



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

SUPERVISED ALTERNATIVE LEARNING AND OTHER EXCUSALS FROM ATTENDANCE AT SCHOOL

Purpose

The purpose of supervised alternative learning is to provide pupils who have significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to enable progress towards obtaining an Ontario secondary school diploma or achieving his or her other education and life goals.

References

Ontario Regulation 374/10 Supervised Alternative Learning and Other Excusals from Attendance at School

Procedures

1. Definitions

“Committee” means a Supervised Alternative Learning Committee established by a board.

“Parent” includes a guardian.

“Plan” means a supervised alternative learning plan developed for a pupil.

“Primary contact person” means a teacher who is assigned to carry out the functions of a primary contact person for a pupil in supervised alternative learning.

“Supervised alternative learning” means an individualized learning program consisting of one or more activities.

“SAL” means Supervised Alternative Learning

“SALP” means Supervised Alternative Learning Plan

2. Application of Procedure

2.1 This procedure applies only to pupils who are between the ages of 14 and 17.

2.2 A pupil who turns 18 years old while participating in supervised alternative learning may, if he or she wishes, continue participating in supervised alternative learning until the pupil’s plan expires or is terminated.

2.3 A SAL shall expire no later than June 30th.

2.4 A SAL may be renewed for a maximum of one school year on the recommendation of the Principal to the SAL Committee without requiring the student to appear before the SAL Committee.

3. Best Interests of the Pupil

Decisions made under these procedures shall be based on the best interests of the pupil.

4. SAL Program

A SAL program will:

- incorporate the student's educational and personal goals;
- include credit-bearing activities wherever possible;
- outline methods of assessing the student's progress towards his or her educational and personal goals;
- identify a primary contact at the school or board and make provision for monitoring which must occur at a minimum once per month; and
- Include a transition plan for returning to school or for proceeding to a post secondary option when the student reaches the age of 18.

5. Appropriate SAL activities

Students may participate in:

- One or more courses in which the student may earn a credit
- A life-skills or other non-credit course
- Job-related training (e.g. learning workplace certifications, developing general employment skills)
- Full or part-time employment at a work placement that has been visited and found appropriate
- Volunteering (may meet the community service requirement)
- Counselling (to address barriers to learning)
- Any other activities that will help the student reach their education and/or personal goals.

6. SAL Committee

At a minimum, the SAL Committee will be composed of a Board trustee, a Supervisory Officer or his/her designate, and a member of the community and Attendance Counsellor.

7. Procedures Preceding a SAL Application

7.1 The school's Student Success team reviews the student's situation. Strategies used prior to recommending SAL are documented on Form A: Supervised Alternative Learning Plan (SALP).

7.2 The Attendance Counsellor will provide a report on the student's attendance history and interventions to date.

- 7.3 The Principal, in consultation with the school's Superintendent of School Effectiveness, shall ensure that all appropriate alternative options have been considered before recommending a SAL.
- 7.4 Information about options, including SAL is shared with the student and parent/guardian.
- 7.5 The student's motivation and commitment to the program are assessed.

8. SAL Application

- 8.1 A request for a SAL program from a parent, student, or principal must be in writing and parent may be requested to complete requests to obtain and/or release information.
- 8.2 The student is legally required to continue attending school until the SAL Committee meets to make its decision.
- 8.3 Upon receipt of a SAL program request from a parent or student, the principal will note the date of receipt on the request.
- 8.4 If the principal requests a SAL for a student, the principal will note the date on the request.
- 8.5 The principal has 15 school days from receipt of the request from a parent or student to submit the application to the Superintendent of School Effectiveness responsible for the SAL Committee.
- 8.6 The application will include, but is not limited to: Form A: Supervised Alternative Learning Plan (SALP), student attendance record, Ontario Student Record review summary, credit summary, employer agreement (if applicable), IEP (if applicable).
- 8.7 The principal will advise the parent in writing that the SAL application has been submitted to the SAL Committee (Form B: Letter from Principal - Receipt of Application).

9. Consideration of the SAL Application

- 9.1 The SAL Committee will schedule a meeting within 20 school days of receipt of the application to review the application.
- 9.2 The parent and student will be notified of the date and time of the SAL meeting to consider the application.
- 9.3 The parent, student, and principal will be invited to attend the SAL Committee review of the application (Form C: Letter to Parent - SAL Committee Date).
- 9.4 Other relevant school and board staff members may be invited by the Committee. Relevant community members will be invited with the agreement of the parent.
- 9.5 The Committee will review the application. The application may be amended and approved, approved as per the application, or rejected.

- 9.6 If approved, the Committee will confirm the student's primary contact, who will be a teacher.
- 9.7 The parent, student, and principal will be notified in writing (Form D: Letter to Parent - Confirmation of SAL Decision) of the SAL Committee's decision within 5 school days of the meeting.
- 9.8 The SAL Committee will identify a date for the review of the student's progress and the SALP at least 15 school days before the plan expires.
- 9.9 The finalized SALP will be stored in the Ontario Student Record. A copy will be provided to the student, parent, and primary contact.
- 9.10 The parent may request in writing a reconsideration of the SAL Committee's decision within 10 school days of receiving the decision to the Superintendent of School Effectiveness responsible for SAL.
- 9.11 The SAL Committee, upon receipt of a parent's request for reconsideration of the decision, will hold a meeting to reconsider its decision within 20 school days.

10. Implementation and Monitoring

- 10.1 Before a student begins participating in an activity at a location that is not a board or schools site (e.g. a workplace in the community, a volunteer organization), the site must be visited by the student's primary contact from the student's school to determine if it means health, safety, accessibility and/or other factors. If the proposed site already hosts other students and is in compliance with legislation and other factors, a site visit is not required.
- 10.2 Monitoring is carried out by the student's primary contact at least once per month.
- 10.3 Communication between the student and the primary contact is best achieved in person; but may include telephone conversations, email, teleconferencing, video conferencing, and meeting with the student's primary contact.
- 10.4 The primary contact may make minor changes to the SALP over the course of the year.
- 10.5 The parent and student will be provided a copy of the modified SALP.
- 10.6 All contacts between the student and primary contact will be documented using Form E: Communication with SAL Student.
- 10.7 The primary contact will be responsible for all progress reports (report cards).
- 10.8 Progress reports will be issued to each SAL student following the same timelines as reporting for regular students.
- 10.9 The student's primary contact will ensure that the Student Success Teacher is aware of a SAL student so both staff members can support the student.
- 10.10 School Student Success Teams should be regularly updated on the progress of all SAL students.

11. Review and Transition Planning

- 11.1 The primary contact may make minor changes to the SALP over the course of the program.
- 11.2 The parent, student, and Superintendent responsible for SAL will receive a copy of the modified SALP.
- 11.3 Substantial modifications to the SALP require the approval of the principal, a Superintendent or his/her designate, Attendance Counsellor, the student and the parent.
- 11.4 The modified SALP will be placed in the OSR.
- 11.5 The employer (if applicable) will be notified of any changes made to the SALP.
- 11.6 The primary contact will review the SALP at a minimum once each semester.
- 11.7 The primary contact must review the SALP 15 days before the plan expires.
- 11.8 The principal will receive a copy of the SALP review from the primary contact.
- 11.9 The SALP must be reviewed by the SAL Committee 15 school days before the plan expires.
- 11.10 The transitional plan in the SALP will be further developed to support the student's transition from SAL to his or her next step.
- 11.11 The transitional plan is filed in the Ontario Student Record (OSR).
- 11.12 The SAL Committee may renew the SAL for a maximum of one additional academic year.
- 11.13 The parent will have input into the SALP and will receive a copy of changes to the SALP and the renewal of the SAL.

12. Other Excusals – Reduction in Timetable

- 12.1 A principal may request in writing to his/her Superintendent of School Effectiveness that a 16 or 17 year old student should have their timetable reduced to part-time studies for up to one school year (September to June) for compassionate reasons (e.g. child birth, caring for ill parent, social anxiety). A SAL process is not required.
- 12.2 The request will include a rationale and/or documentation (e.g. credit counselling summary, attendance report, etc.)
- 12.3 If the student has been experiencing school attendance problems, the principal will notify the Attendance Counsellor of the request for reduction in timetable.
- 12.4 The principal will notify the student, parent, and Social Worker of the request.
- 12.5 The Superintendent will date the request upon receipt and will make a determination in no more

than 5 school days.

12.6 Enrolment for funding would be determined in accordance with the Enrolment Register.

13. Attendance and Enrollment Registers

13.1 Students who demonstrate problems attending school must be referred by the principal to the Attendance Counsellor when there is no immediate improvement to attendance after school-based interventions.

13.2 A truant 14 to 17 year old student may remain on the Enrollment Register up to 60 school days.

13.3 The principal will inform the Attendance Counsellor of a student who should be demitted based on attendance problems approaching 60 days. If the student is on the Attendance Counsellor's caseload, the Attendance Counsellor will authorize demitting the student. If the student is not on the Attendance Counsellor's caseload, the Attendance Counsellor will inform the school's Superintendent and investigate before authorizing the student be demitted.

13.4 The Attendance Counsellor will maintain a list of students demitted. The Attendance Counsellor will follow-up at least once per semester to encourage the student to return to school.

Appendices

Appendix 1: Steps in Supervised Alternative Learning (SAL)

Forms

Form A: Supervised Alternative Learning Plan (SALP)

Form B: Letter from Principal - Receipt of Application

Form C: Letter to Parent - SAL Committee Date

Form D: Letter to Parent - Confirmation of SAL Decision

Form E: Communication Form for Primary Student – Communication with SAL Student

Associated Documents

SAL Non Academic Component Teacher Tool Kit

Supervised Alternative Learning (S.A.L.) A Resource Guide for SAL

Supervised Alternative Learning Flyer

Approved: March 29, 2011

Revised: January 28, 2014