

<b>JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD</b>
--

<b>ADMINISTRATIVE PROCEDURE GENERAL ADMINISTRATION: NO. 288</b>	
Effective	August 21, 2019
Last Revised	June 30, 2023

Effective	August 21, 2019
Last Revised	June 30, 2023

---

## SUPERVISED ALTERNATIVE LEARNING

---

### PURPOSE

The Ontario Ministry of Education, in Regulation 374/10 Supervised Alternative Learning and Other Excusals from Attendance at School, sets out expectations for supervised alternative learning programs and the role of a Supervised Alternative Learning (SAL) Committee.

Administrators and teachers of the James Bay Lowlands Secondary School Board recognize that some students may not experience success in a regular school setting. Therefore, supervised alternative learning provides an alternative for students of compulsory school age between fourteen and seventeen years of age.

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

### PROCEDURES

#### 1. Referral of Student to SAL Committee

1.1. The principal shall refer the student to the SAL Committee if:

- a) in the principal's opinion it would be in the student's best interests to participate in supervised alternative learning; or
- b) a parent of the student submits a request as set out in Regulation 374/10.

1.2. If a parent submits a request, the principal shall refer the student to the SAL committee within 15 school days after the day the principal receives the request.

#### 2. Supervised Alternative Learning Plan

2.1. The principal shall cause a plan to be developed for a student in accordance with the legislation before referring the student to a committee.

2.2. Despite subsection 2.1, a principal need not cause a plan to be developed for a student if in the principal's opinion it would not be in the student's best interests to participate in supervised alternative learning.

2.3. A plan shall include the information outlined in detail in Section 9 of Regulation 374/10.

2.4. Input from the following individuals shall be requested in the course of developing the plan:

- a) the student;
- b) the parent of the student;
- c) one or more members of the staff of the school at which the student is enrolled who have information that is relevant to the development of the plan.

2.5. Input from the following individuals may be requested in the course of developing the plan:

- a) one or more members of the staff of the board who can contribute to the development of the plan;
- b) the principal of the school where any part of the supervised alternative learning will be provided;
- c) a member of the staff of a community agency that may be involved in the supervised alternative learning;
- d) an employer who has indicated that he or she is interested in employing the student as part of supervised alternative learning;
- e) any other individual who has information about the student that may help in developing the plan.

### 3. **Notice of Referral and Contents**

The notice of the referral and the contents of the referral must follow the requirements set out in Sections 10 and 11 of Regulation 374/10.

### 4. **Committee Meeting**

4.1. Within 20 school days of receiving a referral, the Supervised Alternative Learning committee shall hold a meeting to consider the referral.

4.2. The SAL committee may hold a meeting on a date that is later than 20 school days after receipt of a referral if the parent of the student makes a written request for a later date, or the parent of the student consents.

4.3. The SAL committee shall give notice of the meeting to all those outlined in Section 12 of Regulation 374/10.

4.4. An individual who receives this notice has a right to attend and be heard at the meeting.

## 5. Committee Decision

5.1. After the Supervised Alternative Learning committee considers a referral, the committee shall make a decision as follows:

- a) If a plan was submitted to the SAL committee, the SAL committee shall:
  - approve participation by the student in supervised alternative learning as described in the plan;
  - modify the plan and approve participation by the student in supervised alternative learning as described in the plan as modified; or
  - not approve participation by the student in supervised alternative learning.
- b) If a plan was not submitted to the SAL committee, the SAL committee shall:
  - require the principal of the student's school to cause a plan to be developed for the student in accordance with the legislation and directions of the committee, if any; or
  - not approve participation by the student in supervised alternative learning.

## 6. Communication of Decision

6.1. Within five school days after a meeting, the committee shall provide the student, the parent of the student, and the principal of the student's school with its written decision together with the following:

- a) If the committee approved participation by the student in supervised alternative learning:
  - a copy of the plan, including any modifications made by the committee;
  - contact information for the student's primary contact person; and
  - if the plan includes employment, contact information for the employer, if available.
- b) If the committee required the principal to cause a plan to be developed, the date by which the plan is required to be submitted to the committee.

6.2. The committee shall also provide the parent of the student with all of the information set out in Section 14 of Regulation 374/10.

6.3. The committee shall also provide the student with information about the parent's rights regarding the alternative learning program.

6.4. A parent of a student may, within 10 school days of receiving the committee's written decision, submit to the principal of the student's school a written request that the committee reconsider the decision.

## 7. Administration of the Program: Principal

- 7.1. If a student's supervised alternative learning is to include an activity at a place that is not a school site, the principal of the student's school shall ensure that a member of the staff of the school or the board visits the site before the student begins participating in the activity as part of supervised alternative learning, unless in the opinion of the principal the visit is not necessary at that time.
- 7.2. If a student's supervised alternative learning is to include employment, the principal shall send a letter to the employer stating:
- a) that the employment is to be part of the student's participation in supervised alternative learning;
  - b) that the student is excused from attending school for the purpose of participating in supervised alternative learning; and
  - c) any other information that the principal considers advisable.
- 7.3. A principal shall issue a report about the progress of each student enrolled in the school who is participating in supervised alternative learning. The report shall be issued at the same time as the principal issues report cards for other students. A principal shall provide a copy of the report to the student and the parent of the student and include a copy in the student record.

#### **8. Administration of the Program: Primary Contact Person**

- 8.1. The primary contact person of a student participating in supervised alternative learning shall monitor the student's progress.
- 8.2. The primary contact person shall contact the student at least one time in each month and more frequently if the primary contact person considers more frequent contact advisable.
- 8.3. The primary contact person is entitled to receive information, including personal information, relevant to the student's progress from any individual who is involved in the implementation of the student's plan.
- 8.4. The primary contact person shall keep records of the observations that he or she makes in monitoring the student's progress.
- 8.5. The student's primary contact person shall provide the principal with at least one written report before the plan expires that includes:
- a) observations of the progress made by the student;
  - b) an overall review of the appropriateness and impact of the plan; and
  - c) recommendations regarding whether, after the plan expires, the student should continue to participate in supervised alternative learning.
- 8.6. The primary contact person shall give the principal a minimum of one report at least 15 school days before the plan expires.

8.7. The principal shall provide a copy of each report to the student and the parent of the student.

#### 9. **Renewal or Termination of the Plan**

Decisions about the renewal or termination of the supervised alternative learning plan shall be made according to Sections 22 and 23 of Regulation 374/10.

#### 10. **Workplace Safety**

If the supervised alternative learning plan contains a work placement component, the student's primary contact person will:

- complete a safety inspection of the work experience/workplace;
- ensure that Worker's Safety Insurance Board forms are completed if appropriate;
- ensure the student has the required safety equipment e.g. safety boots;
- complete a Safety Awareness Checklist;
- monitor the student appropriately.

### **REFERENCE DOCUMENTS**

#### **Legal:**

*Education Act, Section 169.1 (1) Board Duties and Powers: Promote Student Achievement and Well-Being*

*Education Act: Section 265 Duties of Principal: Care of Pupils*

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

#### **Board:**

Board Policy GOV-20 Safe School Environment

Administrative Procedure 102 School Day and Year

Administrative Procedure 302 Provision of Education: School Attendance

Administrative Procedure 306 Ontario Student Record (OSR)

Administrative Procedure 377 School Supports for Student Behaviour

FORM AP 288-01 Supervised Alternative Learning Application Form

FORM AP 288-02 SAL Agreement for Employment Letter

FORM AP 288-03 Authorization and Conditions of Agreement

FORM AP 288-04 SAL Committee Notice of Approval to Parent

FORM AP 288-05 SAL Committee Notice of Approval to Employer

FORM AP 288-06 Report to Board