



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Supervised Alternative Learning
Section: Educational Services

Regulation Code: ES-3.1.2
Policy Code Reference: ES-3.1

Established: May 4, 1998

Revised or

Reviewed: June 26, 2007; March 22, 2011; October 27, 2016; June 20, 2023

1. OBJECTIVE

The Board recognizes that some students may need an alternative program other than that offered in a full time in person or virtual school setting. Supervised Alternative Learning (SAL) will provide an opportunity for parent(s)/guardians(s) of a student, to apply for a program on behalf of the student, that excuses them from attending full time, but still participate in learning under supervision of a school within the board. The goal is for the student to remain connected to their home and engage in learning to support their continued progress towards graduation and achievement of other educational and personal goals. The student must be a minimum of 14 years of age but is still of compulsory school age. SAL should only be offered if all other retention strategies to re-engage a student in continuing their education have not succeeded.

2. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Community Representative

A community member who is not a Board of Trustee member or an employee of the Board.

Parent

Any parent, guardian or caregiver of a KPR student.

Primary Contact Person

An employee of the Board assigned to carry out the functions of the SAL in respect of the student.

Student

Any child attending a KPR school.

Supervised Alternative Learning (SAL)

An individualized learning program or alternative learning experience to provide students who have significant challenges with regular school attendance to progress toward obtaining an Ontario secondary school diploma or achieving other education or life goals.

Supervised Alternative Learning Committee (SAL Committee)

A committee established 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.

Supervised Alternative Learning Plan (SAL Plan)

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.

3. APPLICATION

This administrative regulation applies to members of the board community which includes all trustees, the Director, all staff, students, and parents/guardians.

4. RESPONSIBILITY**4.1 The Board of Trustees**

The Board of Trustees is responsible for reviewing this administrative regulation and ensuring there is a SAL Committee and at least one trustee is a member of the committee.

4.2 The Director of Education

The Director of Education is responsible for designating resources for ensuring the implementation of and compliance with this administrative regulation.

4.3 The Superintendent responsible for Teaching and Learning K-12

The Superintendent responsible for Teaching and Learning K-12 is responsible for the guidelines and directives within this administrative regulation.

4.4 Family of Schools Superintendents

Family of schools superintendents are responsible for ensuring that principals are aware of and consistent with the implementation of this administrative regulation.

4.5 Principals

Principals are responsible for providing leadership, management, and support for the members of their school communities in their knowledge, understanding, and the implementation of the this administrative regulation; ensuring that all appropriate alternative learning options have been considered; ensuring that the parent/guardian and student are informed about SAL as an option; developing and

overseeing the SAL Plans in conjunction with individual students, parents/guardians, the Student Success Team, and the SAL Committee.

4.6 Primary Contact

The primary contact is responsible for maintaining regular contact with the student; documenting student contact; documenting student progress; informing the principal of any concerns; assisting the student in addressing any concerns or refers the student to the appropriate Board or community resource; prepares a report in which they review the SAL Plan; coordinates renewal request; modifies the SAL Plan, if required; supports the development of the transition plan.

4.7 Parents/Guardians

Parents/Guardians are responsible for supporting their student and school in the development of and participation in the SAL Plan and maintaining communication with the primary contact and the school.

4.8 The Student

The student is responsible for providing input to develop the SAL Plan; participate in the program as prescribed in the SAL Plan and follow the school's Code of Conduct while participating in a SAL program.

5. PROCEDURE

- 5.1 Should the efforts made by the school and Board not result in the student re-engaging in school and the decision is made that the student would benefit from SAL, an application will be developed by the primary contact in consultation with the principal.

A parent/guardian, a student who is at least 16 years of age and has withdrawn from parental control, or a principal may make a request for SAL. If the principal requests SAL, the parent/guardian should be in support of the application.

The principal may also initiate a Supervised Alternative Learning application in consultation with the pupil and parent(s)/guardian(s).

- 5.2 The principal will:

- 5.2.1 complete the application form requesting SAL programming,
- 5.2.2 provide the application form to the parent(s)/guardian(s) upon request, and
- 5.2.3 designate a primary contact person (i.e., vice-principal, student success teacher, guidance counsellor) who will:
- 5.2.3.1 make contact with the student for whom SAL is being considered,

- 5.2.3.2 involve the appropriate mental health clinician or support staff,
 - 5.2.3.3 complete the school report section of the application,
 - 5.2.3.4 complete the online application to the designated board contact(s) for the committee,
 - 5.2.3.5 attend (virtually or in person) the meeting to provide information to the SAL Committee,
 - 5.2.3.6 monitor the progress of the student's SAL Plan while on the program and provide reports to the SAL Committee as required or requested,
 - 5.2.3.7 maintain the student on the attendance register as appropriate until the student is no longer of compulsory school age,
 - 5.2.3.8 report on the student's SAL Plan to the parent(s)/guardians(s) whenever report cards are issued, and
 - 5.2.3.9 ensure that a transition plan has been developed in collaboration with the primary contact for helping a student whose SAL Plan has expired or been terminated with the student's transition from SAL.
- 5.3 The SAL Committee will meet as required and will consist of:
- 5.3.1 one trustee and an alternate, as per legislation,
 - 5.3.2 a supervisory officer, or a designated alternate appointed by the Director of Education,
 - 5.3.3 at least one community representative not connected with the Board,
 - 5.3.4 a designated contact(s) from the Teaching and Learning department who will also act as secretary of the committee (if more than one contact is designated, then one will act as secretary of the committee). This contact does not have voting rights.
- 5.4 The application will come before the SAL Committee, where the student, parent(s)/guardian(s) will provide input if in attendance.
- 5.5 The SAL Committee will approve or reject the application and convey this decision directly to the school, student and parent(s)/guardian(s).

- 5.6 If the parent/guardian does not agree with the SAL Committee’s decision, they have the right to request reconsideration of the decision within ten school days of receiving written notification of the decision. The parent or guardian may submit to the principal of the student’s school a written request that the committee reconsider its decision on SAL, or the contents of the SAL Plan.
- 5.7 The SAL Committee shall also meet to:
 - 5.7.1 determine whether the SAL program should be continued into the next school year, if requested by the principal or if the parent /guardian does not support aspects of the SAL program.
 - 5.7.2 review student performance in the SAL program.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-2.2, Annual Meetings and Committees of the Board](#)

[B-3.2, Equity, Diversity and Inclusion](#)

[ES-3.1, Alternative, International and Continuing Education](#)

Administrative Regulations:

[B-3.2.4, Equity, Diversity and Inclusion - Educational Program, Evaluation, Assessment and Placement](#)

[B-3.2.3, Equity, Diversity and Inclusion – School-Community Partnerships](#)

[ES-3.1.1, Alternative, International, and Continuing Education](#)

7. REFERENCE DOCUMENTS

Legislation:

[Education Act](#)

[Education Amendment Act \(Learning to Age 18\)](#)

[Occupational Health and Safety Act](#)

[Ontario Regulation 374/10 Supervised Alternative Learning and Other Excusals from Attendance at School](#)

[Workers’ Compensation Act](#)

Other Documents:

[Supervised Alternative Learning Policy and Implementation, 2010](#)