

 <p><b>Conseil scolaire Centre-Nord</b></p> <p>301, 8627, 91<sup>e</sup> Rue Edmonton (Alberta) T6C 3N1 téléphone : (780) 468-6440 télécopieur : (780) 440-1631</p>	<b>Reference : C-3041 PA</b>	<b>Page 1 of 3</b>
	<b>Catégorie : SCHOOL ADMINISTRATION</b>	
	<b>Title : INTEGRATION OF THE NON-FRENCH SPEAKING PARENT TO FRANCOPHONE EDUCATION</b>	
	<b>Legal Reference(s) :</b> Section(s) 10 of the <i>School Act</i>	
<b>Other Reference(s) :</b> <i>Canadian Charter of Rights and Freedoms</i>		
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## ADMINISTRATIVE PROCEDURES

### 1. General communication practices

In all circumstances, the School Board and school administrators will use discernment and good judgment based on circumstance, people involved and all other relevant factors. The Board and its schools will closely adhere to the following practices:

- 1.1 All verbal and written communications are conducted, without question, in French as a first priority;
- 1.2 All public meetings are convened and held in French;
- 1.3 All communications to the student and to staff will be conducted in French, only;
- 1.4 No document (correspondence or other) will be published in a bilingual format, that is, both in French and English;
- 1.5 When a written communication is available in English, it is always accompanied by the original French communication;
- 1.6 Public communications in English (verbal and written) are available only to the non-French-speaking parent, upon specific request by the parent or upon the principal's initiative under special circumstances.

### 2. Special Communication Practices

For specific and justifiable reasons, and in order to respond to a request made by a non-French-speaking parent, the superintendent or principal will undertake the following initiatives:

- 2.1 General Communications
  - 2.1.1 provide a translation of letters of authorization having legal implications;
  - 2.1.2 provide a translation of correspondence relative to the health and safety of the student;



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- 2.1.3 provide the translation of student registration forms, questionnaires and surveys intended for the parent.
- 2.2 Report Card
  - 2.2.1 provide an English glossary of terms;
  - 2.2.2 write anecdotal comments in English, if necessary.
- 2.3 Promotion, Publicity and Registration
  - 2.3.1 make available an English version of a promotional brochure and / or prospectus;
  - 2.3.2 make available a summary of the School Board and school council meeting highlights;
  - 2.3.3 make available in English the instructions for completing student registration forms.
- 2.4 Parent-Teacher Interviews
  - 2.4.1 use English when exchanging information regarding the student during private parent and school personnel conferences.
- 2.5 Meetings
  - 2.5.1 Convene and hold all meetings in French;
  - 2.5.2 Facilitate the participation of the non-French-speaking parent at school council meetings;
  - 2.5.3 Allow a parent or a delegation of parents, who request in advance, to present in English during School Board and school council meetings.
- 2.6 Examples of strategies to integrate the non-French-speaking parent:  
Facilitate the participation of the parent by:
  - 2.6.1 establishing partnerships between and among parents;
  - 2.6.2 pairing the non-French-speaking parent who so desires with a francophone parent;
  - 2.6.3 organizing information meetings in English;



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2.6.4 establishing a support group for accompanying, guiding and training non-French-speaking parents.

Encourage the participation of the parent:

2.6.5 in English classes with students;

2.6.6 in reading in English with students;

2.6.7 in special tasks for the school;

2.6.8 in organizing presentations for students by professionals or resource people from the community and the public;

2.6.9 in public relations with the anglophone community;

2.6.10 in concrete organizational tasks in the school;

2.6.11 in researching careers or other topics beneficial to students, school and parents;

2.6.12 in support and guidance groups for the parent;

2.6.13 in French courses for adults;

2.6.14 in promoting the school and its recruitment, fund-raising and lobbying efforts;

2.6.15 in programs for learning French and integrating cultural and community aspects;

2.6.16 in family or other exchanges with francophone regions or countries.