

**French Second Language Programs – Exemption / Transfer**

<b>Category</b>	<b>Educational Services</b>		
<b>Subject</b>	<b>French Second Language Programs – Exemption / Transfer</b>		
<b>Adopted</b>		<b>Revised</b>	October 2018
<b>Policies Used / Referenced</b>	6-309; D8 Memos		

**Policy Statement**

Further to Provincial Policy 309, “French Second Language Programs”, this policy establishes a process for exemption / transfer from French Second Language Programs.

**Definitions**

- English Prime (with Learning Experiences) Kindergarten to Grade 2
- 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
- Blended High School Program at Grades 11 and 12

**Policy for Exemption from a French Second Language Program**

Students in the English Prime Program Grades K to 10 will not be exempted from French Second Language Programs. English Language Learners (ELL) and Special Needs students may have modifications and interventions for French Second Language identified in their Personalized Learning Plan.

Exceptions may include students from other countries or provinces who have not received French Second Language instruction, or Indigenous students at Grades 6 to 10 who have not received French Second Language instruction and/or have attended a Federal School where Maliseet Language and Culture was offered at the school they attended.

**Policy for Transfer from French Immersion Programs**

Students may transfer from a French Immersion Program if it is determined that it is in the best interest of the student. The school or parent/guardian might initiate such a request.

**Process for Transfer from French Immersion Programs**

1. Transfer from a French Immersion Program may only take place after consultation between the school and District personnel, the student (where appropriate) and their family. When transfer from a French Immersion Program is considered, the student will be assessed to determine:
  - the student's progress and potential within the French Immersion Program
  - appropriate placement of the student in available French Second Language programs
  - intervention and support required for the student to be successful.
2. When parent(s)/guardian(s) request transfer, they will complete the first section of the *Request for Change in Placement/Program Form*. (Appendix A).
3. The school completes the second section with its recommendation.
4. Students must remain in the French Immersion program until the transfer has been approved.
5. The *Request for Change in Placement/Program Form* (Appendix A) is forwarded to the Subject Coordinator for French Immersion programs.
6. The request will be reviewed in consultation with the Director of Schools to ensure space is available.
7. A copy of the completed form will be forwarded to the parent/guardian, the school and Director of Schools.
8. Once a request for transfer is approved, or denied, the form will be placed in the student's cumulative record file and must remain in the student's cumulative record until graduation.
9. The FSL Subject Coordinator will keep a record of all program changes so data can be monitored.

**Right to Appeal**

All decisions regarding placement may be appealed under the Education Act, Article 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**

- EECD [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]
- EECD Policy 321 Admission Based on Language

**APPENDIX A**

**REQUEST FOR CHANGE IN PLACEMENT / PROGRAM**

*(Reference Provincial Policy 309 – French Second Language Programs)*

Check One	Request	Definition / Explanation
	<b><u>Exemption</u></b> Request to be exempt from French Second Language programs.	French Second Language (FI) is compulsory from Grades K-10. The Department of Education authorizes three French Second Language Programs: Intensive/Post-Intensive French, Grade 1 and Grade 6 Entry Immersion. In exceptional circumstances it may be in the best interest of a student to be exempted from the French Second Language Program.
	<b><u>Transfer</u></b> Request for transfer out of the French Immersion Program.	Students in Grades 1 to 10 may transfer out of a FI program if it is determined that it is in the best interest of the student. Given that FI students have already met the time requirements for the Intensive French Program, High School students opting out of FI may continue to take the FI Language Arts course designed for them until the end of Grade 10.

<b><i>PARENT / GUARDIAN Completes this Section</i></b>			
Student's Name:			
Address:			
Postal Code:		Phone Number:	
School:			Age/Grade:
Homeroom Teacher:			
If requesting a transfer out of a French Immersion Program, please indicate in which program your child entered:			
<input type="checkbox"/>	Grade 1 Entry	<input type="checkbox"/>	Grade 3 Entry
<input type="checkbox"/>		<input type="checkbox"/>	Grade 6 Entry

<b><i>PARENT / GUARDIAN Completes this Section</i></b>			
Reason for Request:			
When will the transfer request occur? <input type="checkbox"/> As soon as possible <input type="checkbox"/> Next term <input type="checkbox"/> Next school year			
Signature of Parent / Guardian:		Date:	
		Parent/Guardian email:	

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***PRINCIPAL AND/OR TEACHER(S)/SPR completes this section indicating steps taken to support the student (e.g. meeting/conversation with parents, intervention at the school)***

Comments :	
Signature of <b>Teacher</b> :	Date:
Signature of <b>Principal</b> :	Date:

***SUBJECT COORDINATOR, FRENCH SECOND LANGUAGE completes this Section***

Approved <input type="radio"/>	Not Approved <input type="radio"/>
Comments :	
Signature of <b>Subject Coordinator</b> :	Date:
Signature of <b>Director of Schools</b> :	Date:

Students exempted may, on their request or staff recommendation, enter a French Second Language Program at a later date.

*Distribution: Parent(s) / Guardian(s)  
 School Principal (for Cumulative Record Card)  
 Education Centre – Director of Schools*