issues.

2.0 **School Organization**

- 2.1 The French Immersion program may be offered in either a single track or a dual track school model.
- 2.2 The selection of single or dual track program delivery in any new French Immersion site shall be determined according to system accommodation circumstances.

- 2.3 Class size, staffing and working conditions for the French Immersion program shall be determined by the collective agreement.

3.0 **Registration Procedures**

- 3.1 The entire Board area shall be divided into attendance areas for French Immersion. The process for admission shall be congruent with that for the English program.
- 3.2 Advertising for French Immersion shall happen in conjunction with the Board's advertising for English senior kindergarten.
- 3.3 Prior to registration, all parents of children in junior kindergarten or entering senior kindergarten shall receive:
- (i) information on the French Immersion program;
 - (ii) an announcement of any information meetings;
 - (iii) details of the registration procedures.
- 3.4 French Immersion kindergarten meetings shall be scheduled by principals in conjunction with those for the English track program.
- 3.5 In the event that requests exceed the number of available senior kindergarten spaces in a given school, the Superintendent of Education shall determine the resolution using the same options as for other senior kindergarten programs.
- 3.6 Entry into the program at points other than senior kindergarten shall be at the discretion of the principal following assessment and consultation with Board and school personnel.

4.0 **Long-Term Accommodation Issues**

- 4.1 All decisions made in regards to French Immersion program initiation, phase out or relocation shall be made in consultation with the Superintendents of Education, the French Immersion Advisory Committee, and all other stakeholder groups, and in keeping with policies and procedures established by the Hamilton-Wentworth District School Board.
- 4.2 The criteria for determining site locations for French Immersion programs shall include the following:
- availability: vacant, leased or under-used sites - where space is available and where space is projected to remain available
 - accessibility: good traffic paths to the site - safety
 - community support: demonstrated interest in enrolling
 - accommodation to support program: gym, library, grounds (best interests of student's program)
 - program and accommodation costs
 - grouping: locating junior/middle/secondary sites within short distances of one another
 - distribution: equitable distribution to meet system needs
 - nearness to next school
 - at the secondary level, staffing, enrolment and program organization :where sufficient courses can be offered in French
 - other considerations as relevant

5.0 **Administration/Staffing**

- 5.1 Class organization, programming, staffing and timetabling in a school offering French Immersion programs shall be the responsibilities of the Principal and the Superintendent of Education.

- 5.2 As opportunities arise in schools with French Immersion, the Board shall support the assignment of bilingual personnel to other existing assignments, such as Learning Resource Centre , Physical Education, Music, Co-operative Education, Information Technology, and administration.

6.0 **Program**

- 6.1 The Board shall provide centralized program support for French Immersion.
- 6.2 The following program shall be delivered:
- (i) **French Language Arts** shall be a component of the program in every year at the elementary level. A selection of other subjects are also taught in French.
 - (ii) **Junior Schools**
Classroom instruction in Senior Kindergarten and Grade 1 shall be in French. English Language Arts instruction shall be introduced in Grade 2. The amount of instructional time for English in Grades 2 and 3 shall be a minimum of 225 minutes per week. In Grades 4 and 5, the amount of instructional time for English shall be a minimum of 300 minutes per week.
 - (iii) **Middle Schools**
50% of classroom instruction shall be in French. Where choice of subjects for instruction in French is possible, the determination shall be made by the Principal in consultation with the Superintendent of Education.
 - (iv) **Secondary Schools**
Students shall be required to complete 10 courses within the French Immersion Program, 3 of which must be French Language Arts credits, and 3 of which must be at a senior level, to qualify for the Certificate of French Immersion.

7.0 **Support Services**

- 7.1 Students requiring special education assistance shall receive support through the appropriate staff assigned to the school following standard processes.
- 7.2 Students enrolled in French Immersion whose needs require special assistance beyond the school level shall have access to:
- (i) special education services;
 - (ii) central services as provided by the support staff of The Hamilton-Wentworth District School Board and/or other community agencies
 - (iii) special education programs as recommended by an Identification, Placement and Review Committee (if the recommendation is for a self-contained class, then the program is in English).

8.0 **Resources**

- 8.1 Adequate resource materials for French Immersion shall be acquired for schools by the school principal in consultation with appropriate school and Education Centre staff.
- 8.2 French Immersion needs shall be taken into consideration by the Media Library when ordering materials.
- 8.3 French Immersion translations and adaptations of subject-based curricula shall be funded by the Board. French Immersion teachers shall be encouraged to participate in curriculum writing teams where possible.

- 8.4 A school with French Immersion shall have access to the grant monies provided provincially for the support of the program.

REFERENCE: Education Act, Section 8.1, subsection 25