

Toronto District School Board

Operational Procedure PR.506 SCH

Title: **INDEPENDENT LEARNING CENTRE (ILC) COURSES**

Date: Revised **September 11, 2003**
March 7, 2003

Authorization: School Services Team

1. OBJECTIVE

To provide guidelines for schools to permit students to take ILC courses. Since these courses result in additional central charges to TDSB, it is desirable to minimize the access to the courses.

2. DEFINITIONS

Independent Learning Centre (ILC) A distance education program provided by TVOntario for Ontario residents who want to earn secondary school diploma credits or upgrade basic skills

3. RESPONSIBILITY

Executive Superintendent, School Services - Central

4. PROCEDURES

4.1. The student must be:

- (a) currently enrolled in a Toronto District School Board secondary school;
- (b) in the graduation year of secondary school, or
- (c) applying for an ILC course that is not available at summer school, night school or the virtual school.

4.2. One of the following applies:

- (a) The student requires the ILC credit in order to graduate in the current school year, or to apply for admission to a specific post-secondary program for the following year, and the school is unable to schedule the requested course in the student's day school program, or

- (b) the student's unique circumstances are such that an ILC course would be necessary or beneficial (e.g. extensive travel, serious medical need, exceptional athlete).
- 4.3. The student should register for the ILC course, through the school Guidance office, at least eight months prior to graduation for a day school course, or by mid-June for a summer school course.
- 4.4. The student and parent/guardian must agree in writing (Form PR.506A) that the student will complete all ILC course requirements within the school year, return all borrowed materials (texts, videos, etc) to the school, submit a cheque for \$50. as a fee and deposit, \$40. of which will be returned when materials are returned to the school.
- 4.5. If a school registers a student for an ILC course, the school's budget will incur the full costs of the course.

5. REFERENCE DOCUMENTS

Form PR.506A: Memorandum Agreement With the Toronto District School Board for Enrolling in an Independent Learning Centre (ILC) Course