

Earning Credits through Alternative Methods Policy

To outline the procedure for students at Royal Ontario Academy to earn credits through alternative methods, including correspondence courses offered by the Independent Learning Centre (ILC), distance education, independent study, and private study.

1. Correspondence Courses Offered by the Independent Learning Centre (ILC)

- Students must consult with the Principal to determine if a correspondence course is suitable for their academic plan.
- Submit a request form to the Principal for review.
- The Principal must approve the enrollment in the ILC course.

1.1 Enrollment

- Upon approval, the student will register for the course through the ILC.
- The student must inform Royal Ontario Academy of their registration.

1.2 Credit Recognition

- Upon completion of the course, the student must provide the official transcript to the Royal Ontario Academy.
- The school will record the credit on the student's Ontario Student Transcript (OST).

2. Distance Education

2.1 Eligibility

- Distance education is available for students who require flexible learning options due to personal circumstances.

2.2 Approval Process

- Students must submit a request form outlining their reasons for choosing distance education.
- The Principal will review and approve the request.

2.3 Enrollment

- The student will enroll in the approved distance education program.

The student must keep the Royal Ontario Academy informed of their progress.

2.4 Credit Recognition

- Upon completion, the student must submit documentation of their achievement.
- The school will update the student's OST with the earned credit.

3. Independent Study

3.1 Eligibility

- Independent study is available for students with a strong academic record who wish to pursue a subject not offered in the regular curriculum.

3.2 Approval Process

- The student must submit a detailed study proposal to the Royal Ontario Academy including learning objectives, materials, and assessment methods.
- A supervising teacher must be identified to oversee the study.
- The Principal must approve the proposal.

3.3 Execution

- The student will complete the study according to the approved plan.
- Regular check-ins with the supervising teacher are required.

3.4 Credit Recognition

- Upon completion, the supervising teacher will assess the student's work.
- The credit will be recorded on the OST based on the teacher's evaluation.

4. Private Study

4.1 Eligibility

- Private study is available for students who cannot attend regular classes due to exceptional circumstances.

4.2 Approval Process

- A request for private study must be submitted to Royal Ontario Academy
- The request must include details of the study plan, including the subject, learning materials, and proposed assessment methods.
- The Principal must approve the request.

4.3 Execution

- The student must follow the approved study plan under the guidance of an assigned teacher.
- The teacher will monitor progress and provide necessary support.

4.4 Credit Recognition

- The teacher will evaluate the student's performance upon completion.
- The earned credit will be documented on the student's OST.

5. Monitoring and Reporting

5.1 Progress Tracking

- Royal Ontario Academy will monitor the progress of students earning credits through alternative methods.
- Regular updates will be required from the student and supervising teacher.

5.2 Final Reporting

- Upon completion of the alternative credit course, the student's achievements will be reviewed and recorded by the school administration.
- The Principal will ensure that all credits are appropriately documented on the student's OST.

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.