

## French Immersion Procedure

### RATIONALE:

Hamilton Wentworth District School Board (HWDSB) provides a continuous French Immersion program beginning in Grade 1 and through to the end of the secondary level.

HWDSB also promotes the vision that “Students in English-language school boards have the confidence and ability to use French effectively in their daily lives.” (*A Framework for French as a Second Language in Ontario Schools*)

### TERMINOLOGY:

**GB+:** Groupe Beauchemin - French Immersion Reading Assessment

**DRA:** Developmental Reading Assessment used as a standardized reading assessment in elementary schools

**CEFR:** Common European Framework of Reference is a guideline to describe achievement of second language learners

### PROCEDURES:

#### **1.0 French Immersion Program Entry**

- 1.1 The Early French Immersion program begins in Grade 1
- 1.2 The Board provides a continuous French Immersion program through to the end of the secondary level.
- 1.3 Students with some French competency wishing to enter French Immersion at a time other than Grade 1 must request assessment prior to entering the program. The assessment will be school based and a decision will be made on a case-by-case basis. Several factors will be part of the decision include past French experience, support outside the school and students’ abilities in their first language. Possible components of the test could include; a GB+/French DRA reading assessment, an oral component which could include the CEFR continuum and some work in math where the student will explain their work.

## French Immersion Procedure

### **2.0 French As a Second Language Community Advisory Committee**

- 2.1 The French As a Second Language Community Advisory Committee shall follow the Community Advisory Committees Governance Statement with respect to membership, duties of members, agenda items, staff resources, meetings, rules of order and reporting to the Board of Trustees.

### **3.0 School Organization**

- 3.1 The French Immersion program may be offered in either a single track or a dual track school model.
- 3.2 The selection of single or dual track program delivery in any new French Immersion site shall be determined according to system accommodation circumstances.
- 3.3 Class size, staffing and working conditions for the French Immersion program shall be determined by the collective agreement.

### **4.0 Registration Procedures**

- 4.1 A Grade 1 system-wide application process for entry to French Immersion, with a guarantee of an offer of placement in the program (not at a specific school).
- 4.2 The criteria used for French Immersion placement is:
- Availability of the program closest to the student's home address, based on their French Immersion boundary.
  - Grade 1 siblings entering French Immersion may attend the same school as their older sibling currently in French Immersion, space permitting.
  - Balance of English and French Immersion enrolment in dual track schools (50-60 per cent in English or French).
  - Year over year impact as students' progress through Grades 1-8.
- 4.3 Late Applications
- 4.3.1 Late applications will be accepted, however placement at the French Immersion catchment school will only be offered, if space is available. A spot in the program will be offered, but at another school with French Immersion Programming and transportation will not be provided.

## French Immersion Procedure

### 4.4 Admission After Grade 1

- 4.4.1 Students may enter French Immersion after Grade 1 only after a review of the student's records or confirmation of an equivalent background in French. The application will be reviewed for a determination of placement. Students who are accepted into the program will be offered a placement in their French Immersion catchment school if there is space. Transportation will be provided according to the Transportation Policy. If there is no space in the French Immersion catchment school, the placement will be offered in another school with French Immersion programming and transportation will not be provided.

### 4.5 Admission Schedule

- 4.5.1 Late October: Application Process opens for Senior Kindergarten Students  
End of November: Application Deadline  
Mid-December: Program Location offered to Parent/Guardian  
Mid- January: Deadline for Program Acceptance and Registration

- 4.6 Prior to registration, all parents of children in senior kindergarten shall receive
  - (i) information on the French Immersion program through information nights and advertising;
  - (ii) an announcement of any information meetings;

- 4.4 In the event that requests exceed the number of available Grade 1 spaces in a given school, the Superintendent of Student Achievement shall determine the resolution using the same options as for other Grade 1 programs.

- 4.5 Entry into the program at points other than Grade 1 shall be determined by the program staff from French as a Second Language, following a review of student records or confirmation of an equivalent background in French.

## 5.0 Long-Term Accommodation Issues

- 5.1 All recommendations regarding French Immersion program initiation, phase out or relocation shall be made in consultation with the Superintendents of Student Achievement, the French As a Second Language Community Advisory Committee, and other stakeholder groups, and in keeping with policies and procedures established by Hamilton-Wentworth District School Board.
- 5.2 The criteria for determining site locations for French Immersion programs shall include the following:

## French Immersion Procedure

- 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

### 6.0 Administration/Staffing

- 6.1 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.
- 6.2 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.

### 7.0 Program

- 7.1 The Board shall provide centralized program support for French Immersion and will use *A Framework for French as a Second Language in Ontario Schools, Kindergarten to Grade 12, 2013* as a guide for program options
- 7.2 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 is also taught in French.
  - II. **Junior Schools**  
Classroom instruction in Grade 1 (and in Senior Kindergarten at some schools until full day kindergarten is fully implemented in 2014) shall be in French. English Language Arts instruction shall be introduced in Grade 2. The amount of

## French Immersion Procedure

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**

Fifty per cent (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 ten courses within the French Immersion Program, four of which must be French Language Arts credits, and at least six other subjects in which French is the language of instruction, to qualify for the Certificate of French Immersion.

## 8.0 **Support Services**

- 8.1 Students requiring special education assistance shall receive support through the appropriate staff assigned to the school following standard processes.
- 8.2 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 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).

## 9.0 **Resources**

- 9.1 Adequate resource materials for French Immersion shall be acquired for schools by the school principal in consultation with appropriate school and Education Centre staff.
- 9.2 French Immersion needs shall be taken into consideration by the Discovery Centre when ordering materials.
- 9.3 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.

## French Immersion Procedure

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