



## Supervised Alternative Learning (SAL) and Other Excusals from Attendance at School

Board Received: April 29, 2019 Review Date: May 2023

### Accountability

1. Frequency of Reports – Annual
2. Criteria for Success – Pupils continue affiliation with School Board.  
– Community supports methods to help pupils succeed.

### Background

While most students will attend, and successfully complete secondary school. A small number of students are at risk of leaving school early for a wide variety of reasons. The purpose of Supervised Alternative Learning (SAL) is to provide students 14-17 years of age, who have significant difficulties with regular attendance at school or with an alternative learning experience as outlined in [Ontario Regulation 374/10](#). An individualized plan is created to enable the student to progress toward obtaining an Ontario Secondary School Diploma or achieving his or her other educational and life goals, where possible. This program helps to maintain a learning connection between the school and student throughout a planned period of time.

Once approved for a SAL Plan (SALP), students are given a start date and an end date. Each SALP will consist of one or more of the following activities:

1. Credit courses (regular day school, e-Learning, cooperative education, Credit Recovery)
2. Part-time or full-time employment
3. Volunteering
4. Counselling
5. Earning a certificate or participating in training for a specific job
6. Developing job-search skills
7. Other courses/workshops

When a SALP is completed, a Transition Plan is developed to support the student's next steps. This process will take place 15 days prior to the end date of the SALP. Note: All active SALP's end on June 30 of each school year.

A pupil who turns 18 years of age while participating in Supervised Alternative Learning may, if they wish, continue participating in Supervised Alternative Learning until the pupil's plan expires or is terminated.

### Committee and Participants

1. A SAL committee will be comprised of: one trustee; one Superintendent of Education or designate; one person who is not an employee of the Board.
  - (a) SAL committees meet monthly during the school year.
  - (b) No committee meeting will be invalid in cases where there are changes in SAL Committee members or changes in the representatives attending on behalf of the pupil.

- (c) Personal information may be gathered, used or disclosed during the SAL meeting. Such information is regulated by the *Municipal Freedom of Information and Protection of Privacy Act*.

The function of this committee is to accept, reject, or modify the proposed SAL plan.

2. The parents/guardians/pupils and support person are entitled and encouraged to attend the initial SAL meeting.
  - (a) In situations where a support person attends without the parent/guardian or pupil withdrawn from parental control, the support person has the same rights as the pupil, parent/guardian.
  - (b) A pupil who is at least 16 years old and has withdrawn from parental control, has the same rights and obligations as parents/guardians.

### **Referral of Pupil to the SAL Committee**

3. The principal of the school at which the pupil is enrolled shall refer the pupil to the SAL Committee:
  - (a) if in the principal's opinion it would be in the pupil's best interests to participate in SAL; or
  - (b) if a parent/guardian or the pupil submits a request for SAL based on the best interests of the pupil;
  - (c) within 15 school days of a request for referral.

Parents/guardians may make up to two requests for SAL during the school year; the second request shall not be made until at least 60 school days have passed since the day the previous request was made.

### **Contents of the Application for SAL**

4. The principal will provide the pupil and parent/guardian with a copy of the referral notice, (Appendix A- Supervised Alternative Learning (SAL) Referral Notice), the SAL Plan (See Appendix C - Supervised Alternative Learning Plan (SALP)), and a notice of the time and place of the meeting and explaining their rights regarding SAL, (Appendix B - Parent Notification 1) and will explain their rights regarding SAL (Appendix J – Supervised Alternative Learning (SAL) Information Handout).
5. The Secretary to the Committee structures the agenda and notifies schools. The SAL Committee shall meet within 20 school days of receiving a referral unless there is a written parental request or the parent/guardian consents to meet at a later date.

### **Committee Decisions**

6. The principal of the school or designate participates in the SAL Committee meeting at which the referral is considered and will provide information as required by the SAL Committee.
7. After a Committee considers a referral to SAL,
  - (a) the Committee shall make a decision to accept, modify, or not approve participation by the pupil in SAL.
  - (b) If no SAL Plan was submitted by the principal, the Committee may recommend the creation of a Plan to support the pupil's participation in SAL.

**Communication of Decisions**

8. Within five days of the meeting, the SAL Committee forwards the results of its deliberations, in writing, to the parent/guardian, and/or pupil as appropriate and the school. This notice will include information about the process of requesting reconsideration of the application (See Appendix D, Parent Notification 2 Approved/Not Approved). The SAL Plan, if any, would be attached to this letter.
9. If the Committee requires the principal to develop a SAL Plan, the committee will communicate the date by which the Plan must be developed and re-submitted. Within 20 school days of re-submitting the Plan, the Committee shall hold a meeting to consider the plan and make a decision to approve, modify, or not approve participation in SAL and follow appropriate communication with all stakeholders (Regulation 374/10, Sections 14-16).

**Reconsideration of the Committee Decision**

10. A parent/guardian of a pupil may submit to the principal a written request that the Committee reconsider its decision within 10 school days of receiving the written decision.
11. The principal shall forward the parent's/guardian's request to the Committee as soon as possible, and within 20 school days, the Committee will meet to reconsider its decision unless there is a written parental request or the parent/guardian consents to meet at a later date.
12. The Committee will communicate its decision in writing within five (5) school days.

**Administration of SAL**

13. The principal:
  - (a) will designate a primary contact person for each pupil participating in SAL;
  - (b) shall ensure that a member of the staff of the school or the board visits the site before the pupil begins participating in an activity taking place in a location that is not a school site as part of supervised alternative learning, unless in the opinion of the principal the visit is not necessary at that time. The principal shall ensure that a Work Education Agreement (WEA) form is completed;
  - (c) shall issue a progress report about each pupil in the school who is participating in SAL. (See Appendix G- Supervised Alternative Learning Plan (SAL Report)) This report will be issued at the same time as the principal issues report cards for other pupils. A copy of this report will be placed in the pupil's OSR.
14. Primary Contact Person:
  - (a) shall monitor the pupil's progress and there must be successful two-way communication between the pupil and the primary contact at least once every 30 calendar days;
  - (b) shall keep records of the observations made in monitoring the pupil's progress;
  - (c) is entitled to receive information, including personal information relevant to the pupil's progress from any individual who is involved in the implementation of the pupil's plan. (See Appendix E - Supervised Alternative Learning Template for Monitoring)

**Review of Plan**

15. The principal shall provide a copy of the Supervised Alternative Learning Plan Review (See Appendix F, Supervised Alternative Learning Plan Review) to the pupil and parent/guardian before the plan expires. This report will include:
  - (a) observations of the progress made by the pupil;
  - (b) overall review of the appropriateness and impact of the plan; and
  - (c) recommendations regarding whether, after the plan expires, the pupil should continue to participate in SAL.

**Renewal of Plan**

16. Before the expiry of the Plan, if in the opinion of the principal of the pupil's school it would be in the pupil's best interests to continue to participate in SAL, the principal shall submit a recommendation to the committee to renew the plan.
17. The Committee will meet within 20 school days after receiving a recommendation to renew the plan or to renew with modifications, or begin a new SAL process.

**Termination of the Plan**

18. A plan is terminated if any of the following circumstances exist:
  - (a) the pupil provides the principal with a written statement that they want to return to school;
  - (b) the primary contact person provides the principal with a written statement that the pupil is not complying with the program and/or attendance requirements.
  - (c) the principal determines, with the agreement of a supervisory officer, that termination is in the pupil's best interests. The supervisory officer needs to be a qualified teacher.
19. The principal or designate must indicate on the SAL Monitoring Report that the student is not conforming to/progressing satisfactorily on the program prescribed by the Committee. When the SAL Committee completes its monthly review they may direct that a Warning Letter (Appendix H) or Return to School Letter (Appendix I) letter to the pupil and the parent/guardian of the pupil.

**Transition plan for pupil**

20. The principal shall ensure that a transition plan has been developed for helping a pupil whose SAL Plan has expired or been terminated.

**Attendance for pupils in a SAL program**

21. If a pupil stops participating in their SAL program activities and there is no successful two-way communication between the pupil and the primary contact the student may be removed from their SAL program.

**Note:** All sample appendices referenced in this procedure are generated in the SAL module within LITE (Portal>Applications>lepWriter (LITE). The appendices are subject to annual review and may be modified as needed.