

Procedure Title	Supervised Alternative Learning (SAL)		
Date of Issue	January 19, 2000	Related Policy	BP 6201-D
Revision Dates	October 13, 2010; May 21, 2014; December 15, 2021; January 24, 2022	Related Forms	AF 5903; AF 5904; AF 5905; AF 5906; AF 5907; AF 5913
Review Date	December 1, 2026	Originator	Administrative Council
References			
Education Act, Regulation 374/10; LTSE/SAL protocol in the Administrator's Handbook; Supervised Alternative Learning: Policy and Implementation, Ministry of Education, 2010			

1.0 RATIONALE

- 1.1 The Education Act (Reg. 374/10) mandates that a board must establish a committee to be known as the Supervised Alternative Learning (SAL) Committee.
- 1.2 The Ministry of Education and Bluewater District School Board recognize that some students may not experience success in a regular school setting. Therefore, supervised alternative learning provides an alternative for students of compulsory school age between fourteen and seventeen years of age.
- 1.3 The purpose of supervised alternative learning is to provide students who have significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to enable the student to progress towards obtaining an Ontario Secondary School Diploma (OSSD) or achieving their other education and life goals.

2.0 PROCEDURE

2.1 Referral of Student to Committee

- 1) The principal, in consultation with the attendance counsellor, of a school at which a student is enrolled shall refer the student to the SAL Committee if:
 - a) in the principal's opinion it would be in the student's best interests to participate in supervised alternative learning; or
 - b) a parent/guardian of the student submits a request under 2.1 (2).
- 2) A parent/guardian of a student may submit, in writing, to the principal of the school at which the student is enrolled:
 - a) a request that the student participate in supervised alternative learning; and
 - b) the basis for the parent/guardian's opinion that it would be in the student's best interests to participate in supervised alternative learning.
- 3) If a parent/guardian submits a request, the principal shall refer the student to the SAL committee within 15 school days after the day the principal receives the request.
- 4) A parent/guardian of a student is entitled to make a request (Section 2.1 (2)) in accordance with the following:
 - a) no more than two requests shall be made in respect of a student in a school year.
 - b) A second request in respect of a student in a school year shall not be made until at least 60 school days have passed since the day the previous request was made.

2.2 Supervised Alternative Learning Plan and Application (AF 5903)

- 1) A principal shall initiate the development of a Supervised Alternative Learning Plan (SALP) for a student in accordance with this section before referring the student to a committee under section 2.1.
- 2) Despite section 2.1 a principal need not cause a plan to be developed for a student if in the principal's opinion it would not be in the student's best interests to participate in supervised alternative learning.
- 3) A plan shall include the following information:
 - a) The student's own education and other life goals.
 - b) A description of the activities in which the student will participate under the plan. The plan shall include one or more of the following activities:
 - i. Enrolment in a course or class in which a student may earn a credit
 - ii. Enrolment in a non-credit life skills course or other non-credit course
 - iii. Preparation for employment and development of general employment skills
 - iv. Training for a specific job or type of employment
 - v. Full-time or part-time employment
 - vi. Counselling
 - vii. Volunteering
 - viii. Any other activity with the potential to help the student achieve the goals described in (a) above
 - c) The name of the student's primary contact person.
 - d) The ways in which the student's primary contact person will monitor the student's progress.
 - e) The ways in which the student will be helped with their transition from supervised alternative learning after the plan expires or is terminated.
 - f) The expiry date of the plan.
- 4) The expiry date of a plan shall not be later than June 30 in the school year to which the plan applies.
- 5) Input from the following individuals shall be requested in the course of developing the plan:
 - a) the student
 - b) the parent/guardian of the student.
 - c) one or more members of the staff of the school at which the student is enrolled who have information that is relevant to the development of the plan.
- 6) Input from the following individuals may be requested in the course of developing the plan:
 - a) one or more members of the staff of the board who can contribute to the development of the plan.
 - b) the principal of the school where any part of the supervised alternative learning will be provided.
 - c) a member of the staff of a community agency that may be involved in the supervised alternative learning.
 - d) an employer who has indicated that they are interested in employing the student as part of supervised alternative learning.
 - e) any other individual who has information about the student that may help in developing the plan.

2.3 Notice of Referral

- 1) Before referring a student to a committee under section 2.1 (1) (a), a principal shall provide the parent/guardian of the student with the following written information:
 - a) notice of their intention to refer the student to a committee;

- b) the basis for their opinion that it would be in the student's best interests to participate in supervised alternative learning;
 - c) a request that the parent/guardian provide the principal, by a date specified by the principal, with:
 - i. their opinion regarding whether it would be in the student's best interests to participate in supervised alternative learning and the basis for that opinion, and
 - ii. any other information that in their opinion would assist the committee in its consideration of the referral.
- 2) A principal shall not make a referral under section 2.1 (1) (a) until after the earlier of the day the parent/guardian provides a response to a request under section 2.3 (1) (c) or by the date specified by the principal.

2.4 Contents of Referral

- 1) A referral under section 2.1 shall include the following written material:
- a) the basis for the principal's opinion that it would or would not be in the student's best interests to participate in supervised alternative learning;
 - b) the basis for the parent/guardian's opinion that it would or would not be in the student's best interests to participate in supervised alternative learning, if those reasons are provided to the principal;
 - c) the plan (AF 5903) developed under section 2.2, if any;
 - d) for the SAL Committee's use in giving notice a list of one or more members of the staff of the school or the board who know the student and can speak knowledgeably about the student's academic performance and progress and the appropriateness of the plan, if any;
 - e) for the SAL Committee's use in giving notice a list of any other individuals who have information that is relevant to the referral; and
 - f) any other information that in the principal's or the parent/guardian's opinion would assist the SAL Committee in its consideration of the referral.
- 2) When a principal refers a student to the SAL Committee, the principal shall provide the student and the parent/guardian of the student with a copy of the referral together with a written statement (using AF5905):
- a) explaining that they will receive notice from the committee of the time and place of the meeting to consider the referral; and
 - b) setting out their rights under section 2.6 (2) and (4).
- 3) The forms noted in section 2.5 will be required in presentation of the application to the SAL Committee.

2.5 Required Documentation

- 1) The following list of forms will be required in presentation of the application to the SAL Committee:
- a) AF 5903 "Supervised Alternative Learning Plan and Application"
 - b) AF 5904 "Principal Letter to Employer for Student in Supervised Alternative Learning" (if applicable)
 - c) AF 5905 "Principal Letter to Parent(s)/Guardian(s) and Student Regarding Supervised Alternative Learning Application - Notice of SAL Committee Meeting"
 - d) AF 6101 "Referral to Student Support Attendance Counsellor"
 - e) AF 5906 "Request for the Supervised Alternative Learning Committee to Renew Supervised Alternative Learning" (if applicable)
- 2) If the committee approves the application, these forms will be filed in the student's Ontario Student Record (OSR) documentation folder.

2.6 Committee Meeting

- 1) Within 20 school days of receiving a referral, the SAL committee shall hold a meeting to consider the referral.
- 2) The SAL committee may hold a meeting on a date that is later than 20 school days after receipt of a referral if:
 - a) the parent/guardian of the student makes a written request for a later date; or
 - b) the parent/guardian of the student consents.
- 3) The SAL committee shall give notice of the meeting to the following:
 - a) the student;
 - b) the parent/guardian of the student;
 - c) the principal of the student's school;
 - d) any member of the staff of the school or the board who was listed by the principal in the referral and in the opinion of the SAL committee may have information that is relevant to the referral; and
 - e) any other individual who in the opinion of the SAL committee has information that is relevant to the referral.
- 4) An individual who receives notice under section 2.6 (3) has a right to attend and be heard at the meeting.
- 5) Attendance counsellors will present the application to the SAL Committee on behalf of the school and students unless the parent/guardian wishes to do so on their child's behalf.

2.7 Committee Decision

- 1) After the SAL committee considers a referral under section 2.6, the SAL Committee shall make a decision as follows:
 - a) If a plan was submitted to the SAL committee, the SAL committee shall:
 - i. approve participation by the student in supervised alternative learning as described in the plan;
 - ii. modify the plan and approve participation by the student in supervised alternative learning as described in the plan as modified; or
 - iii. not approve participation by the student in supervised alternative learning.
 - b) If a plan was not submitted to the SAL committee, the SAL committee shall:
 - i. require the principal of the student's school to cause a plan to be developed for the student in accordance with section 2.2 and directions of the SAL Committee, if any; or
 - ii. not approve participation by the student in supervised alternative learning.

2.8 Communication of Decision

- 1) Within five (5) school days after a meeting, the SAL Committee shall provide the student, the parent/guardian of the student, and the principal of the student's school with its written decision together with the following:
 - a) If the SAL Committee approved participation by the student in supervised alternative learning,
 - i. a copy of the plan, including any modifications made by the committee,
 - ii. contact information for the student's primary contact person, and
 - iii. if the plan includes employment, contact information for the employer if available.

- b) If the SAL Committee required the principal to cause a plan to be developed, the date by which the plan is required to be submitted to the SAL Committee.
- 2) The SAL Committee shall also provide the parent/guardian of the student with the following:
 - a) If the SAL Committee approved participation by the student in supervised alternative learning, information about the right to reconsideration and the reconsideration process.
 - b) If the SAL Committee did not approve participation by the student in supervised alternative learning:
 - i. information about the right to reconsideration and the reconsideration process, and
 - ii. information about the right to make a request under section 2.1.
 - c) If the committee required, the principal to cause a plan to be developed that includes:
 - i. information about the parent/guardian's right to provide input in the course of developing the plan,
 - ii. a statement that the parent/guardian will receive a copy of the plan when it is submitted to the SAL Committee,
 - iii. a statement that the parent/guardian may provide materials to the SAL Committee for the committee's use in considering the plan and how those materials should be provided,
 - iv. a statement that the parent/guardian will receive notice from the SAL Committee of the time and place of the meeting to consider the plan, and
 - v. information setting out the parent/guardian's rights under section 2.6 (2) and (4).
- 3) The SAL Committee shall also provide the student with the information set out in section 2.8 (2)(c) if the committee required the principal to cause a plan to be developed.

2.9 Reconsideration of Committee Decision

- 1) This section applies if a committee makes a decision to approve or not approve participation by a student in supervised alternative learning.
- 2) A parent/guardian of a student may, within 10 school days of receiving the SAL Committee's written decision, submit to the principal of the student's school a written request that the committee reconsider the decision.
- 3) A request under section 2.9 (2) may include a request for reconsideration of the decision with respect to the student's plan.
- 4) The principal shall forward the request to the SAL Committee as soon as possible after receiving the request.
- 5) Within 20 school days after the day the committee receives the request, the SAL Committee shall hold a meeting to reconsider its decision.
- 6) The SAL Committee may hold a meeting on a date that is later than 20 school days after receipt of a request if:
 - a) the parent/guardian of the student makes a request by written notice; or
 - b) the parent/guardian of the student consents.
- 7) The individuals mentioned in section 2.6 (3) are entitled to receive notice of the meeting and to attend and be heard at the meeting.
- 8) After a meeting the SAL Committee shall make a decision in accordance with section 2.7.
- 9) The SAL Committee shall communicate its decision in accordance with section 2.8 but is not required to provide:
 - a) information about the right to reconsideration or the reconsideration process; or

- b) if a copy of the plan and information described in section 2.8 was provided after the original decision was made and has not changed, the plan and information.
- 10) If the decision required the principal to cause a plan to be developed for the student, sections 2.6 and 2.7 apply but, for the purposes of communicating its decision under section 2.8, the SAL Committee is not required to provide information about the right to reconsideration or the reconsideration process.

2.10 Administration of Supervised Alternative Learning, Principal

- 1) If a student's supervised alternative learning is to include an activity at a place that is not a school site, the principal of the student's school shall ensure that a member of the staff of the school or the board visits the site before the student 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.
- 2) If a student's supervised alternative learning is to include employment, the principal shall send a letter to the employer stating (AF 5904):
 - a) that the employment is to be part of the student's participation in supervised alternative learning;
 - b) that the student is excused from attending school for the purpose of participating in supervised alternative learning; and
 - c) any other information that the principal considers advisable.
- 3) A principal shall issue a report about the progress of each student enrolled in the principal's school who is participating in supervised alternative learning.
- 4) The report shall be issued at the same time as the principal issues report cards for other students.
- 5) A principal shall provide a copy of the report to the student and the parent/guardian of the student and include a copy in the student record.

2.11 Administration of Supervised Alternative Learning, Primary Contact Person

- 1) The primary contact person of a student participating in supervised alternative learning shall monitor the student's progress.
- 2) The primary contact person shall contact the student at least one time in each month and more frequently if the primary contact person considers more frequent contact advisable.
- 3) The primary contact person is entitled to receive information, including personal information, relevant to the student's progress from any individual who is involved in the implementation of the student's plan.
- 4) The primary contact person shall keep records of the observations that they make in monitoring the student's progress.

2.12 Administration of Supervised Alternative Learning, School Attendance Counsellor

A school attendance counsellor shall have the same powers and perform the same duties in respect of students enrolled in supervised alternative learning as the counsellor has in respect of other students, as may be applicable.

2.13 Plan Modifications, after SAL Committee Approval

- 1) The primary contact person may make modifications to the plan at any time if:
 - a) the plan remains substantially the same; and
 - b) they first requested input from the student and the parent/guardian of the student.
- 2) If the primary contact person modifies a plan under section 2.13 (1) above, they shall inform the principal, the student, and the parent/guardian of the student.

- 3) If in the opinion of the primary contact person it would be in the student's best interests to make modifications to the plan that would result in the plan being substantially different, they shall review the proposed modifications with the principal.
- 4) If a plan is modified as per section 2.13 (4), the principal shall provide a copy of the modified plan to the student and the parent/guardian of the student.

2.14 Review of Plan

- 1) The student's primary contact person shall provide the principal with at least one written report before the plan expires, using AF 5907 "Review of Supervised Alternative Learning Plan (SALP) and Transition Plan", that includes:
 - a) observations of the progress made by the student;
 - b) an overall review of the appropriateness and impact of the plan; and
 - c) recommendations regarding whether, after the plan expires, the student should continue to participate in supervised alternative learning.
- 2) The primary contact person shall give the principal a minimum of one report at least 15 school days before the plan expires.
- 3) The principal shall provide a copy of each report to the student and the parent/guardian of the student.

2.15 Renewal of Plan

- 1) Before the expiry of the plan, if in the opinion of the principal of the student's school it would be in the student's best interests to continue to participate in supervised alternative learning, the principal shall:
 - a) submit a recommendation to the SAL committee to renew the plan, with the written consent of the parent/guardian of the student; or
 - b) refer the student to a committee under section 2 (1) (a).
- 2) Within 20 school days after the day a SAL Committee receives a recommendation, the SAL Committee shall:
 - a) renew the student's plan;
 - b) renew the student's plan with specified modifications; or
 - c) require the principal to refer the student to the SAL Committee under section 2 (1) (a).
- 3) The SAL Committee may only renew the student's plan under this section in accordance with the following:
 - a) For non-semestered schools, the plan may be renewed for a maximum of one school year in total.
 - b) For semestered schools, the plan may be renewed for a maximum of one school year or two consecutive semesters in total.

2.16 Termination of Plan

- 1) A plan is terminated if any of the following circumstances exist:
 - a) The student provides the principal with a written statement that they want to return to school.
 - b) The student's primary contact person provides the principal with a written statement that the student is not complying with the plan and the principal determines, with the agreement of a supervisory officer qualified as such as a teacher, or designate, that termination is in the student's best interests.

- 2) A principal shall send written notice of the termination of a plan to the following:
 - a) The student.
 - b) The parent/guardian of the student.
 - c) The committee that approved the student's participation in supervised alternative learning.
 - d) Any individual who is involved in the implementation of the student's plan.

2.17 Transition Plan for Student

A principal shall ensure that a transition plan has been developed for helping a student whose supervised alternative learning plan has expired or been terminated with the student's transition from supervised alternative learning.

2.18 Workplace Safety

If the SAL plan contains a work placement component, the student's primary contact person will:

- 1) complete safety inspection of work experience/workplace;
- 2) ensure that Worker's Safety Insurance Board forms are completed, if appropriate;
- 3) ensure student has required safety equipment, e.g., safety boots; and
- 4) monitor student appropriately.

APPENDIX A

If my child participates in a SAL program, what can I expect to see for results?

Results may include:

- ❖ Life experiences which will enable them to acquire the knowledge and develop the necessary skills in problem-solving and decision-making required in everyday life;
- ❖ Enhanced opportunities for personal growth, self-esteem, independence, and self-discipline;
- ❖ Awareness of the realities and opportunities in the world of work;
- ❖ Opportunities to achieve secondary school credits outside of the regular school program; and
- ❖ Realization that it may be in their best interest to return to regular schooling.

The purpose of the SAL program is to help a child experience success with the hope that they will eventually re-enter a regular school program with the confidence and skills needed to reach their educational goals, or make a smooth transition to their post-secondary destination or apprenticeship.

Contact Information

Attendance Counsellor

NAME: _____

PHONE NUMBER: _____

Assigned Teacher

NAME: _____

PHONE NUMBER: _____

PARENT/GUARDIAN INFORMATION GUIDE

FOR

SUPERVISED ALTERNATIVE LEARNING

(SAL)



PO Box 190, 351 1st Avenue North
Chesley, ON N0G 1L0
Telephone: 519 363 2014

What is Supervised Alternative Learning (SAL)?

The Ministry of Education and Bluewater District School Board recognize that some students may not experience success in a regular school setting. Therefore, SAL provides a supervised learning alternative for students of compulsory school age between 14 and 17 years of age.

Why would I consider SAL for my child?

You may consider SAL for your child if your child has:

- Attendance issues
- Limited or no success in the regular school program

How do I apply for SAL on my child's behalf?

As a parent or guardian, you may apply in writing for a SAL program to the school principal on behalf of your child. In this request, you should state the reason(s) for having your child considered for a SAL program. You should also include your suggestions for the supervised learning alternative.

The school principal and/or attendance counsellor will meet with you to describe the program and to find out additional information. If a decision is made to move forward with the request, you will be asked to complete additional paperwork including a contract describing the child's learning program with the support of the attendance counsellor. This application will then be submitted to the SAL committee for consideration and approval.

Who is on the SAL Committee?

The SAL Committee consists of the board attendance counsellors, two trustees, a community representative, and a supervisory officer or designate.

What are the options of the SAL Committee after reviewing the application?

There are three options for the SAL Committee:

- Approve the requested learning program for SAL
- Modify the plan and approve participation by the student in SAL as described in the modified plan
- Decline the request for SAL and your child **MUST** continue in a regular school program

Who supervises my child on a SAL program?

Your child will work on assigned tasks from home or a workplace. As part of the contract created for SAL, it will be determined how often your child will meet or have contact with a teacher. Each contract is unique and is designed to meet the needs of your child. The school contact is required to report your child's progress to the SAL committee on a monthly basis.

Who do I ask if I have questions about my child's SAL program or if I want to change the contracted learning program?

You can ask the teacher assigned to your child any questions you have about the program. You can also contact the attendance counsellor for your child if you have questions. If you wish to change the contracted learning program for your child, this request must be made in writing to the primary contact person. Your child's teacher or attendance counsellor can help you with this request.

What happens if my child is not following the approved learning program for SAL?

You must contact the teacher assigned to your child or the attendance counsellor if your child is not following the SAL contract. Options will then be discussed so that you can make an informed decision on how to proceed. One option may be for your child to leave the SAL program and return to a regular school program.