

ADMINISTRATIVE PROCEDURE



B5:10

School Operations – Instruction/Program French Immersion Admission and Withdrawal

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Purpose:

To provide a procedure for admitting students to French Immersion Program beyond the regular entry point and for withdrawal from French Immersion Program.

A) Admitting Students to French Immersion Program:

1. Eligibility to access French Immersion Program:

The following conditions will allow students to register in the French Immersion program beyond the regular entry point:

- If a student is moving into the Catholic District School Board of Eastern Ontario and is from a Francophone background (lives in a francophone family or attended a French school);
- If a student is moving into the Catholic District School Board of Eastern Ontario and was attending a French Immersion program in his / her previous school;
- If a student already enrolled in the regular program in the Catholic District School Board of Eastern Ontario, wishes to transfer into the French Immersion program.

2. Administrative Procedures

- a) Process for admittance into the French Immersion program
 - i) The student registers at his / her home school, if applicable.
If applicable, the principal of the home school informs the principal of the French Immersion centre.
 - ii) One of the French Immersion teachers meets with the student in order to evaluate his / her knowledge of the French language, using evaluation materials provided by the School Board. The teacher makes a recommendation for admittance into the French Immersion program, based on the results of the evaluation.
 - iii) The principal shares this recommendation with the parents / guardians.
 - iv) The “Admitting students into the French Immersion Program” form is completed and inserted in the student’s OSR.
 - v) The principal informs the transportation department if the student is admitted to a program in a school other than the home school.
 - vi) The student starts attending the French Immersion program as soon as process is completed.
 - vii) Grade 8 students must have an accumulated 3800 hours of French instruction by the end of grade 8 and for the extended program, the student must have an accumulated 1,260 hours of French instruction by the end of grade 8.

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b) Timeline

Admitting a student in French Immersion beyond the regular entry point should be done in September or at the beginning of a semester for secondary schools.

B) Withdrawal from French Immersion Program (Early or Middle Immersion)

1. Administrative Procedure

a) Process for request for student withdrawal from the French Immersion program

- i. French Immersion teacher shares concerns with the school principal.
- ii. Teacher reviews student's OSR and any information that would indicate that the student has special needs that need to be addressed: ie IPRC, IEP, reports...
- iii. If necessary, the Special Education Resource Teacher may be requested to complete additional assessment (English).
- iv. The English teacher, French teacher, SERT, principal and parents/guardians meet to discuss the difficulties the student is having in the French Immersion program.
- v. Following the information meeting, a recommendation may be made to withdraw the student from the French Immersion program or to provide additional support in terms of accommodations.
- vi. If the student remains in the French Immersion program, the principal will ensure that the necessary accommodations are provided for the student to become successful in the program.
- vii. If the student returns to the regular program, the form "Withdrawal from French Immersion Program" will be completed and inserted in the student's OSR.

b) Return to Home School or to Regular Program

If applicable, the student returns to his/her home school or regular program.

- The principal of the French Immersion school contacts the principal of the home school or the teacher of the regular program, about the student's return, providing him/her with all necessary information:
 - Date of return
 - Reason of return
 - Portfolio, including all pertinent curriculum information
 - Withdrawal form, to be kept in student's OSR

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- c) The principal of home school will inform Transportation Department, if necessary.
- d) The principal of the home school will ensure that proper accommodations or necessary modifications have been made for the student and will periodically verify that the transition is going smoothly.
- e) It is expected that teachers and principal of the home school will provide regular updates to the parents/guardians on the student's transition into the regular program.
- f) Time lines:
The following timelines should be considered if a student is to be withdrawn from the French immersion program:
 - Decision made at the end of the school year – The student returns to the regular program / home school for the following school year;
 - Decision made after the first reporting period – The student returns to the regular program / home school;
 - Decision made because of extenuating circumstances – The student returns to the regular program / home school as soon as possible.

**CATHOLIC DISTRICT SCHOOL BOARD
OF EASTERN ONTARIO**

ADMITTANCE FORM

REGULAR PROGRAM TO FRENCH IMMERSION PROGRAM

BEYOND THE REGULAR ENTRY POINT

Upon following the Board procedure for admitting students from the regular program beyond the regular entry point and after consulting with the educators involved, it is recommended that the following student can change from the regular program to the French immersion program.

School name: _____

Student name: _____ Grade: _____

Date of change of program: _____

I hereby request a change of program for my child, from the regular program to the French immersion program.

Date: _____

Parent / Guardian Signature: _____

Core French Teacher's Signature: _____

Principal's Signature: _____

Additional comments:

The original copy of this form is to be kept in the student's OSR.

**CATHOLIC DISTRICT SCHOOL BOARD
OF EASTERN ONTARIO**

WITHDRAWAL FORM

FRENCH IMMERSION PROGRAM TO REGULAR PROGRAM

Upon following the Board procedure for withdrawing students from the French Immersion program and after consulting with the Educators involved, it is recommended that the following student change from the French Immersion program to the Regular program.

School name: _____

Student name: _____ Grade: _____

Date of change of program: _____

I hereby request a change of program for my child, from the French Immersion Program to the Regular Program.

Date: _____

Parent / Guardian Signature: _____

Immersion Teachers Signatures: _____

Principal's Signature: _____

Additional comments:

The original copy of this form is to be kept in student's OSR.