



BOARD PROCEDURE	
<i>Approval Date</i> 2016	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2021	<i>Page</i> 1 of 15
<i>Contact Person/Department</i> Superintendent of Specialized Services & Safe and Accepting Schools	<i>Identification</i> ES - 5553

SUPERVISED ALTERNATIVE LEARNING AND OTHER EXCUSALS FROM ATTENDANCE AT SCHOOL

1.0 PURPOSE

Trillium Lakelands District School Board is committed to providing learning opportunities for all students in our board and recognizes that some students require alternative learning opportunities in order to increase student achievement and thereby increase the likelihood of reengagement in a school program.

As some students may have difficulty attending or succeeding in a regular school program, alternative programs are offered for students under the age of 18 under the *Education Act Regulation 374/10: Supervised Alternative Learning and Other Excusals From Attendance at School (SAL)*. Trillium Lakelands District School Board SAL programs assist eligible students in achieving their educational goals in an alternative educational program until they are able to reintegrate and reengage into regular school programming.

This procedure outlines how TLDSB carries out these alternative programs, and includes information on:

- a) the structure and duties of the SAL Committee;
- b) steps for application and approval;
- c) reconsideration of Committee decision;
- d) SAL Program;
- e) attendance reporting requirements;
- f) program reporting requirements.

2.0 REFERENCES AND RELATED DOCUMENTS

- 2.1 The Education Act
- 2.2 Regulation 374/10 (Education Act): *Supervised Alternative Learning and Other Excusals From Attendance at School*
- 2.3 Bill 52: Learning to 18
- 2.4 Ministry of Education Co-operative Education and Other Forms of Experiential Learning (2000) document
- 2.5 ES-5041 TLDSB Co-operative and Experiential Education Procedure
- 2.6 TLDSB Supervised Alternative Learning Plan (SALP)
- 2.7 TLDSB Alternative Report Card

3.0 TERMS AND DEFINITIONS

- 3.1 SAL
Supervised Alternative Learning
- 3.2 SALP
Supervised Alternative Learning Plan (see Appendix 5.1 for template)
- 3.3 SSAC
Student Services/ Attendance Counsellor

4.0 ADMINISTRATIVE PROCEDURE

4.1 SAL COMMITTEE

- 4.1.1 The Board shall establish a SAL Committee annually. The Committee shall consist of:
 - a) a Trustee;
 - b) an Academic Superintendent;
 - c) representation from the Student Services/Attendance Counsellor group;
 - d) a Community Representative or Alternate;
 - e) representation from a secondary school or an AETC principal.
- 4.1.2 Should a community representative be a member of the SAL Committee, a non-disclosure and confidentiality agreement shall be completed prior to attendance at the first SAL Committee meeting (see appendix 3).
- 4.1.3 A secretary will be appointed by the Committee. The secretary will maintain records of Committee meetings, applications, and follow-up.
- 4.1.4 The Academic Superintendent responsible for SAL will normally act as Chair of the Committee. The Chair will establish meeting times and will report to the Board on the activities of the Committee as needed.
- 4.1.5 Parents/guardians and students are to be invited to participate in the SAL Committee Meeting where the specific student's application is being considered, or may opt to have their application presented by a TLDSB Student Services/Attendance Counsellor on their behalf. These two options are outlined on the SALP.
- 4.1.6 The primary contact person as identified in the SAL Plan will provide the SAL Committee with regular updates in relation to student progress and participation in the SALP.

4.2 APPLICATION PROCESS

- 4.2.1 At the school level, students experiencing attendance problems will be referred to the Student Services/Attendance Counsellor by the school principal. The Student Services/Attendance Counsellor, along with appropriate school staff, will assist in determining the appropriateness of a SALP by considering the student's needs and all alternate options available.
- 4.2.2 The principal of a school at which a pupil is enrolled shall refer the pupil to the SAL Committee if:
- a) In the principal's opinion it would be in the pupil's best interest to participate in Supervised Alternative Learning; or
 - b) A parent of the pupil submits a request under subsection (2). O. Reg. 374/10, s.7.
- 4.2.3 The Student Services/Attendance Counsellor will:
- a) consult with the school regarding potential SAL applicants;
 - b) assist parents/guardians through the SAL process;
 - c) forward all applications to the designated Student Services/Attendance Counsellor(s) on the SAL Committee.
- 4.2.4 The principal of the home school of the student shall ensure a plan (SALP) is developed prior to the student being referred to the SAL Committee.
- 4.2.5 Prior to referral to the SAL Committee, the home school must follow provincial/board regulations for identified students if the referred student is formally identified.

4.3 APPROVAL PROCESS

- 4.3.1 The SAL Committee shall consider any oral or written submissions regarding the application. The Committee may also request further information from the principal or other employee of the Board. Telephone or teleconferences may be used for discussion with the student, parent/guardian or school staff.
- 4.3.2 The Committee shall hold a meeting to consider a referral within 20 school days of receiving a referral.
- 4.3.3 The parent/guardian may examine any written report in respect of the student.
- 4.3.4 The Committee shall either:
- a) approve the application and review the SALP provided by the principal;
 - b) approve the application with modification to the SALP, or
 - c) reject the request for SAL involvement and the SALP in which case the student shall attend school as required;

4.3.5 The secretary of the Committee shall communicate to the principal (or designate), the parent/guardian, the student, and the SSAC whether the student is to be enrolled in the SAL program per the decision of the Committee. This decision will be communicated within 5 school days of the Committee meeting. The student will then be added and tracked via the SAL database and the student information management database.

4.3.6 The SALP shall include the following information:

- a) the pupil's education and life goals;
- b) a description of the activities in which the pupil shall participate in under the plan;
- c) the name of the pupil's primary contact person;
- d) a transition plan for when the SALP expires or is terminated;
- e) the expiry date of the plan (the expiry date of the plan shall not be later than June 30 in the school year to which the plan applies.)

4.4 RECONSIDERATION OF COMMITTEE DECISION

4.4.1 The parent/guardian may make a written request of the Committee to reconsider the decision within 10 school days of receiving the Committee's written decision.

4.4.2 Within 20 school days after the day the Committee receives a request, the Committee shall hold a meeting to reconsider its decision.

4.4.3 The Committee shall notify, in writing, the principal, school attendance counsellor, the student, and the parent/guardian of the decision of the Committee.

4.5 ADMINISTRATION OF SUPERVISED ALTERNATIVE LEARNING: PRINCIPAL

4.5.1 The student shall comply with the program prescribed by the Committee.

4.5.2 The student is excused from full-time or part-time attendance as determined by the Committee.

4.5.3 Supervised learning programs in respect of a pupil that is approved by the SAL Committee must be outlined in the student's SALP and may include one or more of:

- a) participation in board sponsored alternative programs;
- b) such continuing studies or other activity directed toward the pupil's needs.

4.5.4 If a pupil's SALP is to include an activity at a place that is not a school site, the principal of the pupil's school shall ensure that a member of the staff of the school or the Board visits the site before the pupil begins participating in

the activity, unless in the opinion of the principal the visit is not necessary at that time.

4.5.5 If a pupil's SALP is to include employment, the principal (or designate) shall send a letter (see appendix 2) to the employer stating:

- a) that the employment is to be part of the pupil's participation in Supervised Alternative Learning;
- b) that the pupil is excused from school for the purpose of participating in Supervised Alternative Learning.

4.5.6 If a pupil's SALP is to include a co-operative education credit, the principal (or designate) shall ensure that the terms and conditions of co-operative education credits outlined in *Cooperative Education and Other Forms of Experiential Learning (2000)* are met.

4.5.7 A principal (or designate) shall issue a report about the progress of each pupil participating in a SALP at the same time reports are issued for other pupils. An Alternative Report Card may be used.

4.6 ADMINISTRATION OF SUPERVISED ALTERNATIVE LEARNING: PRIMARY CONTACT PERSON

4.6.1 The primary contact person of a pupil participating in SAL shall monitor the pupil's progress.

4.6.2 The primary contact person shall contact the pupil at least one time in each month.

4.6.3 The primary contact person shall keep records of the observations made in monitoring the pupil's progress.

4.6.4 The primary contact person may make modifications to the plan at any time as long as the plan remains substantially the same and there is input from the pupil and the parent.

4.6.5 If the plan is modified, the principal, parent and pupil will be notified.

4.7 ADMINISTRATION OF SUPERVISED ALTERNATIVE LEARNING: STUDENT SERVICES/ATTENDANCE COUNSELLOR

4.7.1 A Student Services/Attendance Counsellor shall have the same powers and perform the same duties in respect of pupils enrolled in SAL as the counsellor has in respect of other pupils, as may be applicable.

4.8 REVIEW OF PLAN

4.8.1 The pupil'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 pupil;
- b) an overall review of the appropriateness and impact of the plan;
- c) recommendations regarding whether, after the plan expires, the pupil should continue to participate in SAL.

4.8.2 The primary contact person shall give the principal a minimum of one report at least 15 school days prior to the expiration of the plan.

4.8.3 The principal shall provide a copy of each report to the pupil and the parent/guardian of the pupil.

4.9 EXPIRATION OF PLAN

4.9.1 All Supervised Alternative Learning Plans will expire on or before June 30 of the current school year.

4.9.2 At the time of expiration, a SALP may be terminated, renewed or a transition plan created to support the student's transition.

4.10 RENEWAL OF PLAN

4.10.1 Before the expiry of the plan, if in the opinion of the principal in the student's school it would be in the pupil's best interest to continue to participate in SAL, the principal shall:

- a) submit a recommendation to the Committee to renew the plan with written consent of the parent; and
- b) refer the pupil to the Committee as per section 4.3 of this procedure.

4.10.2 Within 20 school days after the day the Committee receives a recommendation for renewal, the Committee shall:

- a) renew the pupil's plan; or
- b) renew the pupil's plan with modifications; and
- c) require the principal to refer the pupil to the Committee for consideration for SAL as per section 4.3.

4.10.3 The Committee may only renew the pupil's plan for a maximum of one school year or two consecutive semesters in total.

4.11 TERMINATION OF PLAN

4.11.1 A plan may be terminated if any of the following circumstances exist:

- a) the pupil provides the principal with a written statement that they wish to return to school;
- b) the pupil's primary contact person provides the principal with a written statement that the pupil is not participating in the plan and the principal determines, with the agreement of a supervisory officer that termination is in the pupil's best interest.

4.11.2 A principal (or designate) shall send written notice of the termination of a plan to the pupil, parent/guardian of the pupil, the Committee that approved the SALP and any other individual who may have been involved in the implementation of the plan

4.11.3 A principal (or designate) shall ensure that a transition plan has been developed for helping a pupil whose SALP has expired or has been terminated.

4.12 EXCUSAL FROM ATTENDING FULL-TIME AT SCHOOL ON COMPASSIONATE GROUNDS

4.12.1 A principal may authorize a pupil who is at least 16 years old to be excused from attending full-time at school (without a SALP) if all of the following circumstances exist:

- a) the principal believes that there are compassionate grounds that justify the excusal;
- b) the principal requires the pupil to attend school on a part-time basis;
- c) the purpose of the excusal is not to enable the pupil to be employed during school hours;
- d) the pupil is not excused for more than one school year in total.

5.0 APPENDICES

- 5.1 Supervised Alternative Learning Plan (SALP)
- 5.2 Template for Employer Agreement & Letter of Confirmation for Employment
- 5.3 Non-disclosure and Confidentiality Agreement for Community Member



Request for Supervised Alternative Learning

Request made by:

- Student (16 or 17 years old who has withdrawn from parental control)
- Parent/Guardian
- Principal (Principal must inform, and request input from, the parent/guardian *before* submitting application to Committee)

Reason for Request

Proposed Activities:

- Credit course(s)
- Employment
- Non-credit courses (e.g. life skills)
- Certification and Training
- Counselling
- Volunteer Opportunity
- Other: _____

Supervised Alternative Learning Plan (SALP)

Please complete all areas:

SCHOOL INFORMATION			
Current School		Previous School	
STUDENT INFORMATION			
Name		# Credits to Date	
Address		Home Phone	
Postal Code		Alt Telephone	
OEN		Date of Birth	
Age		Grade	
Gender		IEP (Y/N)	
PARENT/GUARDIAN INFORMATION			
Name(s)			
Address (if different from above)			
Home Tel (if different from above)			
Work Tel			

SAL COMMITTEE INFORMATION

Date of the next SAL Committee Meeting:	
Presentation of the SALP to the SAL Committee (please check one)	<input type="checkbox"/> Parent/Guardian & Student will attend SAL Committee Meeting to present the SAL Plan (meeting details, time & location will be shared) OR <input type="checkbox"/> Parent/Guardian opts for the Student Services/Attendance Counsellor on their behalf to present the SAL Plan

PRIMARY CONTACT FOR SAL

Name	
Position	
Name of Principal	

PEOPLE CONSULTED IN THE DEVELOPMENT OF THE SALP

Name/Position	Telephone

MONITORING SCHEDULE

Details:

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STUDENT'S EDUCATIONAL GOALS

	Please 'X' all that apply	Methods to achieve educational goal(s) Ways in which student's progress will be monitored
Earn Credit(s)		
Earn OSSC		
Earn OSSD		
Enter College/University		
Enter Apprenticeship/Trade		
Enter the workforce		
Other (specify):		
Other (specify):		

STUDENT'S PERSONAL GOALS

	Methods to achieve educational goal(s) Ways in which student's progress will be monitored
Other (specify):	
Other (Specify):	
Other (specify):	
Other (specify):	

DESCRIPTION OF STUDENT'S PROGRAM	
COURSES:	Please 'X'
Credit	
Non-credit (e.g. life skills)	
<i>Details: course codes, delivery format (e.g. part-time attendance regular school or alt school, co-op, e-learning, independent study), location</i>	
SKILLS ACQUISITION:	Please 'X'
Volunteering	
Earning a certification or taking training for a specific job	
Developing job-search skills	
Developing Essential Skills and working habits using the Ontario Skills passport to track achievement	
Working part-time	
Working full-time	
<i>Details: description of activities, student's schedule, location</i>	
OTHER:	Please 'X'
Counselling	
<i>Details: frequency of sessions, location, type (e.g. anger management, substance abuse counselling)</i>	
Other activities to enable student to achieve goals (consider Alternative Programming Menu)	
<i>Details: description of activities, student's schedule, location:</i>	
VENUES:	Please 'X' appropriate section
The venues have been visited and found to be appropriate (e.g. they comply with health and safety and accessibility legislation)	
No visit was necessary at this time (e.g. the venues are known and considered to be appropriate)	
TRANSITION PLAN OVERVIEW (overview to be completed with the application. Detailed transition plan to be completed when SAL is terminated)	
Overview:	

By signing below, parent/guardian and student (or student only if over 16 and withdrawn from parental control) acknowledges the following:

- I have been consulted in the creation of the Supervised Alternative Learning Plan (SALP)
- I have been provided the option to attend the SAL Meeting in person to present the SALP to Committee OR to have a TLDSB representative to present on our behalf
- I understand that all students must be enrolled in an educational program until the age of 18. Should the SAL program be for any reason terminated, it is expected that the student return to a regular or alternative school program.
- I authorize and consent to the exchange of personal information between the school, TLDSB Central Staff and community partners involved in this SAL Plan and the SAL Committee receiving the SAL Plan, regarding the student named on this SAL Plan, and in relation to programs, opportunities, meetings, records or services related to the SAL Plan.

Student	Date

Parent/Guardian	Date

Principal	Date
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Notice of Collection: Personal information on this form is collected pursuant to the Authority of the Education Act R.S.O., 1990, c.E.2 and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M56 and may be used as necessary for Board operations, school programs, education services and student records. If you have any questions about the collection or use of this information please contact the Freedom of Information Contact at the Trillium Lakelands District School Board Corporate Office, P.O. Box 420, 300 County Road 36, Lindsay, ON, K9V 4S4, 1-888-526-5552.



SAMPLE OF AN EMPLOYER AGREEMENT FOR A STUDENT IN SUPERVISED ALTERNATIVE LEARNING

Under the Education Act, youth must attend school until the age of eighteen, and employers are prohibited from employing youth during school hours. However, youth who are fourteen to seventeen years of age may be excused from school to attend Supervised Alternative Learning programs, which may include employment (Ontario Regulation 374/10, "Supervised Alternative Learning and Other Excusals from Attendance at School").

Completion of this employer agreement confirms your interest in offering employment to the undersigned student and your willingness to adhere to the guidelines specified below under "Agreement".

This form will be included in the student's application for Supervised Alternative Learning (SAL).

STUDENT INFORMATION	
Student Name	
Date of Birth	
Address	
School	
Grade	
EMPLOYER/BUSINESS INFORMATION	
Employer	
Employer Address	
Employer Phone	
Employer Email	
Type of Business	
Brief description of job	
EMPLOYMENT CONDITIONS	
Hours per day	
Days per week	
Rate of pay	
Starting date	
Duration of employment	

If the SAL Committee approves the student's application for SAL, the employer will be notified that the student is permitted to be employed. If the student's work placement in SAL is approved, the employer agrees to the following:

- A visit by board staff will be made to confirm the safety of the proposed work and workplace.
- Contact will be allowed between the primary contact (identified in the approval letter) and the above named student during work hours. The primary contact will arrange the contact time with the employer.
- The employer will inform the primary contact by telephone within five school days of the end of employment of the above-named student.

The employer and the student will be given final confirmation by the school board via the school principal (or designate).

The employer will receive a letter from the Board or school specifying the conditions of the student's placement, and that letter will provide the documentation allowing the student to be legally employed during school hours.

Signature of student _____

Signature of primary contact _____

Name of primary contact (print) _____

Date _____

Name of company (print) _____

Signature of company officer _____

Name of company officer (print) _____

Position _____

Date _____



TEMPLATE FOR A LETTER NOTIFYING AN EMPLOYER WHETHER OR NOT A STUDENT HAS PERMISSION TO WORK

[date]

[name of employer]
[address]

Dear [name of employer]:

On [date of SAL Committee meeting], the Supervised Alternative Learning (SAL) Committee of the [name of district school board] considered the request for [name of student, date of birth] [to continue] to participate in the SAL program in accordance with Ontario Regulation 374/10, *Supervised Alternative Learning and Other Excusals from Attendance at School*, made under the Education Act.

_____ The SAL Committee approved the request, and [name of student] is permitted to work during school hours as part of a Supervised Alternative Learning program.

The following conditions apply:

- A visit by board staff will take place to confirm the safety of the proposed work and workplace (if it has not already taken place).
- Contact will be permitted between the primary contact [insert name] and the above-named student during work hours. The primary contact will arrange the contact time with you.
- You will inform the primary contact by telephone, at [telephone number], or by e-mail within five school days of the end of employment of the above-named student.

OR

_____ The SAL Committee did not approve the request, and the student is expected to return to regular school attendance immediately. Therefore, the student is not allowed to be employed during school hours.

Should you have any questions regarding this decision, please contact me directly, at [telephone number].

Yours truly,

Principal

cc: Primary contact



NON-DISCLOSURE and CONFIDENTIALITY AGREEMENT

Between _____ (RECIPIENT)

and

TRILLIUM LAKELANDS DSB (DISCLOSER)

RE: Participation in SAL Committee

I, _____, recognize that as the community representative on the TLDSB Supervised Alternative Learning Committee (SAL), which operates under Ontario Regulation 374/10, I am privy to personal information regarding TLDSB students and confidential information regarding TLDSB programs and staff that is disclosed for the purpose of advising on student participation in a SAL program. I hereby agree to protect any personal or confidential information discussed at the meeting and commit to the following conditions:

- **USE OF CONFIDENTIAL INFORMATION**

Recipient may only use personal or confidential information disclosed for the purpose of providing input on the participation in, demission from or discussions related to a students' SAL program. Recipient must not use personal or confidential information for any other purpose without the prior written approval of Discloser and, where applicable, the consent of the individual whose information is being considered.

- **NON-DISCLOSURE**

As it may be difficult to determine which information received by the Members of the SAL Committee is confidential, the Recipient agrees that all information discussed at SAL meetings is to be considered confidential. Recipient must not otherwise disclose confidential information to any person or third party without the prior written approval of Discloser.

- **STANDARD OF CARE**

Recipient must use at least the same standard of care in protecting the confidentiality of all information as it uses in protecting its own information of a similar nature and, in any event, no less than a reasonable standard of care. Recipient must notify Discloser promptly upon discovery that any confidential information has been accessed or otherwise acquired by or disclosed to an unauthorized person.

Recipient Signature: _____ Date: _____

Witness Name: _____

Witness Signature: _____ Date: _____