

**TITLE: SUPERVISED ALTERNATIVE LEARNING**

**Date Authorized: 15 May 1998**

**Last Revised: 08 May 2012**

**Last Reviewed: XXXXX**

---

**COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY**

The Board recognizes its responsibility to ensure that this policy and associated procedures promote and protect Indigenous rights, human rights, and equity. The Board will strive to address and eliminate discrimination and structural and systemic barriers for students, staff, and community.

---

**1.0 RATIONALE**

To establish a process to provide Supervised Alternative Learning (SAL) as a retention strategy to assist parents/guardians of students who are fourteen years of age or older and of compulsory school age (up to age 18) in finding the learning program best suited to their child's needs and interests, in compliance with *Ontario Regulation 374/10*.

**2.0 DEFINITIONS**

Please refer to Appendix A for a full list of definitions of terms used in this policy.

**3.0 POLICY-GUIDING PRINCIPLES**

- 3.1 The Board District is committed to meeting the learning needs of students and shall make available a variety of retention strategies to help students continue their education.
- 3.2 SAL shall be considered as a retention strategy, particularly in those situations where other measures to help a student continue their education have not been effective.
- 3.3 The purpose of SAL is shall be to assist students in returning to secondary school or proceeding to one of the five post secondary options including: apprenticeship training, college, independent living, university, or the workplace.

**4.0 SPECIFIC DIRECTIVES**

- 4.1 A request for SAL shall be made by the school principal where, after consultation with the school staff, the student, and parent/guardian it is determined that a SAL is the most appropriate learning opportunity for the student. Where the request for a SAL is made by the principal, the parents/guardians should be in full support of the application.
- 4.2 The parent/guardian of a student may make a request for SAL. Such requests shall be directed to the school principal.
- 4.3 All requests for SAL shall be completed in the prescribed format as established in *Ontario Regulation 374/10* and detailed in Procedure ~~PR.654.CUR~~ PR.508.CUR Supervised Alternative Learning.
- 4.4 All requests for SAL shall include a plan for a program that is in the student's best interest, reflects ~~his or her~~ their own input and supports the student in meeting ~~his or her~~ their learning goals. The plan shall include all of the required elements detailed in Procedure ~~PR.654.CUR~~ PR.508.CUR Supervised Alternative Learning.
- 4.5 The Board ~~of Trustees~~ shall establish a SAL Committee (the Committee) for the purpose of reviewing all SAL applications. The Committee shall review circumstances of each application to ensure that the proposed program is appropriate to the student's needs and interests.
- 4.6 Where an application for a SAL has been submitted to the Committee, the Superintendent of Instruction or designate shall ensure that the application is distributed and a meeting of the Committee is scheduled in accordance with the timelines and notice provisions established in *Ontario Regulation 374/10* and detailed in Procedure ~~PR.654.CUR~~ PR.508.CUR Supervised Alternative Learning.

#### Committee Composition

- 4.7 The Committee shall be composed of the following members:
  - a) one trustee and an alternate, both appointed by the Board ~~of Trustees~~;
  - b) the Director of Education or a designated alternate appointed by the Director of Education; and
  - c) one Community Representative and alternate, neither of whom is a member of the Board ~~of Trustees~~ or employee of the District.
    - (i) The Community Representative and alternate shall be selected by the other members of the Committee and shall be appointed for the duration of the term of the Board of Trustees.
- 4.7.1 A School/District Social Worker and Student Success Program lead (or alternate) may also attend and participate in the Committee meetings but shall not have voting rights.
- 4.8 The Committee shall designate one of its members as Chair.

### Committee Meetings:

- 4.9 A meeting of the Committee may be held only when all three members of the Committee or their alternates are present.
- 4.10 The Committee shall give notice of the meeting to the required participants in accordance with the established timelines as outlined in Procedure [PR.654.CUR](#) [PR.508.CUR](#) Supervised Alternative Learning.
- 4.11 The Committee shall meet with the students, parents/guardians, and any others it considers appropriate for the purposes of determining whether:
- a) the application, including the Supervised Alternative Learning Plan (SALP) should be approved; or
  - b) the application should be approved with modifications to the SALP allowing the student to participate in SAL according to the modified SALP; or
  - c) the application is not approved, in which case, the student is expected to return to regular attendance at school.
  - d) If no SALP was submitted, the Committee may require the creation of a SALP to support the student's participation in SAL.
- 4.12 The Committee shall provide the student, parent/guardian, Primary Contact Person, and the Principal with its decision on the application with any modifications (if applicable), as well as the parent/guardians with the right to ask the Committee to reconsider its decision within the required timeframe and process outlined in *Ontario Regulation 374/10* and Procedure [PR.654.CUR](#) [PR.508.CUR](#) Supervised Alternative Learning.
- 4.13 Before the expiry of the SALP, if the principal feels it is in the best interest of the student to continue with SAL, the principal shall submit a recommendation to the Committee to renew the plan. If the principal feels that the SALP should be terminated, the principal shall provide written notice of the termination to the student, parent/guardian, the Committee, and Primary Contact Person.
- 4.14 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy in accordance with *Ontario Regulation 374/10*.

## **5.0 APPENDICES**

### [Appendix A: Policy Definitions](#)

## **6.0 REFERENCE DOCUMENTS**

*The Education Act, Regulation 374/10*

Board By-laws and Standing Rules

OCDSB Procedure [PR.508.CUR Supervised Alternative Learning](#)

## APPENDIX A: POLICY DEFINITIONS

In this policy,

**Community Representative** means a community member who is not a Board of Trustees member or an employee of the District.

**District** means the Ottawa-Carleton District School Board (OCDSB).

**Primary Contact Person** means an employee of the District assigned to carry out the functions of the Supervised Alternative Learning in respect of the student.

**Supervised Alternative Learning (SAL)** refers to an individualized learning program or alternative learning experience to provide students who have significant difficulties with regular school attendance to progress toward obtaining an Ontario secondary school diploma or achieving his or her other education or life goals.

**Supervised Alternative Learning Plan (SALP)** refers to a plan developed for a SAL student which includes the student's educational and life goals, an outline of activities the student will participate in and contact information for those supporting the SAL.

**Student** refers to a pupil of the District that is at least 14 years old and of compulsory school age (up to age 18).