



Northeastern Catholic District School Board

SUPERVISED ALTERNATIVE LEARNING

Administrative Procedure Number: APE003

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to supporting all students in

- 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 student's 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

- 6.1 A SAL program will:
 - i) incorporate the student's educational and personal goals;
 - ii) include credit-bearing activities wherever possible;
 - iii) outline methods of assessing the student progress towards his/her educational and personal goals;
 - iv) identify a primary contact at the school or board make provisions for monitoring which must occur at a minimum once per month;
 - v) include a transition plan for returning to school or for proceeding to a post-secondary option when the student reaches the age of 18 (*Supervised Alternative Learning Transition Plan*).

7.0 APPROPRIATE SAL ACTIVITIES:

- 7.1 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:
- i) one or more course in which the student may earn a credit;
 - ii) a life-skill or other non-credit course;
 - iii) job-related training (for example, learning workplace certifications, developing general employment skills);
 - iv) full or part-time employment at a work placement that has been visited and found appropriate; (*Supervised Alternative Learning Employer Agreement*);
 - v) volunteering (may meet the community service requirement);
 - vi) counselling (to address barriers to learning);
 - vii) 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 their 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 to Renew Supervised Alternative Learning
- FORM: Supervised Alternative Learning Plan (SALP)
- TEMPLATE: Supervised Alternative Learning Transition Plan
- TEMPLATE: Supervised Alternative Learning Employer Agreement

Director of Education:

Date: February 2023