



Policy Manual – Students

S.P.07 Indigenous and International Languages Elementary Program

Policy Statement

The Hamilton-Wentworth Catholic School Board operates an **Indigenous and International Languages Elementary Program (IILEP)** in elementary schools in accordance with the terms and regulations as set out by the Ministry of Education and the Education Act.

The focus of the **Indigenous and International Language Elementary Program (IILEP)** is to offer children an opportunity to develop and/or maintain the ability to listen, speak, read, write in a new language or the language of the home or heritage, and to learn about the culture and heritage associated with the language.

Purpose

The Regulations Review Committee, a sub-committee of the IILEP Advisory Committee, has developed the following regulations, which are reviewed annually:

1. The **Indigenous and International Languages Elementary Program** shall follow the guidelines as set out within the **Indigenous and International Languages Elementary Program Handbook** by the Hamilton- Wentworth Catholic District School Board’s (Board) **Indigenous and International Languages Elementary Program Advisory Committee**.
2. The **Indigenous and International Languages Elementary Program** shall meet the requirements of the Education Act, Ontario Regulation, R.R.O. 1990, Reg. 285; and Ontario Schools Policy and Program Requirements, 2016 (section 2.5.3 and 10.2).
3. **Indigenous and International Languages elementary classes** offered will require approval by Principal of Continuing Education, in consultation with the Superintendent of Education.
4. The hiring of instructors shall follow the process and guidelines outlined in the handbook.
5. Instructors in the **Indigenous and International Languages Elementary Program** are required to submit an updated annual offence declaration and **required** to complete all mandated health and safety training.
6. Weekday evening classes are to be encouraged during the academic year. When weekday evening classes are not possible, Saturday morning classes may be arranged.
7. A registration fee shall not be charged.
8. The academic year for the **Indigenous and International Languages Elementary Program** classes will generally begin in September and generally end in June, as well as a four-week summer session in July. Specific dates will be determined by the Principal of Continuing Education, in consultation with the Superintendent of Education responsible for Continuing Education.
9. A per pupil consumable supply allocation shall be included in the program budget
 - for the period September through June
 - for the summer period

Note: consumables to include photocopy costs

10. Clerical assistance may be provided [funded at the rate of casual/part-time clerical to a maximum of thirty hours per session for each Language group] subject to the approval of the Principal of Continuing Education in consultation with the Superintendent of Education responsible for Continuing Education. Additional assistance/hours may be contracted with the prior approval of the Principal of Continuing Education, in consultation with the Superintendent of Education.
11. Professional Development activities shall be subject to the approval of the Principal of Continuing Education in consultation with the Superintendent of Education responsible for Continuing Education.
12. All instructors of the **Indigenous and** International Languages Elementary Program shall be required to adhere to the Emergency Measures Procedures specific to the school and site, and as outlined in the **Indigenous and** International Languages Elementary Program Handbook. Each instructor shall also have access to and follow the emergency procedures outlined by their respective day school identifying any potential hazards that are specific to the school.
13. The Coordinator will monitor enrolment levels of all classes and will inform the Principal of Continuing Education by the 10th session of any classes with enrolments of less than seven pupils. The Principal of Continuing Education, in consultation with the Superintendent of Education responsible for Continuing Education, may decide to cancel any classes with enrolments of less than seven pupils.
14. The Coordinator will monitor enrolment levels of all classes and will inform the Principal of Continuing Education of large classes. The Principal of Continuing Education in consultation with the Superintendent of Education responsible for Continuing Education may decide to split large classes and/or to hire another instructor.

Responsibility

Indigenous and International Languages Elementary Program (ILEP)

Indigenous and Advisory Committee International Languages Elementary Program (IILEP) Coordinator

St. Charles Continuing Education Principal Superintendent of Education

Regulations

Regulation 285, Education Act

Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements, 2016 (sec 2.5.3, 10.2)

International Education Language Program Resource Guide, 2012 Related

Policies: N/A

Related Board Committee

Student Achievement and Well-Being

Policy Review Date:

BM Original Policy Approved: 06 June 2000

Revisions: 07 November 2000, 01 October 2002, 05 June 2007, 21 June 2011, 01 March 2016, 06 November 2019, **04 July 2022, 10 March 2023**

To be reviewed every **five** years - **2028**