

Request for Exemption from French Second Language Program: Process and Form (Reference Provincial Policy 309 – French Second Language Programs)

PURPOSE:

This form should be used by schools when a parent/guardian has requested an exemption from placement in French Second Language programs.

PROCESS:

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 a 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 at a later date.

School:	Grade Level:
Homeroom Teacher:	

Parent / Guardian Complete this section <i>(In the case of joint custody, signatures of both parents are required)</i>	
Student's name:	
Address:	
Phone number:	
Reason for Request:	
Signature of Parent / Guardian:	Date:

Instructions for School Team <i>(Reference Policy 322 – Inclusive Education)</i>	
School Team Comments:	
If an alternate plan is needed with respect to programming that will be provided to the student in lieu of French instruction, please attach the plan to this form.	
Signature of Principal:	Date:
<i>Students must remain in the FSL program until the exemption has been approved by District.</i>	

Office of the Superintendent Complete this section	
 <i>Approved</i>	 <i>Not Approved</i>
Signature of FSL Subject Coordinator:	Date:
Signature of Director of Curriculum & Instruction:	Date:

Distribution: *Parent(s) / Guardian (s)*
 School Principal (For Cumulative Record Folder / remains in the folder permanently)
 Office of the Superintendent