

**Supervised Alternative Learning (SAL)
and Other Excusals from Attendance at School****Board Received:** November 24, 2014**Review Date:** December 2018**Accountability:**

1. Frequency of Reports – Annual
2. Severity Threshold – As needed (e.g., Changes in Ministry guidelines)
3. Criteria for Success – Pupils continue affiliation with School Board.
– Community supports methods to help pupils succeed.

Procedures:**Purpose**

The purpose of Supervised Alternative Learning (SAL) is to provide pupils who have significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to enable the pupil to progress towards obtaining an Ontario Secondary School Diploma or achieving his or her other education and life goals (O. Reg. 374/10, s.3). All decisions regarding Supervised Alternative Learning must be made based on the best interest of the pupil.

1. SAL is a legal alternative from compulsory attendance at school for pupils within the Board who are 14 to 17 years of age, in accordance with the Board's policy on Student Attendance.
 - (a) A pupil who is approved by a committee to participate in SAL is excused from attendance at school as long as the SAL plan has not expired or been terminated.
 - (b) A pupil who turns 18 years of age 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.

Committee and Participants

2. A SAL committee will be comprised of: one trustee; one Superintendent of Education or designate; one person who is not an employee of the Board.
 - (a) SAL committees meet monthly during the school year.
 - (b) No committee meeting will be invalid in cases where there are changes in SAL Committee members or changes in the representatives attending on behalf of the pupil.
 - (c) Personal information may be gathered, used or disclosed during the SAL meeting. Such information is regulated by the *Municipal Freedom of Information and Protection of Privacy Act*.

The function of this committee is to accept, reject, or modify the proposed SAL plan.

3. The parents/guardians/pupils and support person are entitled and encouraged to attend the initial SAL meeting.
 - (a) In situations where a support person attends without the parent/guardian or pupil withdrawn from parental control, the support person has the same rights as the pupil, parent/guardian.
 - (b) A pupil withdrawn from parental control has the same rights and obligations imposed on parents/guardians.

Referral of Pupil to the SAL Committee

4. The principal of the school at which the pupil is enrolled shall refer the pupil to the SAL Committee:
 - (a) if in the principal's opinion it would be in the pupil's best interests to participate in SAL; or
 - (b) if a parent/guardian or the pupil submits a request for SAL based on the best interests of the pupil;
 - (c) within 15 school days of a request for referral.

Parents/guardians may make up to two requests for SAL during the school year; the second request shall not be made until at least 60 school days have passed since the day the previous request was made.

Notice of Referral to Parents/Guardians

5. Before referring a pupil to a SAL Committee the principal shall provide the parent/guardian of the pupil with a written notice of intention to refer the pupil explaining the basis for the referral. The principal will also consult with the parent/guardian to gather information to complete both the Referral and the SAL Plan.

Contents of the Application For SAL

6. The written application, provided prior to the SAL Committee meeting will indicate:
 - (a) the basis for the principal's opinion whether it is in the pupil's best interest to participate in SAL (See Appendix A, Referral Notice);
 - (b) the basis for the parent's/guardian's opinion whether it is in the pupil's best interests to participate in SAL;
 - (c) the SAL Plan (See Appendix B, Supervised Alternative Learning Plan (SALP), if any;
 - (d) a list of school and board staff who know the pupil and who can speak knowledgeably about the pupil's academic performance and progress and appropriateness of the plan, if any;
 - (e) a list of any other individuals who have relevant information;
 - (f) any additional information that would assist the Committee in its consideration of the referral.

The principal will provide the pupil and parent/guardian with a copy of the referral notice, (Appendix A) and a notice from the Committee of the time and place of the meeting and explaining their rights regarding SAL, (Appendix C).

7. The Secretary to the Committee structures the agenda and informs parents/guardians, and/or the pupil as appropriate, in writing (Appendix C, Pre-meeting Letter), of the time, date and place of meetings. A copy of the agenda and SAL notice to parents/guardians and/or pupil as appropriate is forwarded to the school and the appropriate Attendance Counsellor. The SAL Committee shall meet within 20 school days of receiving the initial SAL Plan unless there is a written parental request or the parent/guardian consents to meet at a later date.

Development of the SAL Plan

8. The principal of the school provides a copy of the initial SAL Plan to the SAL Committee. However, if in the principal’s opinion it would not be in the pupil’s best interests for the pupil to participate in SAL, the principal will refer the pupil to the SAL Committee without a Plan. In accordance with Regulation 374/10:
 - (a) The SAL Plan shall have an expiry date not later than June 30 in the school year to which it applies.
 - (b) The principal will consider input from the pupil, the parent/guardian; one or more members of the school staff at which the pupil is enrolled who have information relevant to the development of the plan.
 - (c) Additional information may be requested from: board support staff; community agencies; an employer who is interested in employing the pupil as part of SAL; any other individual that may help in developing the plan. Appropriate protocols for informed consent must be followed when working with outside agencies.

Committee Decisions

9. The principal of the school or designate participates in the SAL Committee meeting at which the referral is considered and will provide information as required by the SAL Committee.
10. After a Committee considers a referral to SAL,
 - (a) the Committee shall make a decision to accept, modify, or not approve participation by the pupil in SAL.
 - (b) If no SAL Plan was submitted by the principal, the Committee may recommend the creation of a Plan to support the pupil’s participation in SAL.

Communication of Decisions

11. Within five days of the meeting, the SAL Committee forwards the results of its deliberations, in writing, to the parent/guardian, and/or pupil as appropriate, the school and appropriate Attendance Counsellor. This notice will include information about the process of requesting reconsideration of the application (See Appendix D, Post-meeting Letter). The SAL Plan, if any, would be attached to this letter.
12. If the Committee requires the principal to develop a SAL Plan, the committee will communicate the date by which the Plan must be developed and re-submitted. Within 20 school days of re-submitting the Plan, the Committee shall hold a meeting to consider the plan and make a decision to approve, modify, or not approve participation in SAL and follow appropriate communication with all stakeholders (Regulation 374/10, Sections 14-16).

Reconsideration of the Committee Decision

14. A parent/guardian of a pupil may submit to the principal a written request that the Committee reconsider its decision within 10 school days of receiving the written decision.
15. The principal shall forward the parent’s/guardian’s request to the Committee as soon as possible, and within 20 school days, the Committee will meet to reconsider its decision unless there is a written parental request or the parent/guardian consents to meet at a later date.
16. The Committee will communicate its decision in writing within five (5) school days.

Administration of SAL

17. The principal:
 - (a) will designate a primary contact person for each pupil participating in SAL;
 - (b) shall ensure that a member of the staff of the school or the board visits the site before the pupil begins participating in an activity taking place in a location that is not a school site as part of supervised alternative learning, unless in the opinion of the principal the visit is not necessary at that time. The principal shall ensure that a Work Education Agreement (WEA) form (Appendix H) is completed;
 - (c) shall issue a progress report about each pupil in the school who is participating in SAL. (See Sample Template Appendix G.) This report will be issued at the same time as the principal issues report cards for other pupils. A copy of this report will be placed in the pupil's OSR.

18. Primary Contact Person:
 - (a) shall monitor the pupil's progress and contact the pupil at least once each month;
 - (b) shall keep records of the observations made in monitoring the pupil's progress;
 - (c) 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. (See Sample Template Appendix F.)

19. A school Attendance Counsellor shall have the same powers and perform the same duties in respect of pupils enrolled in SAL as may be applicable to any pupil.

Plan Modifications after Committee Approval

20. The principal, in consultation with the primary contact person, may make modifications to the plan if,
 - (a) the plan remains substantially the same; and
 - (b) requests input first from parents/guardians/pupil and/or support person;
 - (c) if the principal modifies a plan, he or she shall inform parents/guardians and/or the pupil.
 - (d) minor modifications shall be noted on the original plan and the date indicated.

21. If the principal determines that it is in the best interest of the pupil to make modifications to the plan that are substantially different, the principal:
 - (a) first requests input from the parents/guardians/pupil and/or support person;
 - (b) must consult with the appropriate Superintendent of Education;
 - (c) will provide a copy of the modified plan to the parents/guardians/pupil and/or support person;
 - (d) significant modifications shall be presented to the SAL Committee for approval through the referral process outlined in Section 4.

Review of Plan

22. The pupil's primary contact person shall provide the principal with at least one written report (Appendix E, SAL Plan Review) to the pupil and parent/guardian before the plan expires. This report will include:
 - (a) observations of the progress made by the pupil;
 - (b) overall review of the appropriateness and impact of the plan; and
 - (c) recommendations regarding whether, after the plan expires, the pupil should continue to participate in SAL.

Renewal of Plan

23. 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 SAL, the principal shall submit a recommendation to the committee to renew the plan.
24. The Committee will meet within 20 school days after receiving a recommendation to renew the plan or to renew with modifications, or begin a new SAL process.

Termination of the Plan

25. A plan is terminated if any of the following circumstances exist:
 - (a) the pupil provides the principal with a written statement that he or she wants to return to school;
 - (b) the primary contact person provides the principal with a written statement that the pupil is not complying with the program and/or attendance requirements.
 - (c) the principal determines, with the agreement of a supervisory officer, that termination is in the pupil's best interests. The supervisory officer needs to be a qualified teacher.
26. The principal shall provide written notice of the termination plan to:
 - (a) the pupil;
 - (b) the parent/guardian of the pupil;
 - (c) the committee that approved the participation in SAL;
 - (d) any individual who is involved in the implementation of the Plan.

Transition plan for pupil

27. The principal shall ensure that a transition plan has been developed for helping a pupil whose SAL Plan has expired or been terminated.

Record Keeping for SAL

28. All appropriate documentation with respect to a SAL Program is retained in the Ontario Student Record (O.S.R.) folder.
29. Pupils who are approved for SAL are recorded as a "G" in the appropriate Register of Daily Attendance. A pupil excused by the SAL Committee, full-time or part-time, remains on the register of his/her home school or such other school as the SAL Committee designates for the purposes of a SAL Program.
30. Attendance code "C" is used to denote days on which contact is made with the pupil. This must occur at least once each month.

Compassionate Grounds

Excusal from full-time school attendance, compassionate grounds

31. 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:
 - (a) The principal believes that there are compassionate grounds that justify the excusal.
 - (b) The principal requires the pupil to attend school on a part-time basis.
 - (c) The purpose of the excusal is not to enable the pupil to be employed during school hours.
 - (d) The pupil is not excused under this section for more than one school year in total.
 - (e) The principal consults with the Family of Schools Superintendent prior to authorizing this excusal.



Supervised Alternative Learning (SAL) Referral Notice

Appendix A

School		Committee Meeting Date:	
Student Information		Parent/Guardian Information	
Name		Name	
Address		Address (if different from student)	
Home Telephone		Home Telephone (if different from student)	
Alternate Telephone		Work Telephone	
Grade		OEN	
Credits Earned		D.O.B	Age
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male	SAL Start Date	
Is this a renewal	<input type="checkbox"/> Yes <input type="checkbox"/> No	SAL Expiry Date <small>(No later than June 30)</small>	

School Administrator Comments

Parent/Guardian Comments

Planning Notes for SALP

cc: OSR, Principal, SAL Committee Secretary, Pupil/Parent or Guardian, Attendance Counsellor



Supervised Alternative Learning Plan (SALP)

Appendix B

School		Committee Meeting Date:	
Student Information		Parent/Guardian Information	
Name		Name	
Address		Address (if different from student)	
Home Telephone		Home Telephone (if different from student)	
Alternate Telephone		Work Telephone	
Grade		OEN	
Credits Earned		D.O.B	Age
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male	SAL Start Date	
Is this a renewal	<input type="checkbox"/> Yes <input type="checkbox"/> No	SAL Expiry Date <small>(No later than June 30)</small>	
Outcome of SAL Committee meeting			

Primary Contact for SAL		
Name / Position		
Name of Principal		
People consulted in the development of the SALP		
Name	Position	Telephone

I have been consulted in the creation of the Supervised Alternative Learning Plan.

	Signature	Date
Principal		
Student		
Parent /Guardian		
Committee Chair		

SAL Plan Accepted Rejected DATE of Minor Modification: _____

Monitoring schedule
Details:

Student’s educational goal(s)	Methods to achieve educational goal(s) Ways in which student’s progress will be monitored, delivery format and location
<ul style="list-style-type: none"> <input type="checkbox"/> Earn credit (s): _____ <input type="checkbox"/> Earn Ontario Secondary School Certificate(OSSC) <input type="checkbox"/> Earn Ontario Secondary School Diploma (OSSD) <input type="checkbox"/> Enter college/university <input type="checkbox"/> Enter apprenticeship/trades <input type="checkbox"/> Enter the workforce <input type="checkbox"/> Student’s personal goals (specify) <input type="checkbox"/> Other (specify) _____ _____ 	

Skill acquisition	
<ul style="list-style-type: none"> <input type="checkbox"/> Volunteering <input type="checkbox"/> Earning a certification or taking training for a specific job <input type="checkbox"/> Developing job-search skills <input type="checkbox"/> Working part-time <input type="checkbox"/> full-time 	<i>Details: description of activities, student’s schedule, location</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Counselling 	<i>Details: type, frequency of sessions, location</i>

- The venues have been visited and found to be appropriate (e.g. they comply with health and safety and accessibility legislation).
- No visit was necessary at this time (e.g. the venues are known and considered to be appropriate).

Transition Plan (Overview to be completed with the application. Detailed transition plan to be completed when SAL is terminated.)
Overview:

cc: OSR, Principal, SAL Committee Secretary, Pupil/Parent or Guardian, Attendance Counsellor



Grand Erie District School Board

Head Office: 349 Erie Avenue, Brantford, Ontario N3T 5V3
(519)756-6301 Fax: (519)756-9181

Appendix C

DATE

FIELD(1) FIELD(2),
FIELD(3),
FIELD(4), ON FIELD(5)

Dear FIELD(1) FIELD(2):

RE: FIELD(6) FIELD(7)
DOB: FIELD(8)

A meeting of the Supervised Alternative Learning (SAL) Committee has been scheduled to discuss the application for FIELD(6) to participate in Supervised Alternative Learning. **Parents/guardians/pupil and support person are entitled and encouraged to attend the initial SAL meeting.** We have scheduled the meeting for:

Date:
Time: FIELD(9) p.m.
Location:

The purpose of this meeting is to consider the application to have the pupil excused from attendance at school to participate in Supervised Alternative Learning supervised by the Board. Enclosed is a copy of the brochure entitled, "Supervised Alternative Learning & Other Excusals From Attendance at School". If you would like further information prior to the SAL meeting, please contact the principal at the school where the pupil attends.

Following the SAL meeting, you will receive the Committee's recommendations, in writing, through the mail.

Sincerely,

Superintendent of Education

cc: Principal/O.S.R. (FIELD(10))
Attendance Counsellor/Community Liaison Officer

School Support Centres:

Brantford:	108 Tollgate Road, Brantford, Ontario N3R 4Z6	(519) 754-1600	Fax: (519) 754-4842
Haldimand:	Box 760, 70 Parkview Road, Hagersville, Ontario N0A 1H0	(905) 768-9886	Fax: (905) 768-9903
Norfolk:	Box 486, 173 Hillcrest Rd., Simcoe, Ontario N3Y 4L7	(519) 428-1880	Fax: (519) 428-2484



Grand Erie District School Board

Head Office: 349 Erie Avenue, Brantford, Ontario N3T 5V3
(519)756-6301 Fax: (519)756-9181

Appendix D

DATE

FIELD(1) FIELD(2) FIELD(3)*
FIELD(4), ON
FIELD(5)
FIELD(6)

Dear FIELD(1) FIELD(3):

RE: FIELD(7) FIELD(8)
DOB: FIELD(9)

At its meeting on FIELD(10), the Supervised Alternative Learning (SAL) Committee of the Grand Erie District School Board considered your application to have FIELD(7) participate in Supervised Alternative Learning.

The Committee rejected your request; therefore, FIELD(7) must attend school as required by the Education Act.

OR

The Committee approved your request with modifications (see attached) and thereby excuses FIELD(7) from attendance at school so long as FIELD(7) conforms to the following SAL plan:

OR

The Committee approved your request and thereby excuses FIELD(7) from attendance at school so long as FIELD(7) conforms to the following SAL plan:

A placement at FIELD(11). This program will be monitored by FIELD(12).

**Should this placement change in any way please contact FIELD(13) to ensure paperwork has been completed as necessary for approval by the SAL Committee.

School Support Centres:

Brantford:	108 Tollgate Road, Brantford, Ontario N3R 4Z6	Box 760,	(519) 754-1600	Fax: (519) 754-4842
Haldimand:	70 Parkview Road, Hagersville, Ontario	N0A 1H0	(905) 768-9886	Fax: (905) 768-9903
Norfolk:	Box 486, 173 Hillcrest Rd., Simcoe, Ontario N3Y 4L7		(519) 428-1880	Fax: (519) 428-2484

SAL(P) Decision Cont.d

To request that the SAL Committee reconsider its decision, please notify the principal in writing, within 10 school days of receiving this letter. The principal will forward your request to reconsider to the Committee as soon as possible. Within 20 school days of receiving this request, the Committee will meet to reconsider its decision unless there is written parental request or consent to meet at a later date. The final decision of the Committee will be communicated to you in writing within 5 school days of their meeting.

As of June 30, **FIELD(14), The Grand Erie District School Board's authority to excuse pupils to participate in the SAL for the **FIELD(15)** school year expires.

Pupils wishing to continue their program under the provisions of SAL, must resubmit an application one week prior to the September Meeting for the **FIELD(16) school year.

Sincerely,

Superintendent of Education

cc: Principal/O.S.R. (**FIELD(17)**)
Attendance Counsellor/Community Liaison Officer



Supervised Alternative Learning Plan (SALP) Review

Appendix E

NOTE: This review must be provided to the pupil/parent/guardian at least 15 days prior to the termination of the SALP.

School		Committee Meeting Date:	
Student Information		Parent/Guardian Information	
Name		Name	
Address		Address (if different from student)	
Home Telephone		Home Telephone (if different from student)	
Alternate Telephone		Work Telephone	
Grade		OEN	
Credits Earned		D.O.B	Age
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male	SAL Start Date	
Is this a renewal	<input type="checkbox"/> Yes <input type="checkbox"/> No	SAL Expiry Date <small>(No later than June 30)</small>	

Observations of Student Progress

Effectiveness of SALP

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
 Not appropriate _____ most appropriate _____

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
 Not effective _____ most effective _____

Recommendations for when the SALP terminates

<input type="checkbox"/> Continue with SAL	_____
<input type="checkbox"/> Return to regular studies	_____
<input type="checkbox"/> Seek apprenticeship	_____
<input type="checkbox"/> Co-op placement	_____
<input type="checkbox"/> Other	_____

	Signature	Date
Principal		
Primary SAL Contact		

cc: OSR, Principal, SAL Committee Secretary, Pupil/Parent or Guardian, Attendance Counsellor



Supervised Alternative Learning (SAL) Sample Template for Monitoring Appendix F

School		Contact No:	
Student Information		Parent/Guardian Information	
Name		Name	
Address		Address (if different from student)	
Home Telephone		Home Telephone (if different from student)	
Alternate Telephone		Work Telephone	
Grade		OEN	
Credits Earned		D.O.B	Age
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male	SAL Start Date	
Primary Contact		SAL Expiry Date <small>(No later than June 30)</small>	

Description of SALP activities

Date	Details	
	Type of Contact: <input type="checkbox"/> observation of student on location <input type="checkbox"/> meeting in person <input type="checkbox"/> email <input type="checkbox"/> telephone call <input type="checkbox"/> other: _____	Content of Discussion: <input type="checkbox"/> problem solving <input type="checkbox"/> progress/assessment <input type="checkbox"/> other: _____

Comments:

Primary contact signature:

cc: Principal, Attendance Counsellor



Supervised Alternative Learning Plan (SALP) Sample Report Template Appendix G

School		Report Date:	
Student Information		Parent/Guardian Information	
Name		Name	
Address		Address (if different from student)	
Home Telephone		Home Telephone (if different from student)	
Alternate Telephone		Work Telephone	
Grade		OEN	
Credits Earned		D.O.B	Age
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male	SAL Start Date	
Primary Contact		SAL Expiry Date <small>(No later than June 30)</small>	

Description of SALP activities

Effectiveness of SALP

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
 Not appropriate _____ most appropriate

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
 Not effective _____ most effective

Observations of Student Progress

	Signature	Date
Principal		
Primary SAL Contact		

P104 Supervised Alternative Learning (SAL)



Ministry of Education
Ministère de l'Éducation

Work Education Agreement
Accord sur la formation pratique

Please print. See reverse for further details / En lettres moulées S.V.P. Voir au verso pour plus de détails.

The information on this form will be used to maintain the employment record of the training participant and is collected under the authority of the Workplace Safety and Insurance Act, 1997, c.16, s.21, 22; and the Education Act, R.S.O. 1990, c. E.2, s.8 and s.8.1. Because the Ministry of Education covers the cost of Workplace Safety and Insurance Board coverage for students 14 years of age or older, the Ministry and School Boards may use this information to verify the legitimacy of claims. Inquiries regarding this form should be directed to an Education Officer at the Ministry of Education, telephone 416 325-2547.

Les renseignements contenus dans ce formulaire serviront à tenir à jour le relevé d'emploi de la personne recevant une formation. Ils sont recueillis en vertu des articles 21 et 22 de la Loi de 1997 sur la sécurité professionnelle et l'assurance contre les accidents du travail, chap. 16, et des articles 8 et 8.1 de la Loi sur l'éducation, L.R.O. 1990, chap. E.2. Le coût de la couverture de la Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail pour les élèves de 14 ans ou plus étant assumé par le ministère de l'Éducation, celui-ci et les conseils scolaires peuvent utiliser ces renseignements pour vérifier la légitimité des demandes d'indemnité. Pour toute question sur ce formulaire, s'adresser à un agent d'éducation du ministère de l'Éducation, au 416 325-2547.

District School Board / Conseil scolaire	Date Completed / Remplir le
--	-----------------------------

A. Parties to the Agreement / Parties contractantes

1. Name of student trainee / Nom de l'élève stagiaire		Age / Âge
Address / Adresse		Home phone no. / N° de tél. (domicile) Postal Code / Code postal
Related course / Matière connexe		
2. Name of placement / Nom de l'organisme de formation	Employment Sector / Secteur d'activité	Name of placement supervisor / Nom du/de la superviseur-e de la formation
Placement address / Adresse		Telephone no. / N° de téléphone Postal Code / Code postal
3. School / École	Name of teacher / Nom de l'enseignant ou de l'enseignante	
Address / Adresse		Telephone no. / N° de téléphone Postal Code / Code postal

B. Specific Time at Placement / Durée, horaire, emploi du temps

1. **Period of Agreement / Durée de l'accord**
 The student shall, from month/mois day/jour year/année to month/mois day/jour year/année
 L'élève stagiaire devra, du au
 faithfully, honestly and diligently perform the duties of a trainee at the placement as / exécuter fidèlement, honnêtement et assidûment pour l'organisme de formation les tâches de _____
 (job title / désignation de fonction)
 and devote his/her whole time and attention to such placement during the hours hereunder prescribed.
 et consacrer tout son temps et toute son attention à la formation pendant les heures précisées ci-dessous.

2. **Placement Hours / Horaire de travail** The normal hours at the placement shall be from _____ to _____
 L'horaire de travail habituel sera de _____ à _____

3. **Schedule / Jours de travail** Identify the days when the student will be at the placement (or attach student's schedule).
 Inscrivez les jours où l'élève sera au poste de formation (ou joindre son emploi du temps).

 (days of placement / jours de travail)

C. Workplace Safety & Insurance Board Coverage / Couverture de la Commission

1. Workplace Safety & Insurance Board Coverage will be provided at the training station by: / La couverture de la Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail sera fournie, en ce qui concerne le poste de formation, par :

(a) the placement / l'organisme de formation	(b) the Ministry of Education / le ministère de l'Éducation
<input type="checkbox"/> for the entire period / pour toute la durée du stage	<input type="checkbox"/> for the entire period / pour toute la durée du stage
<input type="checkbox"/> for the period between _____ and _____ / pour la période comprise entre le _____ et le _____ inclusive /inclusivement	<input type="checkbox"/> for the period between _____ and _____ / pour la période comprise entre le _____ et le _____ inclusive /inclusivement

2. Number of placement hours for which Workplace Safety & Insurance Board Coverage has been provided:
 Nombre d'heures au poste de formation pour lesquelles la couverture de la Commission a été fournie par :

(a) By the placement / l'organisme de formation 20 _____ 20 _____	(b) By the Ministry of Education / le ministère de l'Éducation 20 _____ 20 _____
---	--

D. Signatures of Parties to the Agreement / Signature des parties contractantes

Student / Élève	Parent/Guardian / Père, mère, tuteur ou tutrice
X	X
Placement / Organisme de formation	Teacher / Enseignant ou enseignante
X	X

White - Student's O.S.R / blanche - dossier scolaire Green - Training Organization/Placement / verte - organisme de formation Yellow - Board / citron - conseil Pink - Student / rose - élève Goldenrod - Teacher / verge d'or - enseignant/enseignante

P104 Supervised Alternative Learning (SAL)

DEFINITIONS

Work Education Programs - are work experience, supervised alternative learning for excused pupils, and co-operative education programs.

Placement - is an individual, a commercial enterprise or an agency that is external to the school board.

GENERAL CONDITIONS

1. The Board has approved a Work Education Program for pupils in its schools pursuant to Section 8 of the *Education Act* 1990.
2. The Placement and the Student have agreed to participate in the said Work Education Program on the terms and conditions herein set forth.
3. **Termination**
Notwithstanding anything herein contained to the contrary, any party hereto may, with or without cause, summarily terminate this agreement with notice in writing to the other parties.
4. **Supervision**
During the hours of training herein set forth, the Student shall be under the supervision of the Placement Supervisor; however, the Board or its representatives shall be allowed access to the Placement and the Student at times that are mutually agreed upon with the Placement Supervisor.
5. **Full-time Employee Tenure**
The Placement agrees that the training of the Student hereunder shall in no way affect the job security of any full-time employee.
6. Where Workplace Safety & Insurance Board coverage is not provided for the Student by the Placement, then pursuant to the *Education Act*, the Student, for the purposes of coverage under the *Workplace Safety and Insurance Act*, shall be deemed to be an "employee" of the Ministry of Education upon the execution of this agreement and the commencement of duties by the Student. Workplace Safety & Insurance Board coverage will be provided by the Ministry of Education under Schedule 1 of the *Workplace Safety and Insurance Act*.
7. Where the Student is on the payroll of the Placement, the Placement is the Employer and is responsible for providing Workplace Safety & Insurance Board coverage and reporting claims.
 - If the Placement is currently reporting to the W.S.&I.B. the earnings must be included in their regular W.S.&I.B. returns.
 - If the Placement is NOT reporting to the W.S.&I.B., the Placement must contact the nearest W.S.&I.B. office to determine if coverage is mandatory when hiring workers.
8. Where the Student is employed by the Placement outside the scope of this Agreement, the Employer and Worker are subject to the *Employment Standards Act*, the Regulations and Orders thereunder.

How to Obtain Workplace Safety & Insurance Board Coverage

- An agreement must be completed by the parties concerned before the student starts at the placement.

Who is Covered?

All students who are registered as participants in a work education program administered by a school board are covered by Workplace Safety and Insurance Board. The Ministry of Education provides this coverage unless it has been arranged by the placement.

When are Students Covered?

Students are covered during the time they spend at the placement under the supervision of the placement. Students are not covered for classroom or shop work in the school, when working as teachers' aides, or when travelling to and from the placement.

Students are covered when their placement is located on school board property, but in an area that is not directly supervised by a qualified teacher, e.g. building maintenance staff, audio-visual centre, purchasing department.

Types of Benefits Payable

For the purpose of Workplace Safety & Insurance Board coverage, students are deemed to be employees of the Ministry of Education although they do not receive wages. For purposes of calculating Workplace Safety & Insurance Board benefits, the "deemed" rate of pay is the general hourly rate established by minimum wage legislation.

The *Workplace Safety and Insurance Act* provides compensation, medical aid, and non economic loss for employees injured in on-the-job accidents. Compensation is provided for actual loss of earnings, e.g. student's part-time job.

When are Workplace Safety & Insurance Board Reports Required?

All injuries to students in the Work Education program, however minor, should be reported by the student to the school board representative with full details of when, where and how the injury occurred. Accidents requiring only first aid treatment do not have to be reported to the Workplace Safety & Insurance Board, but a record of the details must be kept by the school board. If treatment is given by a medical doctor, or if an accident results in lost time from the program, a report must be sent to W.S.&I.B.

Reporting Procedures

In case of an accident, the "Employer's Report of an Accidental Injury or Industrial Disease" (Form 7) must be completed by the school board representative within 3 days of the accident. The original report must be received by the Workers' Compensation Board with a copy of the Work Education Agreement, within 7 working days of the accident.

Please refer to Policy/Program Memorandum 76A for more complete details.

DÉFINITIONS

Programmes de formation pratique : stages en milieu de travail, apprentissage parallèle dirigé pour élèves dispensés de fréquentation scolaire et programmes d'éducation coopérative.

Organisme de formation : personne, entreprise commerciale ou organisme indépendants du conseil scolaire.

CONDITIONS GÉNÉRALES

1. Le conseil a approuvé un programme de formation pratique pour les élèves de ses écoles conformément à l'article 8 de la *Loi sur l'éducation*, 1990.
2. L'organisme de formation et l'élève ont accepté de prendre part au programme de formation pratique selon les conditions énoncées dans le présent accord.
3. **Résiliation**
Nonobstant toute disposition contraire du présent accord, l'une ou l'autre des parties peut, avec ou sans motif à l'appui, mettre fin sommairement à cet accord en avisant par écrit les autres parties.
4. **Supervision**
Pendant les heures de stage prescrites dans le présent accord, l'élève sera sous la surveillance du superviseur ou de la superviseure de la formation; cependant, le conseil ou ses représentants ou représentantes auront accès au poste de formation et pourront rencontrer l'élève aux heures sur lesquelles ils se seront entendus avec le superviseur ou la superviseure de la formation.
5. **Sécurité d'emploi du personnel à plein temps**
L'organisme de formation est d'accord pour que la formation de l'élève nommé dans les présentes n'entrave nullement la sécurité d'emploi des employés et employées à plein temps.
6. Si la couverture de la Commission n'est pas fournie par l'organisme de formation à l'élève stagiaire, ce dernier sera considéré, en vertu de la *Loi sur l'éducation* et aux fins de couverture prévue par la *Loi sur la sécurité professionnelle et l'assurance contre les accidents du travail*, comme un «employé» du ministère de l'Éducation à la signature du présent accord et dès le début du stage. La couverture de la Commission sera fournie par le Ministère en vertu de l'annexe 1 de la *Loi sur la sécurité professionnelle et l'assurance contre les accidents du travail*.
7. Si l'élève figure sur la liste de paye de l'organisme de formation, celui-ci est l'employeur et doit fournir la couverture de la Commission et lui signaler toute demande d'indemnités.
 - Si l'organisme de formation fait déjà rapport à la Commission, il doit inclure les gains de l'élève dans ses déclarations régulières.
 - Si l'organisme de formation NE fait PAS rapport à la Commission, il doit contacter le bureau de la Commission le plus proche pour s'informer s'il est tenu de fournir la couverture lorsqu'il embauche du personnel.
8. Dans le cas où l'élève est employé par l'organisme de formation en dehors de cet accord, l'employeur et le travailleur ou la travailleuse doivent se conformer à la *Loi sur les normes d'emploi* ainsi qu'aux règlements et directives qui s'y rapportent.

Formalités à remplir pour obtenir la couverture de la Commission

- Un accord doit être signé entre les parties concernées avant le début du stage.

Qui est assuré?

Tous les élèves inscrits comme participants à un programme de formation pratique administré par un conseil scolaire sont couverts par la Commission. Le ministère de l'Éducation fournit cette couverture, à moins que l'organisme de formation ne s'en charge.

Quand les élèves sont-ils assurés?

Les élèves sont couverts pendant qu'ils travaillent à leur poste de formation, sous la supervision de l'organisme de formation. Les élèves ne sont pas assurés s'ils travaillent en classe, en atelier à l'école ou comme aides-enseignants ou aides-enseignantes ou lorsqu'ils se rendent au lieu du stage ou en reviennent.

Les élèves sont assurés lorsqu'ils font leur stage sur la propriété du conseil scolaire, s'il s'agit d'un travail (l'entretien du bâtiment, par exemple) ou d'un endroit (le centre audio-visuel ou le service des achats, entre autres) qui n'est pas supervisé par une enseignante ou un enseignant qualifié.

Genre d'indemnités payables

Aux fins de la couverture de la Commission, les élèves sont considérés comme des employés et employées du ministère de l'Éducation, même s'ils ne reçoivent pas de salaire. Pour calculer les indemnités, le taux de «salaire» est le taux horaire général établi par la loi touchant le salaire minimum.

La *Loi sur la sécurité professionnelle et l'assurance contre les accidents du travail* prévoit des indemnités, des soins médicaux et une compensation des préjudices moraux pour les employés et employés blessés dans un accident du travail.

Quand doit-on contacter la Commission?

Toute blessure subie par une ou un élève au cours d'un programme de formation pratique, même si elle est mineure, doit être déclarée par l'élève en cause au représentant ou à la représentante du conseil scolaire en précisant la date, le lieu et les circonstances de la blessure. Il n'est pas nécessaire de signaler à la Commission les accidents qui n'exigent que des premiers soins, mais le conseil scolaire doit établir un dossier des détails et le conserver. Si des traitements médicaux sont donnés par un médecin ou s'il y a une perte d'heures du programme à la suite d'un accident, un rapport doit être adressé à la Commission.

Façon de signaler un accident

En cas d'accident, le représentant ou la représentante du conseil scolaire doit remplir, dans les trois jours qui suivent l'accident, le formulaire n° 7 intitulé Avis d'accident de travail et de maladie professionnelle (Employeur). La Commission doit recevoir l'original de ce rapport et une copie de l'Accord sur la formation pratique dans les 7 jours ouvrables suivant l'accident.

Veuillez consulter la note Politique/Programmes n° 76A pour plus de renseignements.