

## 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 after September 30<sup>th</sup> of their grade one year 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 assessment 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).
  - 4.1.1 In the event that on-time applications to a school exceed places available at the school, a random selection process will be used to determine which students will be offered a home school placement and which students will be offered an out-of-catchment placement and a place on the waitlist for their home school.
  - 4.1.2 The criteria used for determining the number of French Immersion placements in a school 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, if that sibling will be attending the French Immersion Program within the school in the next school year.
    - 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.
  - 4.1.3 Transportation is not provided to students who accept an out-of-catchment French Immersion school, as per the Transportation Policy.
  - 4.1.4 At the start of each academic year up to September 30<sup>th</sup>, if space permits within the class-size caps, students placed in out-of-catchment schools will be offered an opportunity to attend their home school as per the wait list.

## French Immersion Procedure

- 4.1.5 Students who have accepted a placement and subsequently move their home address within the HWDSB will attend their new home school at the start of the next year, if there is space within the class-size caps, regardless of the time of year.
- 4.1.6 Families applying for entry into French Immersion after September 30<sup>th</sup> each year do not automatically attend their home French Immersion school; instead, they register at their home English school and then apply for a placement via email to [fi@hwdsb.on.ca](mailto:fi@hwdsb.on.ca) . If space within class-size caps exist, a placement in a home French Immersion school will occur; if not, an offer of an out-of-catchment placement will be made.
- 4.1.7 Applications from students living outside of the HWDSB boundaries will be accepted but offers of placement will not be made until September 30<sup>th</sup> if available places remain in the system.

### 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.

### 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.
- 4.4.2 Students who are accepted into the program will be offered a placement in their French Immersion catchment school if there is space.
- 4.4.3 Transportation will be provided according to the Transportation Policy.
- 4.4.4 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 be provided according to the Transportation Policy

### 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

## French Immersion Procedure

- 4.5.2 Prior to registration, all parents of children in senior kindergarten shall receive the following:
- Information on the French Immersion program through information nights and advertising
  - An announcement of any information meetings

- 4.5.3 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:
- 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.

## French Immersion Procedure

### 7.0 French Immersion 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 outlines the French Immersion Program:

Grade	Percentage of Instruction in French	Subjects Taught in French
Grade One	68 - 85% French Instruction	<ul style="list-style-type: none"> <li>• French</li> <li>• Math</li> <li>• Science</li> <li>• Social Studies</li> </ul> <p><i>Also could include:</i></p> <ul style="list-style-type: none"> <li>• Art Drama</li> <li>• Music</li> <li>• Physical Education/ Health</li> </ul>
Grades Two and Three	68 - 80% French Instruction	<ul style="list-style-type: none"> <li>• French</li> <li>• Math</li> <li>• Science</li> <li>• Social Studies</li> <li>• Art</li> <li>• Drama</li> </ul> <p><i>Also could include:</i></p> <ul style="list-style-type: none"> <li>• Music</li> <li>• Physical Education/ Health</li> </ul>
Grades Four to Six	68 - 80% French Instruction	<ul style="list-style-type: none"> <li>• French</li> <li>• Math</li> <li>• Science</li> <li>• Social Studies</li> <li>• Art</li> <li>• Drama</li> <li>• Music</li> <li>• Physical Education/ Health</li> </ul>
Grades Seven and Eight	50 - 60% French Instruction	<ul style="list-style-type: none"> <li>• <i>French</i></li> <li>• <i>Math History/Geography</i></li> <li>• <i>Science</i></li> </ul> <p>Other subjects may be taught in French depending on staffing and timetabling schedule</p>
Grades Nine to Twelve	The Certificate of French Immersion is awarded to students who successfully complete the sequence	Secondary schools may offer the following courses depending on student needs and interests:

## French Immersion Procedure

	<p>of four courses in French Immersion and a minimum of six courses in other subjects taught in French, at the secondary school level.</p>	<ul style="list-style-type: none"> <li>• French Language</li> <li>• Mathematics</li> <li>• History</li> <li>• Science</li> <li>• Geography</li> <li>• French for Business</li> <li>• Co-op (French Language placement)</li> <li>• Physical Education</li> <li>• Dramatic Arts</li> <li>• Creative Writing</li> <li>• Media Civics and Careers</li> <li>• Visual Arts</li> <li>• Psychology/Sociology/Anthropology</li> <li>• Family Studies</li> </ul>
--	--	--

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