

**TCDSB International Languages Elementary (ILE) Program
Operating Procedures**

Preamble:

School boards operate language programs according to the Education Act and its supporting regulations and policy/program memoranda.

The International Languages Elementary (ILE) integrated day programs within the TCDSB, are subject to Ministry of Education regulations and guidelines, that require schools to meet the requirement for five hours of curriculum instruction. The ILE integrated day programs at TCDSB operates within the regulated 300 minute school day, under the approval of the Ministry of Education and in agreement with TCDSB Policy S.P.05.

The ILE after-hour programs at TCDSB are subject to Ministry of Education regulations and guidelines and operate for 2.5 hours of instruction each week, for each language, for 30 sessions per academic year, in agreement with TCDSB Policy S.P.05.

A: Existing Programs

1. The approved preliminary protocol being used is as follows:

- ~~– It is understood that a request for a survey shall be for extenuating circumstances only.~~
- ~~– Requests for a survey will come to the Director of Education from the school's Catholic School Advisory Council (CSAC) through a letter to the local Superintendent of Education. The Superintendent of Education, Special Services and the Superintendent of Education for the school will prepare a report for the Board.~~
- ~~– Minutes of the CSAC meeting where the request was discussed, including the motion for a survey, which was moved and seconded, will be attached to the letter of request.~~
- ~~– The school community will be made aware that they can make a delegation before the Board of Trustees with respect to this request outlining the rationale for the request.~~
- ~~– The local trustee will be informed by the CSAC of the intent of the community to request a survey.~~
- ~~– While the CSAC may initiate the process at any time, the report to the Trustees will be submitted annually, no later than March of any given year.~~

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- ~~– The Board of Trustees will determine if there is a sufficient need to grant the request and approve accordingly.~~
- ~~– A needs assessment committee representing parents on both sides of the issue (maximum of four) and school principal will oversee the distribution of the surveys and the tallying of the results. The tallying of results will be scrutinized by the local school superintendent where required.~~
- ~~– The needs assessment is to be sent to parents of students in grades JK – 7 in the school community and a response of at least 90% of the parents is required~~

**A. Reviewing an Existing International Languages Elementary (ILE)
Integrated Day Program**

- 1. A school community with an existing ILE integrated day program may wish to review its viability, in any academic year, consistent with Policy S.P.05, Regulation 5, by considering a number of factors to ensure that the current ILE delivery model supports the needs of the students. Viability includes:**
 - a) adding a language;**
 - b) changing the current language to a different language; OR**
 - c) discontinuing the ILE program.**

A request to determine viability must adhere to Policy S.P.05 and to the operating procedures outlined in this appendix, and can only occur once every 3 years.

- 2. At least two weeks in advance of a Catholic School Parent Council (CSPC) meeting any parent may submit a request, to the chair and to the principal, to add an agenda item to the next CSPC meeting to discuss the viability of an existing ILE program.**
- 3. Upon the determination of the time and date of such meeting, where the request will be discussed, the principal will inform the school superintendent and the Trustee.**
- 4. The principal must ensure that the school community receives advanced notification that the upcoming CSPC meeting will include an open discussion about the viability of the existing ILE program.**

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- 5. At the CSPC meeting, all parents will have the opportunity to bring forward their views regarding any of the three possibilities:**
 - a) adding a language;**
 - b) changing the current language to a different language; AND/OR**
 - c) discontinuing the ILE program.**

- 6. After hearing input from the community, the CSPC voting members (i.e., The Council members elected at the first CSPC meeting of the year) will determine one of the following actions, using the standard CSPC voting process:**
 - a) to request a survey of the school community to add a language (the new language must be specified);**
 - b) to request a survey of the school community to change the current language to a different language (the proposed language must be specified);**
 - c) to request a survey of the school community to discontinue the ILE program; OR**
 - d) to NOT proceed with requesting a survey of the school community regarding the ILE program viability.**

- 7. The principal must provide the school community with advance notice, as outlined above, of the public discussion that will occur at the CSPC meeting regarding the viability of the ILE program. The advance notice of the meeting must be communicated using a variety of methods, such as, but not limited to, school messenger and social media.**

- 8. At this CSPC meeting, the implications (pro and con) for all students must be reviewed. In addition, all parents must be given the opportunity to ask questions and/or delegate on the matter.**

- 9. Once the matter has been fully discussed, the CSPC voting members will determine one, of the four options, as outlined in 3B, to pursue. Similar to**

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any other vote at a CSPC meeting, only the elected CSPC voting members may participate in the vote.

10. The result of the vote as to whether or not to proceed with the request for a survey, will be recorded in the CSPC meeting minutes.

11. If the vote result is in favor of requesting a survey, the CSPC chair will then write a letter to the principal outlining the details of the request to conduct a survey and the results of the vote. Meeting minutes must accompany the letter.

12. The principal will then forward the request to the school superintendent no later than November 1st of the year preceding the September for which potential implementation could occur.

13. The superintendent will then discuss the request to conduct a survey, with the Director of Education.

14. If the request to conduct the survey is approved by the Director of Education, the local superintendent will work with the TCDSB Research and International Languages Departments to administer the survey.

15. The purpose of the viability survey could only be one of the following:

- a) to add a language;
- b) to change the current language to a different language; OR
- c) to discontinue the ILE program.

16. The International Languages and Research Departments will oversee the distribution of the surveys and the compilation of the results.

17. The survey will be sent to parents (one per family) of students in grades JK-7 in the school community. A positive response of at least 67% of all families of students in grades JK-7 in the school community, is required for a change to be made to an existing ILE program.

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- 18. Once the results of the survey are compiled and shared with CSPC, the superintendent of curriculum, the coordinator of International Languages, the superintendent of special services, and the superintendent of education for the school, will prepare a recommendation report for the Board of Trustees based on the survey results.**
- 19. The superintendent of education for the school will inform the principal when the report will be presented to the Board of Trustees. The principal will ensure that the school community is made aware of the meeting date.**
- 20. The report with the recommendations will be presented at Board no later than March 31st.**
- 21. Where the Board of Trustees approve that the ILE integrated day program should continue for the following year, the existing ILE program may continue.**
- 22. Where the Board of Trustees approve that the existing ILE integrated day program should not continue in the subsequent school year, the area superintendent of education and the principal will inform the local school community. As well, an effort will be made to offer classes in an ILE after-hours delivery model, no later than April of the year preceding the September for which potential implementation could occur.**
- 23. Approved changes to the existing program would take effect in the subsequent September.**

B. Reviewing Existing ILE After-Hours Programs

The Curriculum and the International Languages Departments, conduct yearly reviews of all existing ILE after-hours programs. The review is governed by Policy S.P.05, Regulation 6, and the following procedures:

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- 1. If after November 30th, a class/center is not considered viable, as outlined in the Policy S.P.05, a comprehensive review of the class/center will be conducted from November 1st to January 30th of the same school year, while allowing the class/center to operate for the year.**
- 2. The review will include, but will not limited to, the following:**
 - a) student registration patterns;**
 - b) patterns of student attendance;**
 - c) demographics of the school where the class/center is located, as well as, the demographics of neighboring schools;**
 - d) number of pre-registered students by June 30th of the proceeding academic year; and**
 - e) the availability of instructors for the language(s) offered at the center.**
- 3. Once the review is completed, the matter will be discussed with the local trustee, and with the community at a meeting where the classes are offered, no later than April of the year preceding the September for which potential changes could occur.**
- 4. Where the ILE after-hours class/center is considered viable for the next school year, the class/center may continue.**
- 5. Where the ILE after-hours class/center is not considered viable for the next school year, the superintendent of curriculum and the IL coordinator will inform the parents of the registered students and an effort will be made to continue the class(es) at an existing viable center.**

~~B: New Programs~~

- ~~1. New programs will be governed by the new Policy S.P. 05, 5. (a) (b).~~**

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~~(a) School communities will also be surveyed, upon request of, their Catholic School Advisory Councils to determine if a new Extended Day Program will be provided.~~

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~~(b) All requests shall be forwarded through the principal and the area superintendent of education and processed through the Special Services Department.~~

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~~For any information regarding this protocol or the policy, please contact the Coordinator Community Relations, 416-222-8282, ext. 2591.~~

C. Establishing a New ILE Integrated Day Program

All newly proposed ILE integrated day programs within the TCDSB, are subject to Ministry of Education regulations and guidelines, that require schools to meet the requirement for five hours of curriculum instruction, and to Policy S.P.05, Regulation 1 and 7, and the following operating procedures:

1. **At least two weeks** in advance of a Catholic School Parent Council (CSPC) meeting, any parent may submit a request to the chair and to the principal to add an agenda item to the next CSPC meeting, to discuss the viability of establishing a new ILE integrated day program.
2. Upon the determination of the time and date of the CSPC meeting where the request will be discussed, the principal will inform the school superintendent and the Trustee.
3. The principal must ensure that the school community receives advanced notification that the upcoming CSPC meeting will include an open discussion about the viability of establishing a new ILE integrated day program.
4. At the CSPC meeting, all parents will have the opportunity to bring forward their views regarding any of the two possibilities:
 - a) establishing a new ILE integrated day program; AND/OR
 - b) not establishing a new ILE integrated day program.
5. After hearing input from the community, the CSPC voting members (i.e., The Council members elected at the first CSPC meeting of the year) will determine one of the following actions using the standard CSPC voting process:

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- a) to request for a survey of the school community to add a new ILE program (the proposed language(s) must be specified);
 - b) to NOT proceed with requesting a survey of the school community regarding the establishing of a new ILE integrated day program.
6. The principal must provide the school community with advance notice, as outlined above, of the public discussion that will occur at the CSPC meeting regarding the viability of establishing a new ILE integrated day program. The advanced notice of the meeting must be communicated using a variety of methods, such as, but not limited to, school messenger and social media.
 7. At this CSPC meeting, the implications (pro and con) for all students must be reviewed. In addition, all parents must be given the opportunity to ask questions and/or delegate on the matter.
 8. Once the matter has been fully discussed, the CSPC voting members will determine one, of the two options, as outlined in 3B, to pursue. Similar to any other vote at a CSPC meeting, only the elected CSPC voting members may participate in the vote.
 9. The result of the vote as to whether or not to proceed with the request for a survey, will be recorded in the CSPC meeting minutes.
 10. If the vote result is in favor of requesting a survey, the CSPC chair will then write a letter to the principal outlining the details of the request to conduct a survey and the results of the vote. Meeting minutes must accompany the letter.
 11. The principal will then forward the request to the school superintendent no later than November 1st of the year preceding the September for which potential implementation could occur.
 12. The superintendent will then discuss the request to conduct a survey, with the Director of Education.

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- 13.If the request to conduct the survey is approved by the Director of Education, the superintendent will work with the TCDSB Research and International Languages Departments to administer the survey.**
- 14.The purpose of the viability survey could only be one of the following:**
 - a) to add a new ILE integrated day program (the proposed language(s) must be specified; OR**
 - b) not to add a new ILE integrated day program.**
- 15.The International Languages and Research Departments will oversee the distribution of the surveys and the compilation of the results.**
- 16.The survey will be sent to parents (one per family) of students in grades JK - 7 in the school community. A positive response of at least 67% of all families of students in grades JK-7 is required to establish a new ILE program.**
- 17.Once the results of the survey are compiled and shared with the CSPC, the superintendent of curriculum, the coordinator of International Languages, the superintendent of special services, and the superintendent of education for the school, will prepare a recommendation report for the Board of Trustees based on the survey results.**
- 18.The superintendent of education for the school will inform the principal when the report will be presented to the Board of Trustees. The principal will ensure that the school community is made of the meeting date.**
- 19.The report with the recommendations will be presented at Board no later than March 31st. The Board of Trustees will consider the recommendations provided in the report and follow the voting process for reports.**

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- 20. Where the Board of Trustees approve that a new ILE integrated day program can be established, the new ILE integrated day program would take effect for the subsequent September.**
- 21. Where the Board of Trustees approve that a new ILE integrated day program should not be established in the subsequent school year, the area superintendent of education and the principal will inform the local school community. As well, an effort will be made to offer classes in an ILE after-hours delivery model, no later than April of the year preceding the September for which potential implementation could occur.**

D. Establishing a New ILE After-Hours Class

All ILE new after-hours programs within the TCDSB, are subject to Ministry of Education regulations and guidelines, and to Policy S.P.05, Regulation 2 and 8, and the following operating procedures:

- 1. To open a new class in an existing viable center, a formal written request must be made to the International Languages Department no later than January 31st of the year preceding the September for which the class is to be added.**
- 2. If by November 30th, when registration closes, the class has 23 students, or more, registered, the class will continue at the center where the class was scheduled.**
- 3. If by November 30th, when registration closes, there is not a sufficient number of students registered for the class to continue at its current location, the local trustee will be informed and an effort will be made to redirect the registered students to another existing viable center.**