



## MOOSONEE DISTRICT SCHOOL AREA BOARD

ADMINISTRATIVE PROCEDURE STUDENTS: NO. 396	
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## SUPERVISED ALTERNATIVE LEARNING

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### PURPOSE

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

### DEFINITIONS

**Parents:** References to parents include guardians or a single parent or guardian.

**Primary Contact Person:** The primary contact person is an employee of the Board who is assigned by the principal to facilitate the development of the Supervised Alternative Learning Plan and to monitor the student's progress.

**Supervised Alternative Learning Committee:** All applications for the Supervised Alternative Learning program shall be presented to a SAL Committee. The SAL Committee shall be composed of such persons, not fewer than three, as may be appointed by the Board in each year. A quorum of the committee shall consist of: the supervisory officer, the principal, and one person who is not an employee of the Board.

### PROCEDURES

#### 1. Compulsory School Attendance

1.1. All administrative procedures of the Board relating to school attendance are in accordance with the Education Act and its attendant regulations.

1.2. Students of compulsory school age shall attend school in accordance with the Education Act and as set out in Administrative Procedure 305 Student Attendance.

#### 2. Supervised Alternative Learning

2.1. A student may receive a legal excusal from attendance at school to participate in Supervised Alternative Learning under Regulation 374/10 Supervised Alternative Learning and Other Excusals from Attendance at School.

2.2. The principal or parents of a student of compulsory school age, who has attained the age of fourteen years and is not benefiting from existing school programs, may refer the student to the Supervised Alternative Learning Committee to participate in an alternative program. This referral is made in writing by the principal or parents.

2.3. The principal need not cause a Supervised Alternative Learning Plan to be developed for a student if in the principal's opinion it would not be in the student's best interest to participate in the program.

### **3. Supervised Alternative Learning Plan**

3.1. A Supervised Alternative Learning Plan for a student must be approved by a SAL Committee. The Plan shall include:

- a) the student's own education and other life goals; and
- b) a description of the activities in which the student will participate under the Plan.

3.2. The Plan shall include one or more of the following activities:

- a) enrolment in a course or class in which a student may earn a credit;
- b) enrolment in a non-credit life skills course or other non-credit course;
- c) preparation for employment and development of general employment skills;
- d) training for a specific job or type of employment;
- e) full-time or part-time employment;
- f) counselling;
- g) volunteering; or
- h) any other activity with the potential to help the student achieve the goals described in the Plan.

3.3. Regular contact with the student is maintained by a primary contact person to ensure that the student continues to participate in the alternative program and, therefore, to continue to be excused from attendance at school.

### **4. Notice of Committee Meeting**

4.1. The committee shall give notice of the meeting to the following:

- a) the student;
- b) the parents;
- c) the principal;
- d) any member of the staff of the school or the Board who was listed by the principal in the referral and in the opinion of the committee may have information that is relevant to the referral;
- e) any other individual who in the opinion of the committee has information that is relevant to the referral.

4.2. Any individual who receives notice under subsection 4.1 has a right to attend and be heard at the meeting.

### **5. Committee Decision**

The Supervised Alternative Learning Committee shall, after reviewing the Plan and after meeting with the student, his or her parents, and, where the committee considers it appropriate, any other person:

- a) approve participation by the student as described in the Plan;
- b) modify the Plan and approve participation by the student in Supervised Alternative Learning as described in the Plan as modified; or
- c) not approve participation by the student as described in the Plan, in which case the student shall attend school as required by the Education Act.

## **6. Communication of Decision**

Within five (5) days of the decision, the secretary of the committee shall notify in writing the principal, the student, and the parents of the student the decision of the committee.

## **7. Process for Reconsideration**

- 7.1. If the parents of a student disagree with the determination of the Supervised Alternative Learning Committee and wish to request reconsideration, the parents must notify the school principal in writing, within ten (10) days of receiving the SAL Committee's written decision.
- 7.2. The principal shall forward the written request to the SAL Committee as soon as possible after receiving the request. Within twenty (20) school days after the day the committee receives the request, the committee shall hold a meeting to reconsider its decision.
- 7.3. The individuals listed in subsection 4.1 are entitled to receive notice of the meeting and attend. After a meeting, the committee shall make a decision in accordance with Section 5 above.
- 7.4. Within five (5) days of the decision, the committee shall notify in writing the principal, the school attendance counsellor, the student, and the parents of the decision it has taken in respect to the notification given by the parents. The committee decision is final.

## **8. Monitoring the Program**

- 8.1. The student shall participate in the Supervised Alternative Learning Program as approved by the committee. The student is excused from attendance at school as long as the student participates in the program.
- 8.2. A school attendance counsellor shall have the same powers and perform the same duties in respect of students enrolled in Supervised Alternative Learning as the counsellor has in respect of other students.
- 8.3. Information regarding how Supervised Alternative Learning shall be recorded in the register can be found in the Instructions for the Use of Computerized Enrolment Registers for Elementary and Secondary Schools. [www.edu.gov.on.ca/eng/policyfunding/forms.html](http://www.edu.gov.on.ca/eng/policyfunding/forms.html)
- 8.4. A student who is excused from attendance at school either full-time or part-time as determined by the committee, shall be recorded as a full-time student on the register of the school in which the student is enrolled or of such other school as was designated by the committee, until the student is no longer of compulsory school age.
- 8.5. If the student's program includes participation in an activity off the school site, the principal must ensure that a site visit takes place, unless it is already an approved work station.
- 8.6. The primary contact person shall monitor the student's progress and make contact with the student at least one time in each month. The primary contact person shall keep records of the observations he or she makes in monitoring the student's progress.

## **9. Employment Not to Contravene Acts**

If the placement of a student includes employment it must not contravene legislation such as the Workers Compensation Act, Occupational Health and Safety Act, or Regulation 213/99 Construction Projects.

**10. Modifying the Plan After Committee Approval**

The primary contact person may make modifications to the Plan at any time, in accordance with the directives set out in Section 21 of Ontario Regulation 374/10.

**11. Termination of the Plan**

A Supervised Alternative Learning Plan is terminated if any of the following circumstances exist:

- a) the student provides the principal with a written statement that he or she wants to return to school;  
or
- b) the student's primary contact person provides the principal with a written statement that the student is no longer participating in the program and the principal determines, with the agreement of the supervisory officer, that termination is in the student's best interests.

**REFERENCE DOCUMENTS****Legal:**

Education Act, Section 21 (1) Compulsory Attendance Education Act, Section 21 (2) When Attendance Excused

Education Act, Section 30 Liability of Parent or Guardian: School Attendance

Education Act, Section 265 (1) Duties of Principal

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

Ontario Student Record Guideline

Occupational Health and Safety Act

Workers Compensation Act

Regulation 213/99 Construction Projects

**Board:**

Administrative Procedure 304 School Registration Requirements

Administrative Procedure 305 Student Attendance