

Table of Contents

ILE Program Details	Pg. 3
Registration Requirement	Pg. 4
ILE Program Calendar	Pg. 5
Student Conduct	Pg. 6
Community Use of Schools	Pg. 7
Student Pick-Up, Dismissal, and Emergency Procedures	Pg. 8
Inclement Weather	Pg. 9

ILE Program Details

The ILE program is funded by the Ministry of Education and is offered completely **free** of charge to families. While some classroom materials may be supplied, students may occasionally be asked to bring in some of their own basic supplies.

The ILE Program is offered at no cost to participants. If you receive any information that suggests a fee, please contact the ILE Program Office through the link on our website so we can help clarify.

[International Languages Elementary Program Website](#)

ILE classes operate based on a minimum enrollment benchmark of 23 students. If a class does not reach this number, registered students will be placed on a waitlist while enrollment continues to be monitored.

ILE classes do not provide academic credit. They are designed to bring together students of various ages and language abilities in a shared learning environment, rather than being organized strictly by grade. As a result, each class may include a range of ages and language proficiency levels.

ILE classes are mandated to follow these maximum instructional times:

- 2.5 hours per week during the school year, and
- 2.5 hours per day during the summer program.

Registration Requirement

Registration into the ILE program needs to meet Ministry of Education requirements:

- All registrations require an Ontario Education Number (OEN) – anyone who does not have an OEN can contact the ILE program through the link on the website to discuss registration options.
- During the school year students in year 1 ELKP (JK) to grade 8 must be enrolled in a publicly funded elementary or private school.
- Summer ILE classes are open to students going into year 2 ELKP (SK) to grade 8. If a student does not start first year ELKP until the following September or has graduated grade 8 in June before the summer program, then they are not eligible to participate.
- For both the school year and summer programs, late registration will be available for a short time after registration has closed. If space is available in the requested language, students will be added to the class. All other registrations will be added to the waitlist.

ILE Program Calendar

ILE school-year classes follow a condensed version of the regular DSBN school calendar. Classes are typically held weekly, excluding:

- winter break, and
- March break.

The ILE Summer Program operates during the month of July. Schedules may be adjusted as required.

Class days, times, and locations are determined based on instructor availability and school facility access. As a result, program locations, days, and times are subject to change from year to year.

There may be times throughout the school year when a class may be required to run online or asynchronously.

- When an online class occurs, the Lead Instructor for the language represented will provide an online class for all students registered in that language. This will enable all students in one household to participate using one device. Online classes will be provided through the Microsoft Teams application. An email invitation into the online class will be sent to the email address submitted with the student registration.
- When an asynchronous class occurs, the Lead Instructor for the language represented will provide work for all students registered in that language to complete and return to their Instructor during the next in person class. All work will be provided through the Microsoft Teams application.

Student Conduct

Students are expected to demonstrate respectful and appropriate behaviour at all times while participating in the program. Behaviour that is disruptive, unsafe, or interferes with the learning environment will not be tolerated.

Instructors will work collaboratively with students, and where appropriate with families, to address and manage behavioural incidents through consistent and supportive interventions.

In cases where behavioural concerns are persistent or recurring and cannot be effectively managed despite reasonable efforts and interventions, the program reserves the right to unregister the student.

For more information on the DSBN Code of Conduct policy:

<https://www.dsbn.org/about/policies/dsbn-code-of-conduct>

Community Use of Schools

The ILE Program operates under Community Use of Schools permits and must comply with all related rules and regulations. Failure by staff, students, or community members to adhere to these requirements may jeopardize the program's ability to continue operating within DSNB school facilities.

During ILE class times, access to hallways, classrooms, gymnasiums, and other school areas is limited to registered program participants and authorized staff only. These spaces are not available for general community use.

Student Pick-Up, Dismissal, and Emergency Procedures

Parents/guardians are responsible for ensuring that students are picked up promptly at the scheduled end time of the class. Timely pick-up is required to ensure student safety and to support appropriate supervision, dismissal procedures, and ensure compliance with the Community Use of Schools permit requirements.

Instructors are not able to provide supervision beyond the designated program end time. Parents/guardians are expected to notify instructors in advance, where possible, if an emergency or unforeseen circumstance will delay pick-up.

In the event of a late pick up where no prior notice has been provided, instructors will follow established emergency pick-up procedures in accordance with board or program guidelines.

Repeated or persistent late pickups, including failure to follow emergency pick-up procedures, may result in administrative review. If the issue cannot be resolved despite communication and reasonable efforts, the program reserves the right to unregister the student.

Example:

If your student is in a class that operates 5:30-8:00, it is acceptable to:

- drop students off between 5:30-5:45.
- pick up students between 7:45-8:00.

If your student is in a class that operates 6:00-8:30, it is acceptable to:

- drop students off between 6:00-6:15.
- pick up students between 8:15-8:30.

Inclement Weather

During the school year, changes to ILE classes may be required due to inclement weather. When DSBN schools are closed, all ILE classes will also be cancelled.

If DSBN schools remain open, a determination will be made regarding ILE evening or weekend classes based on current and forecasted weather conditions. In these circumstances, classes may proceed in person or transition to a virtual format.

Every effort will be made to communicate decisions in a timely manner. Families will be notified by the Lead Instructor **only** if there is a change to the regularly scheduled class.