

Policy for Substituting Compulsory Courses

This policy outlines the conditions and procedures under which compulsory courses may be substituted for students at Royal Ontario Academy. The goal is to accommodate individual learning needs and circumstances while ensuring students meet the requirements for the Ontario Secondary School Diploma (OSSD).

Policy Statement

Royal Ontario Academy allows the substitution of up to three compulsory courses with other courses that meet the student's educational goals and needs. These substitutions must align with the Ministry of Education guidelines and ensure that students receive a well-rounded education.

Eligibility Criteria

A student may be eligible for a compulsory course substitution if they meet one or more of the following criteria:

1. **Special Education Needs:** The student has an Individual Education Plan (IEP) that specifies the need for a course substitution.
2. **Advanced Standing:** The student has demonstrated advanced knowledge or skills in a subject area and would benefit from taking a more challenging or specialized course.
3. **Scheduling Conflicts:** The student has unavoidable scheduling conflicts that prevent them from taking a required course.
4. **Personal Circumstances:** The student has personal circumstances, such as health issues or relocation, that necessitate a course substitution.

Application Process

1. **Submission of Request:**

The student or their parent/guardian must submit a formal request for a compulsory course substitution to the school administration.

This request should include:

- A completed course substitution request form.
- Supporting documentation, such as the IEP, transcripts, letters from teachers or counselors, or medical certificates.
- A personal statement explaining the need for the substitution.

2. Review Process:

- The request will be reviewed by a committee consisting of a relevant subject teacher and the school principal.
- The committee may request additional information or evidence from the student if necessary.
- The committee will evaluate the student's application based on the eligibility criteria and supporting documentation.

3. Decision:

- The committee will make a decision within two weeks of receiving the complete application.
- The student will be notified in writing of the committee's decision.
- If the substitution is approved, the student will be allowed to enroll in the substitute course. If the substitution is denied, the student will be provided with an explanation and advised on alternative ways to meet the compulsory course requirements.

Conditions and Limitations

- **Course Equivalency:** The substitute course must be of equivalent educational value and rigor to the compulsory course it replaces.
- **Approval Required:** All course substitutions must be approved by the school administration and align with Ministry of Education guidelines.
- **Documentation:** All decisions and supporting documentation will be recorded in the student's academic record.
- **No Retroactive Substitutions:** Course substitutions cannot be applied retroactively to courses already completed or in progress.

Appeals

If a student's request for a compulsory course substitution is denied, they may appeal the decision. The appeal must be submitted in writing to the school principal within ten days of receiving the decision. The appeal will be reviewed by an independent committee, and a final decision will be made within two weeks.

The school administration will review this policy/procedure annually to ensure its effectiveness and alignment with educational standards and goals, making revisions as needed. For further information regarding this policy, students and parents/guardians are encouraged to contact us at Royal Ontario Academy at info@royalontarioacademy.com.