



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

ADMINISTRATIVE PROCEDURES

Administrative Procedure Section

STUDENTS

Policy Number

817

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ADMINISTRATIVE PROCEDURE TITLE

Supervised Alternative Learning and
Other Excusals from Attendance at School

1.0 ADMINISTRATIVE PROCEDURE

- 1.1 This Policy applies to pupils who are at least 14 years old and are of compulsory school age. A pupil who turns 18 years old while participating in supervised alternative learning may, if he or she wishes, continue participating in supervised alternative learning until the pupil's plan expires or is terminated.
- 1.2 If a pupil is at least 16 years old and has withdrawn from parental control, any authority of a parent for a pupil is vested in the pupil.
- 1.3 If a pupil or parent of a pupil has a right to attend and be heard at a Supervised Alternative Learning meeting, the pupil or parent is entitled to attend the meeting with a support person or have a support person attend in his or her place, and the support person has the same rights to attend and be heard as the pupil or parent.
- 1.4 Committee meetings are valid even when:
 - (i) the members of the committee are not the same as those who participated in any earlier meeting about a pupil's participation in supervised alternative learning; or
 - (ii) the committee is not the same committee that held any earlier meeting about a pupil's participation in supervised alternative learning.
- 1.5 Any individual who is required or permitted to collect, use, or disclose personal information will not collect, use, or disclose more information than is reasonably necessary to meet the purpose for which it is collected, used, or disclosed.

- 1.6 Any individual who receives personal information will 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*.
- 1.7 The Board designates these positions to be members of a committee:
- 1.7.1 one member of the Board. The member of the Board for each secondary school will be named at the Board's inaugural meeting.
 - 1.7.2 the Superintendent of Schools - Student Success;
 - 1.7.3 one individual who is not a member or employee of the Board. This individual will be a community member who works in alignment with the mission of the Catholic secondary school. The Attendance Counsellor will contact this member to secure his or her participation.
 - 1.7.4 The Administrative Assistant for the Superintendent of Schools - Student Success will serve as secretary for the Supervised Alternative Learning Committee.
- 1.8 The principal of a school at which a pupil is enrolled will refer the pupil to a committee if:
- (i) in the principal's opinion, it would be in the pupil's best interests to participate in supervised alternative learning; or
 - (ii) a parent of the pupil submits a request for a referral.
- 1.9 A parent of a pupil may submit, in writing, to the principal of the school at which the pupil is enrolled:
- (i) a request that the pupil participate in supervised alternative learning; and
 - (ii) the reasons for the parent's opinion that it would be in the pupil's best interests to participate in supervised alternative learning.
- 1.10 If a parent submits a request under subsection 1.9, the principal will refer the pupil to a committee within 15 school days after the day the principal receives the request.

- 1.11 A parent of a pupil is entitled to make a request under subsection 1.9 in accordance with the following:
- (i) No more than two requests shall be made in respect of a pupil in a school year.
 - (ii) A second request in respect of a pupil in a school year will not be made until at least 60 school days have passed since the day the previous request was made.
- 1.12 A principal will cause a plan to be developed for a pupil before referring the pupil to a Supervised Alternative Learning Committee. A principal need not cause a plan to be developed for a pupil if, in the principal's opinion, it would not be in the pupil's best interests to participate in supervised alternative learning.
- 1.13 Before referring a pupil to a Supervised Alternative Learning Committee, a principal will provide the parent of the pupil with the following written information:
- 1.13.1 notice of his or her intention to refer the pupil to a committee;
 - 1.13.2 the basis for his or her opinion that it would be in the pupil's best interests to participate in supervised alternative learning;
 - 1.13.3 request that the parent provide the principal, by a date specified by the principal, with,
 - (i) his or her opinion regarding whether it would be in the pupil's best interests to participate in supervised alternative learning and the basis for that opinion; and
 - (ii) any other information that, in his or her opinion, would assist the committee in its consideration of the referral.
- 1.14 A referral will include the following written material:
- 1.14.1 the basis for the principal's opinion that it would or would not be in the pupil's best interests to participate in supervised alternative learning;
 - 1.14.2 the basis for the parent's opinion that it would or would not be in the pupil's best interests to participate in supervised alternative learning, if those reasons are provided to the principal;
 - 1.14.3 a draft of the Supervised Alternative Learning plan, if available;
 - 1.14.4 a list of one or more members of the staff of the school or the Board who know the pupil and can speak knowledgeably about the pupil's academic performance and progress and the appropriateness of the plan, if any;

- 1.14.5 a list of any other individuals who have information that is relevant to the referral;
 - 1.14.6 any other information that, in the principal's or the parent's opinion, would assist the committee in its consideration of the referral.
- 1.15 Before a principal initiates a referral to the committee, he or she will inform the parent/guardian and request a response from the parent by a defined date.
- 1.16 Within 20 school days of receiving a referral, the committee will hold a meeting to consider the referral. The committee may hold a meeting on a date that is later than 20 school days after receipt of a referral if the parent of the pupil makes a written request for a later date, or the parent of the pupil consents to a later meeting date.
- 1.17 The committee will give notice of the meeting to the following persons and they will have the right to attend the Supervised Alternative Learning Committee meeting:
- (i) the pupil
 - (ii) the parent of the pupil
 - (iii) the principal of the pupil's school
 - (iv) any member of the staff of the school or the Board who was listed by the principal in the referral and who, in the opinion of the committee, may have information that is relevant to the referral
 - (v) any other individual who, in the opinion of the committee, has information that is relevant to the referral.
- 1.18 Input from the following individuals will be requested in the course of developing the plan:
- (i) the pupil
 - (ii) the parent of the pupil
 - (iii) one or more members of the staff of the school at which the pupil is enrolled who have information that is relevant to the development of the plan
 - (iv) one or more members of the staff of the Board who can contribute to the development of the plan
 - (v) the principal of the school where any part of the supervised alternative learning will be provided

- (vi) a member of the staff of a community agency that may be involved in the supervised alternative learning
- (vii) an employer who has indicated that he or she is interested in employing the pupil as part of supervised alternative learning
- (viii) any other individual who has information about the pupil that may help in developing the plan.

1.19 A Supervised Alternative Learning plan will include the following information:

- 1.19.1 the name of the pupil's primary contact person;
- 1.19.2 the ways in which the pupil's primary contact person will monitor the pupil's progress;
- 1.19.3 the pupil's own education and other life goals;
- 1.19.4 the ways in which the pupil will be helped with his or her transition from supervised alternative learning back to school after the plan expires or is terminated;
- 1.19.5 the expiry date of the plan. The expiry date of a plan shall not be later than June 30 in the school year to which the plan applies.
- 1.19.6 description of the activities in which the pupil will participate under the plan. The plan shall include one or more of the following activities:
 - 1.19.6.1 enrolment in a course or class in which a pupil may earn a credit;
 - 1.19.6.2 enrolment in a non-credit life skills course or other non-credit course;
 - 1.19.6.3 preparation for employment and development of general employment skills;
 - 1.19.6.4 training for a specific job or type of employment;
 - 1.19.6.5 full-time or part-time employment;
 - 1.19.6.6 counselling;
 - 1.19.6.7 volunteering which may count toward the 40 hours of volunteering for an Ontario Secondary School Diploma;
 - 1.19.6.8 any other activity with the potential to help the pupil achieve the goals of Supervised Alternative Learning.

1.20 After a committee considers a referral with a Supervised Alternative Learning Plan, the committee will make a decision as follows:

- (i) approve participation by the pupil in supervised alternative learning as described in the plan;
 - (ii) modify the plan and approve participation by the pupil in supervised alternative learning as described in the plan as modified; or
 - (iii) not approve participation by the pupil in supervised alternative learning.
- 1.21 After a committee considers a referral without a Supervised Alternative Learning plan, the committee will make a decision as follows:
- 1.21.1 require the principal of the pupil's school to cause a plan to be developed for the pupil in accordance with subsection 1.19 and directions of the committee, if any; or
 - 1.21.2 not approve participation by the pupil in supervised alternative learning.
- 1.22 Within five school days after a meeting, the committee will provide the pupil, the parent of the pupil, and the principal of the pupil's school with its written decision together with the following:
- (a) If the committee approved participation by the pupil in supervised alternative learning, the committee will provide these items:
 - (i) a copy of the plan, including any modifications made by the committee,
 - (ii) contact information for the pupil's primary contact person, and
 - (iii) if the plan includes employment, contact information for the employer if available.
 - (b) If the committee required the principal to cause a plan to be developed, the committee will determine the date by which the plan is required to be submitted to the committee.
- 1.23 The committee will also provide the parent of the pupil with the following:
- (a) If the committee approved participation by the pupil in supervised alternative learning, the committee will provide information about the right to reconsideration and the reconsideration process.
 - (b) If the committee did not approve participation by the pupil in supervised alternative learning, the committee will provide:
 - (i) information about the right to reconsideration and the reconsideration process, and

- (ii) information about the right to make a request under section 8.
 - (c) If the committee required the principal to cause a plan to be developed, the committee will provide the following information to the parent and the pupil:
 - (i) information about the parent's right to provide input in the course of developing the plan,
 - (ii) a statement that the parent will receive a copy of the plan when it is submitted to the committee,
 - (iii) a statement that the parent may provide materials to the committee for the committee's use in considering the plan and how those materials should be provided,
 - (iv) a statement that the parent will receive notice from the committee of the time and place of the meeting to consider the plan, and information setting out the parent's rights in accordance with legislation.
- 1.24 If a principal is required to cause a plan to be developed, the principal will cause the plan to be developed in accordance with section 1.19 and directions of the committee, if any; and submitted to the committee by the date specified by the committee. When the principal submits a plan to the committee, the principal will submit any other information that, in the principal's opinion, would assist the committee in its consideration of the plan, and provide the pupil and the parent of the pupil with a copy of the plan and any other information submitted.
- 1.25 Within 20 days of receiving a plan under section 1.24, the committee will hold a meeting to consider the plan. The committee will approve participation by the pupil in supervised alternative learning as set out in the plan, modify the plan and approve participation by the pupil in supervised alternative learning as described in the plan as modified, or not approve participation by the pupil in supervised alternative learning. The committee will communicate its decision as per sections 1.22 and 1.23 of these administrative procedures.
- 1.26 A parent of a pupil may, within 10 school days of receiving the committee's written decision, submit to the principal of the pupil's school a written request that the committee reconsider the decision. A request for reconsideration may apply to the committee's decision and/or the pupil's plan. The principal will forward the request to the committee as soon as possible after receiving the request.

- 1.27 Within 20 school days after the day the committee receives the request, the committee will hold a meeting to reconsider its decision. The committee may hold a meeting on a date that is later than 20 school days after receipt of a request if the parent of the pupil makes a request by written notice, or the parent of the pupil consents.
- 1.28 The individuals mentioned in section 1.17 are entitled to receive notice of the meeting, to attend and be heard at the meeting.
- 1.29 After a meeting, the committee will make a decision to confirm its original decision, approve participation by the pupil in supervised alternative learning as set out in the plan, modify the plan and approve participation by the pupil in supervised alternative learning as described in the plan as modified, or not approve participation by the pupil in supervised alternative learning.
- 1.30 The committee will communicate its decision in accordance with Administrative Procedure 1.17. The reconsideration decision is final.
- 1.31 If a pupil's supervised alternative learning is to include an activity at a place that is not a school site, the principal of the pupil's school will ensure that a member of the staff of the school or the Board visits the site before the pupil begins participating in the activity as part of supervised alternative learning unless, in the opinion of the principal, the visit is not necessary at that time.
- 1.32 If a pupil's supervised alternative learning is to include employment, the principal will send a letter to the employer stating that the employment is to be part of the pupil's participation in supervised alternative learning, that the pupil is excused from attending school for the purpose of participating in supervised alternative learning, and any other information that the principal considers advisable.
- 1.33 A principal will issue a report about the progress of each pupil enrolled in the principal's school who is participating in supervised alternative learning. The report will be issued at the same time as the principal issues report cards for other pupils. A principal will provide a copy of the report to the pupil and the parent of the pupil and include a copy in the student record.
- 1.34 The principal will assign a teacher at the school as the primary contact person to supervise the student's plan. The teacher should ideally be familiar with the student, have the time flexibility for this task, and be familiarized with their responsibilities under Regulation 374/10.

- 1.35 The primary contact person of a pupil participating in supervised alternative learning will monitor the pupil's progress. The primary contact person will contact the pupil at least one time in each month and more frequently if the primary contact person considers more frequent contact advisable. The primary contact person is entitled to receive information, including personal information, relevant to the pupil's progress from any individual who is involved in the implementation of the pupil's plan. The primary contact person will keep records of the observations that he or she makes in monitoring the pupil's progress.
- 1.36 The primary contact person may make modifications to the plan at any time if the plan remains substantially the same and he or she first requested input from the pupil and the parent of the pupil.
- 1.37 If the primary contact person modifies a plan, he or she will inform the principal, the pupil, and the parent of the pupil.
- 1.38 If, in the opinion of the primary contact person, it would be in the pupil's best interests to make modifications to the plan that would result in the plan being substantially different, he or she will review the proposed modifications with the principal.
- 1.39 The principal will make the proposed modifications to the plan if, in the opinion of the principal, it would be in the pupil's best interests, a supervisory officer qualified as such as a teacher agrees, and the principal first requested input from the pupil and the parent of the pupil. If a plan is modified, the principal will provide a copy of the modified plan to the pupil and the parent of the pupil.
- 1.40 The pupil's primary contact person will provide the principal with at least one written report 15 days before the plan expires that includes observations of the progress made by the pupil, an overall review of the appropriateness and impact of the plan, and recommendations regarding whether, after the plan expires, the pupil should continue to participate in supervised alternative learning. The principal will provide a copy of each report to the pupil and the parent of the pupil.
- 1.41 Before the expiry of the plan if, in the opinion of the principal of the pupil's school, it would be in the pupil's best interests to continue to participate in supervised alternative learning, the principal will submit a recommendation with the written consent of the parent of the pupil to the committee to renew the plan or refer the pupil to a committee.

- 1.42 Within 20 school days after the day a committee receives a recommendation, the committee will renew the pupil's plan, renew the pupil's plan with specified modifications, or require the principal to refer the pupil to a committee.
- 1.43 The committee may only renew the pupil's plan under clause (2) (a) or (b) in accordance with the following:
- (i) For non-semestered schools, the plan may be renewed for a maximum of one school year in total.
 - (ii) For semestered schools, the plan may be renewed for a maximum of one school year or two consecutive semesters in total.
- 1.44 A plan is terminated if any of the following circumstances exist:
- (i) the pupil provides the principal with a written statement that he or she wants to return to school,
 - (ii) the pupil's primary contact person provides the principal with a written statement that the pupil is not complying with the plan and the principal determines, with the agreement of a supervisory officer qualified as such as a teacher, that termination is in the pupil's best interests.
- 1.45 A principal will send written notice of the termination of a plan to the following:
- (i) the pupil
 - (ii) the parent of the pupil
 - (iii) the committee that approved the pupil's participation in supervised alternative learning
 - (iv) any individual who is involved in the implementation of the pupil's plan.
- 1.46 A principal will ensure that a transition plan has been developed for helping a pupil whose supervised alternative learning plan has expired or been terminated with the pupil's transition from supervised alternative learning to school.
- 1.47 Outside of the Supervised Alternative Learning process, a principal may authorize a pupil who is at least 16 years old to be excused from attendance at school on a full-time basis if all of the following circumstances exist:

- (i) the principal believes that there are compassionate grounds that justify the excusal,
- (ii) the principal requires the pupil to attend school on a part-time basis,
- (iii) the purpose of the excusal is not to enable the pupil to be employed during school hours,
- (iv) the pupil is not excused under this section for more than one school year in total.

1.48 A pupil who is approved by a committee to participate in supervised alternative learning is excused from attendance at school as long as the pupil's plan has not expired or been terminated.

2.0 TERMS AND DEFINITIONS

2.1 COMMITTEE

"Committee" means a Supervised Alternative Learning Committee established by the Board.

2.2 PARENT

"Parent" includes a guardian.

2.3 PLAN

"Plan" means a supervised alternative learning plan developed for a pupil.

2.4 PRIMARY CONTACT PERSON

"Primary contact person" means an employee of the Board who is assigned to carry out the functions of a primary contact person in respect of a pupil participating in supervised alternative learning.

2.5 SCHOOL DAY

"School day" has the same meaning as in Regulation 304 of the Revised Regulations of Ontario, 1990 (School Year Calendar, Professional Activity Days).

2.6 SUPERVISED ALTERNATIVE LEARNING

“Supervised alternative learning” means an individualized learning program consisting of one or more activities in accordance with Ontario Regulation 374/10.

2.7 RECONSIDERATION

“Reconsideration” applies to a circumstance where there is new evidence or reason to review a decision.

3.0 REFERENCES/RELATED DOCUMENTS

Education Act, Ontario Regulation 374/10

4.0 RELATED ADMINISTRATIVE PROCEDURES

5.0 RELATED FORMS

SAL 1, Parent/Guardian Request for Referral

SAL 2, Student In-put Form

SAL 3, Principal’s Report

SAL 4, Supervised Alternative Learning Plan

SAL 5, Notice of Meeting

SAL 6, Supervised Alternative Learning Plan Committee Meeting Agenda

SAL 7, Decision

SAL 8, Parent/Guardian Request for Reconsideration

SAL 9, Reconsideration - Notice of Meeting

SAL 10, Supervised Alternative Learning Reconsideration Committee Meeting
Agenda

SAL 11, Reconsideration Decision

SAL 12, Primary Contact Person Log

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

May 2016

7.0 APPROVED BY BOARD

May 24, 2011

8.0 EFFECTIVE DATE

May 24, 2011

9.0 REVIEW BY

Superintendent of Schools - Student Success

10.0 LAST REVISION DATE