

# OPERATIONAL BY-LAWS

## APPENDIX

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**Education Act**  
**Supervised Alternative Learning**  
**Ontario Regulation 374/10**

Replaces Regulation 308, as amended to O. Reg. 665/91  
(*Supervised Alternative Learning For Excused Pupils*)

Supervised Alternative Learning may be useful for encouraging young people who are at risk of not graduating to continue their learning, if they are not attending school regularly, and if other retention strategies have not been successful.

SAL Policy and Implementation, (Ministry of Education, 2010), the following procedural steps must be undertaken:

**Step 1: Application for SAL:** The parent, student, or principal requests SAL for the student.

The principal has 15 school days from receipt of request from parent or student to submit the application to the SAL Committee.

*Note:* The principal develops a SAL Plan only if he or she agrees with the request for SAL.

The principal files the SAL application with the SAL Committee.

**Step 2: Consideration of the Application:** SAL Committee schedules a meeting within 20 school days to review the application and invites:

- the parent
- the student
- relevant school and board staff (which may include one (1) board trustee)
- other relevant community members, with the agreement of the parent

The committee confirms the student's primary contact.

Parent may request a reconsideration of the SAL Committee's decision within 10 days.

**Step 3: Implementation and Monitoring:** Before the student begins participating in an activity at a location that is not a board or school site (e.g., the proposed workplace, volunteer organization), the site is visited and is checked in terms of health, safety, accessibility, and other factors to ensure that it is appropriate. Monitoring is carried out by the student's primary contact at least once a month.

Communication between student and primary contact is best achieved in person; however, other formats for monitoring could include telephone conversations, e-mail, teleconferencing, video conferencing, and meeting with the student's primary contact.

The primary contact may make minor changes to the SALP over the course of the program.

**Step 4: Review and Transition Planning:** The primary contact reviews the SALP 15 school days before the plan expires; however, it is recommended that it be reviewed once per semester. The review is submitted to the principal.

Substantial modifications to the SALP require the approval of the principal, a supervisory officer, the student, and the parent. The SAL Committee may renew the SAL for a maximum of an additional academic year. The transition plan in the SALP is further developed to support the student's transition from SAL to his or her next step.