

ADMINISTRATIVE PROCEDURE 306	
SECTION: STUDENTS	
Adopted/Original Date of Issue	
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Next Review Date	2023
Contact	System Principal Program Services & Student Success

SUPERVISED ALTERNATIVE LEARNING (SAL)

BACKGROUND

Supervised Alternative Learning (SAL) may be useful for encouraging young people (14 to 17 years of age) who are at risk of not graduating to continue their learning if they are not attending school regularly, and if other retention strategies have not been successful.

Before a SAL process is initiated a full continuum of prevention, retention and intervention strategies must have been attempted. The Student Success Team must be involved in the discussion and decision to pursue SAL. The goal of SAL, especially for 14 and 15 year old students, should be to return full time to the home school. See Administrative Procedure (AP) 330 Student Attendance Management for reporting procedures for extended or chronic absences.

If the decision is made that a student would benefit from SAL, an application is developed and submitted to a SAL Committee. It is then considered by the Committee. If the Committee approves the application a SAL program with a Supervised Alternative Learning Plan (SALP) is implemented for the student. The student’s progress must be monitored by the home school and the SALP reviewed at the end of the semester or school year to determine if the SAL will be renewed or if a transition plan will be developed to support the student’s return to school.

DEFINITIONS

Parent: A parent is the parent or guardian of the student participating in the SAL. If a student is 16 or 17 years of age and has withdrawn from parent control, any authority or right that is vested in, or any obligation that is imposed upon, a parent of a student under this part is vested in or imposed upon the student.

Part time student: Any student taking less than 210 minutes of classroom instruction per day.

Primary Contact Person: An employee of the Renfrew County District School Board (RCDSB) who is assigned by the Principal to facilitate the development of the SALP and to monitor the student’s progress.

Student Success Team: “At each school, a dedicated team of a Principal, a student success teacher, a guidance counsellor and a special education teacher {who} provides extra attention

and support for individual students who need it.” (Ministry of Education. *Student Success Teams*. 2019, Mar 11 <http://www.edu.gov.on.ca/morestudentsuccess/teams.html>)

Supervised Alternative Learning (SAL): SAL is an individualized learning program consisting of one or more activities. The SAL is conducted in accordance with the requirements of this administrative procedure and related policy.

Supervised Alternative Learning Committee: Hereinafter referred to as the Committee. The function of the committee is to make decisions at meetings regarding supervised alternative learning by pupils of the District. A Committee must be established for the purposes of Ontario Regulation 374/10. The Committee shall consist of:

- at least one (1) member of the board
- at least one (1) supervisory officer qualified as such as a teacher and employed by the District and
- at least one (1) person who is not an employee of the District.

PROCEDURE

1. Continuum of Strategies

1.1. Stage 1 - Prevention (for all students)

- Equity and inclusiveness strategies
- Mental health awareness
- A range of program pathways including eLearning and co-operative education
- Transition plans for students entering Grade 9, transferring schools, returning from extended absence, returning from suspension or being relocated as a result of expulsion

1.2. Stage 2 - Intervention (for some students)

- Support through Guidance, Student Success Team, School Support Counsellor
- Dual credit and SHSM programs
- Referral to community agencies (including School Based Mental Health Worker)
- Flexible co-op placement
- Staggered entry or continuous intake eLearning (when available)

1.3. Stage 3 - Retention strategies (for a few students)

- Access to school based alternative sites (when available)
- Young Parent Support if applicable
- Full eLearning timetable
- Reduced timetable (for 16 or 17 year olds) *If reduction causes part time status see compassionate reasons note below in Section 3.
- Referral to Adult Education - for non-compulsory age students. See chart below.
- Access to continuous intake co-op through Continuing Education (with Supervisory Officer approval)

If the pupil's 18th birthday occurs between:	Compulsory attendance?
September 1 to December 31 of current school year	No
January 1 to June 30 of current school year	Until the day before the pupil's birthday
July 1 to August 31	Until June 30 of previous school year

1.4. Stage 4 - SAL application (for a very few students)

- If a student is still not attending school after all other strategies have been exhausted a SAL should be considered. A SAL may also be initiated by a parent/guardian. See Form F306-2 Request for Supervised Alternative Learning.
- The Principal will consult with the Family of Schools Superintendent in September to set out SAL dates in approximately six (6) week intervals throughout the school year i.e., mid October, beginning of December, mid March, and the beginning of May.

2. The Committee

The Committee will include:

- one (1) Family of Schools Supervisory Officer
- one (1) Board trustee, and
- one (1) community representative. The community representative should be chosen, when possible, from a community agency or employer that may be able to support the student on SAL.
- In addition, the Principal, parent/guardian, student and proposed primary contact should attend the meeting.

Principals will ensure that all pertinent documentation is available to the Committee prior to the meeting. This includes the student's credit counselling summary, current timetable and Form F306-1 - Pre SAL Checklist of previous interventions.

Note: Any individual who receives personal information for this purpose shall not use or disclose the information unless the use or disclosure is in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). O. Reg 374/10 s. 5 (5).

The Committee will consider the SAL application and supporting documentation and come to a decision regarding the student's SAL program. The decision of the Committee will be recorded on Form F306-3- Supervised Alternative Learning (SAL) Committee Record of Decision. Parents will be informed of the decision in writing within five (5) school days of the meeting. [Form F306-6 Committee Decision (Approval) – Notice to Parent or Form F306-7 Committee Decision (Disapproved) – Notice to Parent].

3. SAL Implementation and Monitoring

When the SAL application and SALP are approved the student is excused from attendance at school as long as the pupil's plan has not expired or been terminated. The Principal will ensure:

- Completion of Form F306-4 - RCDSB Supervised Alternative Learning Plan (SALP) which is to be filed in the student's OSR with a copy provided to the student and/or parent/guardian and a copy filed and retained for audit purposes in a secure location in the school office.
- The student is recorded as being placed on SALP on the day following the Committee meeting.
- The primary contact will monitor progress of the SALP and will be in contact with the student at least monthly.
- Contact with the student is documented (Form F306-8 Monitoring Log for a Student in SAL) and these dates are shared with the school office staff so that the student's attendance record is updated with a "C" - Counsellor Contact code on the date of the contact.

The method, times and expectations for monitoring are established with the primary contact and the student as soon as the SALP is approved. Parents/Guardians are asked to maintain communication with the primary contact and inform them of any issues with, or needed supports, for the SALP.

All SALP's are scheduled for 50% of the student's day.

A student aged 14 to under 16 years of age requires a SAL if they are only attending regular day school part time.

Students 16 and 17 years of age *may* attend school part time for compassionate reasons (e.g., to become a parent or care for an ill parent/guardian) with Principal's permission. If granting part time attendance, Principals must document their decision and the compassionate reason using Form F306-11 Approval for Part-Time Attendance – Letter to Parent in the student's OSR. A copy of the documentation must also be filed and retained for audit purposes in a secure location in the school office. The Principal may only grant part time status due to compassionate reasons for up to one year.

If a student 16 or 17 years of age will attend part time for reasons other than approved compassionate reasons, a SAL must be considered. In addition, a student who was attending part time due to compassionate reasons in the previous school year, and will continue part time will require a SAL.

Program

Students on a SALP may have day school (e.g., face to face classes, eLearning or co-operative education) through their school for part of the day in addition to their SAL. A student with day school classes (the program entered in SIS will be 'SAL + day school') will remain a full time student.

In this situation, in order to receive credits on SAL the student must be scheduled in the day school course in the SIS (e.g., ASPEN) with an appropriate teacher assigned.

Students who are not registered for courses with their day school, may access credit bearing programs through ILC or RCDSB Continuing Education. If a student requires a course through Continuing Education, they will be added to the Correspondence register in consultation with the Continuing Education Principal.

In addition, or alternatively to earning credits, the SALP may include components that support re-engagement and address the barriers to attendance. These include counselling, work or volunteer experience, and/or skill development. If the SALP includes work, the employer is to be provided with Form F306-5 - Student's Permission to Work Letter.

4. Review and Renewal of SALP

All SALP expire on or before June 30 of the current school year. The student's program must be reviewed at least fifteen (15) school days before the plan expires. Complete Form F306-9 Supervised Alternative Learning (SAL) Review. After the review the Principal may:

- Recommend that the SAL Committee renew the SALP for a maximum of one more year and complete Form F306-9a Supervised Alternative Learning Committee Renewal or Changes.
- Recommend that the Committee meet to arrange another SALP for a student who was already on a renewed SALP from the previous year.
- Recommend that the SALP is *not* renewed and develop a transition plan Form F306-10 for the student that outlines their next steps and the supports required.

The Principal will ensure completion of Form F306-9 - Supervised Alternative Learning (SAL) Review. The completed form will be placed in the student's OSR.

5. Termination of SALP

If the student and/or parent/guardian do not agree or follow through with the SALP the student will be expected to return to school and meet the expectations for student attendance and behaviour as outlined in the Education Act and District policy. See RCDSB AP 350 and AP 359 regarding student discipline.

6. Transition Plan for Student

The Principal will ensure that a transition plan is developed for the student whose SALP has expired or been terminated that outlines their next steps and the supports required. The transition plan will be recorded on Form F306-10 - Supervised Alternative Learning Transition Plan, filed in the OSR and be communicated to the school office for updating in the Student Information System.

LEGAL REFERENCES

Supervised Alternative Learning Policy and Implementation 2010

Education Act, R.S.O. 1990, c. E.2 and Regulations

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56

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

RCDSB REFERENCES

Policy 10 Committees of the Board

AP 330 Student Attendance Management

AP 350 Promoting Positive School Climate, Behaviour and Progressive Discipline

AP 359 Student Discipline: Expulsion

[Form F306-1 Pre SAL checklist](#)

[Form F306-2 Request for Supervised Alternative Learning](#)

[Form F306-3 Supervised Alternative Learning \(SAL\) Committee Record of Decision](#)

[Form F306-4 RCDSB Supervised Alternative Learning Plan \(SALP\)](#)

[Form F306-5 Student's Permission to Work Letter](#)

[Form F306-6 Committee Decision \(Approval\) - Notice to Parent](#)

[Form F306-7 Committee Decision \(Disapproved\) – Notice to Parent](#)

[Form F306-8 Monitoring Log for a Student in SAL](#)

[Form F306-9 Supervised Alternative Learning \(SAL\) Review](#)

[Form F306-9a Supervised Alternative Learning \(SAL\) Committee Renewal or Changes](#)

[Form F306-10 Supervised Alternative Learning \(SAL\) Transition Plan](#)

[Form F306-11 Approval for Part-Time Attendance – Letter to Parent](#)

Procedure History

Approved:	
Reviewed:	2021
Revised:	2021