

**FRENCH SECOND LANGUAGE PROGRAMS
-TRANSFER/EXEMPTION****Category:** Educational Services**Effective:** February 2020**Policy Statement**

Further to [Provincial Policy 309](#), "French Second Language Programs", this policy establishes a process for transfer/exemptions from French Second Language Programs for students in Grades 1-10 in Anglophone West School District.

Programs

- English Prime (with French Learning Experiences) Kindergarten to Grade 3
- English Prime with Pre-Intensive French at Grade 4; Intensive French at Grade 5; Post-Intensive French at Grades 6 to 10
- Early French Immersion at Grades 1 to 10
- Late French Immersion at Grades 6 to 10

Process for Transfer from French Immersion Programs

1. Transfer from a French Immersion Program may only be considered after consultation between the student's family, the student (where appropriate) and the school. Discussion with the school and family will include:
 - the student's progress within the French Immersion Program
 - intervention and support required for the student to be successful, such as PLP adjusted.
 - consideration of space availability in the requested program
 - consideration of catchment zone (students return to zoned school if they are out of catchment). The school completes the second section and will follow-up with District personnel.
2. Following the consultation, if the request for Change in Program is moving forward, then please proceed to complete [Appendix A](#).
3. Parent(s)/guardian(s) will complete the first section of the *Request for a Change in Program Form*. ([Appendix A](#)).
4. The school completes the second section of the *Request for a Change in Program Form* and will follow up with FSL Subject Coordinator.
5. Students must remain in the French Immersion program until the transfer has been approved by the district.
6. The French Second Language Coordinator will forward the request to the Director of Curriculum and Instruction and a copy of the completed form will be forwarded to the parent/guardian of the student, and the school.
7. Once a request for transfer is approved, the form will be placed in the student's cumulative record file and must remain in the student's cumulative record permanently.
8. The administrative assistant must be made aware by the school of the transfer to make the appropriate changes in the program of study in Power School. Reminder: Students who transfer out of FI having completed French Immersion Language Arts (FILA) grade 8 must continue to take FILA grade 9 and FILA grade 10. If accommodation is required, district and school personnel will plan for programming on a case-by-case basis.

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- [Provincial Policy 309 \(6.1.4\)](#) states that French Second Language instruction is compulsory until the end of Grade 10.
 - [Provincial Policy 309 \(6.1.5\)](#) states that, under exceptional circumstances, exemptions to placement may be granted by the Superintendent, considering [Provincial Policy 322](#).
 - [Provincial Policy 322 \(5.1\)](#) states that, Inclusive public education is universal – the provincial curriculum is provided equitably to all students, and this is done in an inclusive, common learning environment shared among age-appropriate peers in their neighbourhood school.
1. Under exceptional circumstances, exemptions to placement in French Second Language Programs may be granted by the Superintendent, considering [Policy 322](#) – Inclusive Education.
Exemptions may also include students from other countries or provinces who have not received French Second Language instruction, or First Nations students at Grades 6 to 10 who have not received French Second Language instruction and/or have attended a Band Operated School (community school) where Wolastoqey Language and Culture was offered at the school they attended.
 2. Exemptions may be considered after consultation between the student's family, the student (where appropriate) and the school. Discussion with the school and family will include:
 - The student's individual needs
 - Planning of an alternate plan for programming that will be provided to the student in lieu of French Instruction.
 3. Following the consultation, if the request for exemption is moving forward, the school will contact an FSL Subject Coordinator.
 4. When parent(s)/guardian(s) request an exemption from a French Second Language Program, they will complete the first section of the *Request for Exemption from French Second Language Program Form* ([Appendix B](#)).
 5. The school completes the second section, outlining the rationale for the request, and the school team plan for programming and forwards to the Director of Curriculum and Instruction.
 6. Students must remain in the French Second Language class until the exemption has been reviewed and approved by the Superintendent.
 7. Once a request for exemption is approved, the forms will be placed in the student's cumulative record file and must remain in the student's cumulative record permanently.
 8. Students exempted may re-enter a French Second Language program later.

Right to Appeal

All decisions regarding placement may be appealed under the [Education Act, Section 11](#). Should a parent(s)/guardian(s) decide to appeal, they should place a request in writing for an appeal hearing to the Superintendent of Schools.

Reference

- Department of Education and Early Childhood Development [Policy 309: French Second Language Programs](#)
- [A User's Guide for The Appeal Process](#) – As Provided for in The New Brunswick Education Act - Department of Education Student Services, January 2004
- [Provincial Court Ruling: La Société des Acadiens v. School Board No. 50 \[48 N.B.R. \(2d\) 361\]](#)
- [ASD-W Policy 319-1 – Intra-District School Placement](#)
- [Department of Education and Early Childhood Development Policy 322 – Inclusive Education](#)
- [Education Act](#)



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Appendices

- [ASD-W Policy 309-1A – French Immersion: Request for a Change in Program: Process and Form](#)
- [ASD-W Policy 309-1B – Request for Exemption from the French Second Language Program: Process and Form](#)
- [ASD-W Policy 309-1C – Request for Entry into French Immersion Program After October 1st](#)