



# Northeastern Catholic District School Board

## **SUPERVISED ALTERNATIVE LEARNING**

**Administrative Procedure Number: APE034**

### **POLICY STATEMENT**

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The Northeastern Catholic District School Board (NCDSB) is committed to supporting all students in their achievement of academic excellence and the eventual earning of an Ontario Secondary School Diploma and/or other life goals. At times however, the Board recognizes that there may be extenuating circumstances faced by a student requiring a formal excusal from school to participate in learning under the supervision of the Board and/or a school of the Board. The NCDSB is committed to providing such opportunities to students on a case by case basis and supporting their learning journey in this way.

### **REFERENCES**

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Supervised Alternative Learning, Policy and Implementation (2010)  
Education Act  
NCDSB Policy *E-3 Supervised Alternative Learning (SAL)*

### **DEFINITIONS**

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Nil.

### **PROCEDURES**

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#### **1.0 GENERAL PROVISIONS**

- 1.1 The process and procedures shall be aligned with the ministry document entitled *Supervised Alternative Learning Policy and Implementation, 2010*.
- 1.2 SAL exists to re-engage students who are highly disengaged and/or habitually absent from school.
- 1.3 SAL is a part of a pyramid of interventions to encourage young people who are at risk of not graduating to continue their learning.

#### **2.0 LIMITATION OF PROCEDURES**

- 2.1 Supervised Alternative Learning (SAL) applies only to students who are between the ages of 14 and 17.
- 2.2 A student who turns 18 years old while participating in SAL may if he or she wishes, continue participating in SAL until the student's plan expires or is terminated.
- 2.3 A SAL shall expire no later than June 30<sup>th</sup> of every school year.
- 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.

### **3.0 SUPERVISED ALTERNATIVE LEARNING (SAL) COMMITTEE**

#### **3.1 Membership**

The SAL Committee shall be comprised of the following people, at minimum:

- Superintendent of Education
- A Trustee of the Board
- Principal of the School
- Attendance Counsellor
- Community Member

#### **3.2 Responsibilities of the Committee**

- Decisions made by the SAL Committee shall be based on the best interests of the student.
- The committee will fulfill roles and responsibilities as identified in *Supervised Alternative Learning Policy and Implementation, 2010*.

### **4.0 APPLICATION PROCESS**

4.1 A written request or renewal for a SAL program must be completed by a parent/guardian, student who has withdrawn from parental control, principal, or vice-principal.

#### **(Appendix A or Appendix B)**

4.2 The Principal, upon receiving the application, shall sign and date the application and forward it forthwith together with any other related documentation, to the Superintendent of Education responsible for SAL. This includes but is not limited to: the application, the SAL plan, and other educational information in support of the application.

#### **(Appendix C)**

4.3 The SAL Committee shall review the application and render a decision accordingly.

### **5.0 SAL MEETING**

5.1 The Superintendent of Education will organize the meeting.

5.2 The Principal or designate will notify the parent / student of the meeting date and time.

5.3 Both the parent and/or student will be encouraged to attend the meeting.

5.4 Other staff may be invited to attend the meeting in order to provide relevant information to the Committee.

5.5 The Committee will review the application and obtain additional information as needed to render a decision.

5.6 The SAL Committee will amend and approve, approve the application, or reject the application.

5.7 If approved, the SAL Committee will confirm the student's primary contact, who will be an NCDSB employee.

5.8 The parent, student and principal will be notified in writing of the decision of the SAL Committee, following the meeting.

5.9 The SAL Committee should identify a review date of the SAL Plan at least 15 school days before the plan expires.

- 5.10 The SAL Plan and all related documentation will be stored in the students' Ontario Student Record. A copy will also be retained by the student's primary contact.
- 5.11 The parent may request in writing a reconsideration of the SAL Committee's decision within 10 school days of receiving the written notification of the decision.
- 5.12 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.
- 5.13 The SAL Committee meetings will allow for teleconference participation, as needed.

## 6.0 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 progress towards his/her educational and personal goals;
- Identify a primary contact at the school or board make provisions for monitoring which must occur at a minimum once per month;
- Include a transition plan for returning to school or for proceeding to a post-secondary option when the student reaches the age of 18. **(Appendix D)**

## 7.0 APPROPRIATE SAL ACTIVITIES:

The following list includes samples of appropriate SAL activities. Other activities might be included in the plan and would be addressed with the SAL Committee during the application review process:

- One or more course in which the student may earn a credit;
- A life-skill or other non-credit course;
- Job-related training (for example, learning workplace certifications, developing general employment skills);
- Full or part-time employment at a work placement that has been visited and found appropriate; **(Appendix E)**
- 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.

## 8.0 OTHER EXCUSALS – REDUCTION IN TIMETABLE

- 8.1 A Principal may request in writing to his/her Superintendent that a 16 or 17-year-old student should have their timetable reduced to part-time studies for up to one school year for compassionate reasons. In this instance a SAL is not required.
- 8.2 The request will include a rationale and/or other documentation.
- 8.3 If the student has been experiencing school attendance problems, the Principal will notify the Attendance Counsellor of the request for reduction in timetable.
- 8.4 Upon receipt of acknowledgement and approval by the Superintendent of Education enrolment funding would be determined in accordance with the Enrolment Register.

## 9.0 RELATED FORMS AND DOCUMENTS

FORM: Request for Supervised Alternative Learning

FORM: Request for Supervised Alternative Learning Renewal

FORM: Supervised Alternative Learning Plan (SALP)

FORM: Transition Plan

FORM: Employer Agreement for a Student in SAL

**Director of Education:**

*Tricia Stefanic Weltz*

**Date:**

January 2020