

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 255

SUBJECT: SUPERVISED ALTERNATIVE LEARNING PROGRAM

Legal References: *Education Act: Section 21 Compulsory Attendance; Ontario Regulation 374/10 Supervised Alternative Learning and Other Excusals from Attendance at School; OSR Guideline - Ontario Student Record Guideline Section 3.1.7 SALEP Records*

Related References: *Board Policy No. 10 Committees of the Board - SAL Committee; Administrative Procedure 204 Program Planning*

1. Supervised Alternative Learning Program

This administrative procedure sets out the director of education's expectations for the Supervised Alternative Learning Program.

2. Procedures

- 2.1 When parent(s)/guardian(s) or the school principal indicates an interest in applying for the Supervised Alternative Learning Program, the Attendance Counsellor is to be contacted. The Attendance Counsellor will coordinate all procedures and supply the necessary forms.
- 2.2 The principal and/or Attendance Counsellor shall endeavor to meet with the parent(s)/guardian(s) and the student to complete Form 255 Supervised Alternative Learning Application and Plan.
- 2.3 The Attendance Counsellor shall call a meeting of the Supervised Alternative Learning Committee. The committee, after reviewing the application, shall:
 - a) approve the application and prescribe a program directed towards the pupil's needs and interest (Supervised Alternative Learning Plan or SALP); or
 - b) reject the application and instruct the pupil to attend school as required by subsection 21(1) of the *Education Act*.
- 2.4 The Secretary to the SAL Committee confirms the Committee decision by letter.
- 2.5 The Attendance Counsellor shall monitor the student's progress and make contact with the student at least once per month while the student remains on his or her SALP. All contacts with the student by the Attendance Counsellor, SALP Marker and school staff are to be documented in the Student Information System (Maplewood) with a "C".
- 2.6 Applications may only be approved to last up to the end of the current school year. At the request of the parent(s)/guardian(s) or principal, an approved SALP can be renewed by the SAL Committee for one additional school year. At the end of the second school year, a full application must be made to the SAL Committee, and can be approved until the end of June in the year the student turns 18.
- 2.7 The Attendance Counsellor is responsible for maintaining regular contact with the pupil, the parent and the school staff. Progress reports will be made to the committee when requested.

3. Disagreement with Decision

- 3.1 Parents/guardians may make written application to the principal and the Attendance Counsellor if they disagree with the determination of the committee or wish to alter and/or review the pupil's program.
- 3.2 The Attendance Counsellor will call a meeting of the committee to consider the request.
- 3.3 The Attendance Counsellor will notify all concerned of any program alterations.

4. Reporting to Schools

- 4.1 The SAL marker will provide a progress report to the student's home school at the end of each semester outlining progress on course materials, co-operative education and other learning opportunities as appropriate.
- 4.2 The SAL marker will gather this information from submitted lessons as well as input from the Attendance Counsellor regarding contacts with the student.
- 4.3 The home school principal will sign the report, place a copy in the student's OSR and provide the original to the student's parents or guardian, or the student where the student is living independently of his or her parents or guardian.