

**STEPS IN  
SUPERVISED ALTERNATIVE LEARNING (SAL)**

Step	Key Actions	Details & Documentation
<p><b>Procedures Preceding a SAL Application (“Pre-SAL”)</b></p>	<p>The Student Success team reviews the student’s situation.</p> <p>All appropriate actions are considered.</p> <p>Information about options, including SAL, is shared with the student and parent.</p> <p>The level of the student’s motivation and commitment to the program is assessed.</p>	<p>Strategies used prior to recommending SAL are documented.</p> <p>Attendance counselor reports on the student’s attendance history.</p> <p>Information on SAL is given to parent.</p>
<p><b>Step 1: Application for SAL</b></p>	<p>The parent, student, or principal requests SAL for the student.</p> <p>The principal has 15 school days from receipt of request from parent or student to submit the application to the SAL committee.</p> <p>Note: The principal develops a SALP only if he or she agrees with the request for SAL.</p> <p>The principal files the SAL application with the SAL Committee.</p> <p>If the activity site is not at a board site, the site is visited to confirm that it is appropriate (e.g. it is checked for compliance with health and safety legislation and accessibility legislation). If the principal already knows the site is appropriate, a site visit is not required at this time.</p>	<p>Request for SAL should be in writing.</p> <p>Request includes a “Consent to Obtain/Release Information” form.</p> <p>Principal notes date of receipt on the request.</p> <p>Possible components of an application are the following:</p> <ul style="list-style-type: none"> <li>- the SALP, including a suggested primary contact</li> <li>- attendance report</li> <li>- OSR review</li> <li>- Credit summary</li> <li>- Employer agreement, if applicable</li> <li>- IEP, if applicable</li> </ul> <p>Principal advises parent in writing that an application for SAL has been submitted.</p>
<p><b>Step 2: Consideration of the Application</b></p>	<p>SAL Committee schedules a meeting within 20 school days to review the application and invites:</p> <ul style="list-style-type: none"> <li>▪ The parent</li> <li>▪ The student</li> <li>▪ Relevant school and board staff</li> <li>▪ Other relevant community members, with the agreement of the parent</li> </ul> <p>The committee confirms the student’s primary contact.</p> <p>Parent may request a reconsideration of the SAL Committee’s decision within 10 days.</p>	<p>Parent is notified of date and time of the SAL meeting.</p> <p>Parent is notified of the decision of the SAL Committee.</p>

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<p><b>Step 3: Implementation and Monitoring</b></p>	<p>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.</p> <p>Monitoring is carried out by the student’s primary contact at least once a month.</p> <p>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.</p> <p>The primary contact may make minor changes to the SALP over the course of the program.</p>	<p>The SALP is filed in the OSR along with progress reports; Student and parent receive copies of the approved SALP.</p> <p>Contacts between the student and the primary contact are documented.</p> <p>Reports on progress are issued to each SAL student following the same timelines as reporting for regular students.</p>
<p><b>Step 4: Review and Transition Planning</b></p>	<p>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.</p> <p>Substantial modifications to the SALP required the approval of the principal, a supervisory officer, the student, and the parent.</p> <p>The SAL Committee may renew the SAL for a maximum of an additional academic year.</p> <p>The transition plan in the SALP is further developed to support the student’s transition for SAL to his or her next step.</p>	<p>Review processes and decisions are tracked and documentation of reviews is filed in the OSR.</p> <p>If a plan is modified, the principal will provide a copy of the modified plan to the student and the student’s parent.</p> <p>Employer is notified of any changes made to the SALP.</p> <p>The parent has input into the SALP and receives a copy of changes to the SALP and the renewal of SAL.</p> <p>The transition plan is filed in the OSR.</p>

## POSSIBLE ALTERNATIVE FOR FULL-TIME ATTENDANCE IN SUPERVISED ALTERNATIVE LEARNING (SAL)

A plan shall include one or more of the following activities

- Enrolment in a course or class in which a pupil may earn a credit
- Enrolment in a non-credit life skills course or other non-credit course
- Preparation for employment and development of general employment skills
- Training for a specific job or type of employment
- Full-time or part-time employment
- Counselling
- Volunteering

**Please note:**

Students who are approved for SAL will be monitored by a designated SAL supervisor to ensure the parameters of the SAL are being met.