

# Supervised Alternative Learning Manual



*SUCCESS* for Every Student

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## Background

While most students will attend, and successfully complete secondary school. A small number of students are at risk of leaving school early for a wide variety of reasons. The purpose of Supervised Alternative Learning (SAL) is to provide students 14-17 years of age, who have significant difficulties with regular attendance at school or with an alternative learning experience as outlined in [Ontario Regulation 374/10](#). An individualized plan is created to enable the student to progress toward obtaining an Ontario Secondary School Diploma or achieving his or her other educational and life goals, where possible. This program helps to maintain a learning connection between the school and student throughout a planned period of time.

Once approved for a SAL Plan (SALP), students are given a start date and an end date. Each SALP will consist of one or more of the following activities:

1. Credit courses (regular day school, e-Learning, cooperative education, Credit Recovery)
2. Part-time or full-time employment
3. Volunteering
4. Counselling
5. Earning a certificate or participating in training for a specific job
6. Developing job-search skills
7. Other courses/workshops

When a SALP is completed, a Transition Plan is developed to support the student's next steps. This process will take place 15 days prior to the end date of the SALP. Note: All active SALP's end on June 30 of each school year.

A pupil who turns 18 years of age while participating in Supervised Alternative Learning may, if they wish to continue participating in Supervised Alternative Learning until the pupil's plan expires or is terminated.

## Committee and Participants

1. 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.

2. 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 who is at least 16 years old and has withdrawn from parental control, has the same rights and obligations imposed on parents/guardians.

## Referral of Pupil to the SAL Committee

3. 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

4. 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

5. 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 - Supervised Alternative Learning (SAL) 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 C, 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, (See Appendix A- Supervised Alternative Learning (SAL) Referral Notice), the SAL Plan if any (See Appendix C - Supervised Alternative Learning Plan (SALP), and a notice of the time and place of the meeting (See Appendix B – Parent Notification 1) and will explain their rights regarding SAL, (See Appendix J – Supervised Alternative Learning (SAL) Information Handout).

## Development of the SAL Plan

6. 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

- 7. 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.
- 8. 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

- 9. 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 and the school. This notice will include information about the process of requesting reconsideration of the application (See Appendix D - Parent Notification 2 Approved/Not Approved). The SAL Plan, if any, would be attached to this letter.
- 10. 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

- 11. 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.
- 12. 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.
- 13. The Committee will communicate its decision in writing within five (5) school days.

## Administration of SAL

- 14. 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 (See Appendix H- Work Education Agreement) is completed;
- (c) shall issue a progress report about each pupil in the school who is participating in SAL. (See Appendix G - Supervised Alternative Learning Plan (SAL Report)) 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.
15. Primary Contact Person:
- (a) shall monitor the pupil's progress and there must be successful two-way communication between the pupil and the primary contact at least once every 30 calendar days;
- (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 Appendix E - Supervised Alternative Learning Template for Monitoring)
16. 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

17. 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, they shall inform parents/guardians and/or the pupil.
- (d) minor modifications shall be noted on the original plan and the date indicated.
18. 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.

### Review of Plan

19. The pupil's primary contact person shall provide the principal with at least one written report at least 15 school days before the plan expires (See Appendix F - Supervised Alternative Learning Plan Review). The principal shall provide a copy of each report 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

20. 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.

## Termination of the Plan

21. A plan is terminated if any of the following circumstances exist:
  - (a) the pupil provides the principal with a written statement that they want 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.
22. The principal or designate must indicate on the SAL Monitoring Report that the student is not conforming to/progressing satisfactorily on the program prescribed by the Committee. When the SAL Committee completes its monthly review, they may direct the SAL Secretary to send a Warning Letter (Appendix H) or Return to School Letter (Appendix I) letter to the pupil and the parent/guardian of the pupil.

## Transition plan for pupil

23. 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

24. All appropriate documentation with respect to a SAL Program are to be retained in the Ontario Student Record (O.S.R.) folder.
  - (a) Supervised Alternative Learning Plan
  - (b) Progress Report(s)
  - (c) Supervised Alternative Learning Plan Review
  - (d) Transition Plan

## Attendance for pupils in a SAL program

25. For pupils who are participants in a SAL program, record their attendance in the Daily Attendance Record:
  - (a) Daily attendance must be recorded for the academic component of SAL when the student is considered to be full-time (e.g. student is taking ENG1L)
  - (b) Record with "G" for the period when they are participating in the non-academic components of the SAL Program (i.e. FTESL-SAL Placeholder).
  - (c) Record the dates of contact with "C" for the period when they are participating in the non-academic components of the SAL Program (i.e. Where the "G" would normally appear in the attendance).
26. If a pupil participating in a SAL program is enrolled in a day school course and is absent from the

course for the equivalent of 15 consecutive scheduled days without appropriate supporting documentation, follow the procedures under “Absence from a Course for 15 Consecutive Scheduled Days” within the [Enrolment Register Instructions for Elementary and Secondary Schools](#).

27. If a pupil stops participating in their SAL program activities and there is no successful two-way communication between the pupil and the primary contact (at least every 30 calendar days), follow the procedures under “[AM-41 Prolonged Absence Process for Secondary Students Prolonged Absence](#).” The principal must refer the case to the attendance counselor in writing 16 days after the missed appointment with the primary contact. The principal’s referral must be retained in the pupil’s file for audit purposes.

**Note:** Refer to the most current version of the [Enrolment Register Instructions for Elementary and Secondary Schools](#) and [AM-41 Prolonged Absence Process for Secondary Students](#) regarding student attendance.

## Full-time or Part-time SAL

28. Where a pupil is participating in a SAL program and has a SALP in accordance with Ontario Regulation 374/10, record the pupil as follows in the day school register:
- Full-time, with an FTE of 1.0, if the pupil’s SALP includes an average of at least 70 minutes of instruction per school day in which the pupil may earn a credit (i.e., day school courses, e-Learning and Cooperative Education). This also applies to SAL pupils enrolled in a non-credit “K” course that is timetabled and appropriately staffed.
  - Part-time, with an FTE of 0.50, if the pupil’s SALP includes an average of less than 70 minutes of instruction per school day in which the pupil may earn a credit.

## Compassionate Grounds

Excusal from full-time school attendance, compassionate grounds

29. 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:
- The principal believes that there are compassionate grounds that justify the excusal.
  - The principal requires the pupil to attend school on a part-time basis.
  - The purpose of the excusal is not to enable the pupil to be employed during school hours.
  - The pupil is not excused under this section for more than one school year in total.
  - The principal consults with the Family of Schools Superintendent prior to authorizing this excusal.

## SAL Checklist

Pre-approval for SAL

- Consult with student and the parent/guardian regarding SAL as an option.
- Create a referral in LITE and supply a copy to the SAL Committee and the parent/guardian.
- Develop an initial copy of the SAL plan in LITE. Provide a copy to the committee that is signed by parent/guardian. Supply parent/guardian with a copy of the initial SAL plan.
- Inform the parent/guardian of the time and place of the meeting as well as their rights regarding SAL. (See Appendix J – Supervised Alternative Learning (SAL) Information Handout).

Monthly Reporting to the SAL Committee

- Complete Supervised Alternative Learning (SAL) Monitoring Report in LITE prior to the monthly SAL committee meetings.
- Provide the committee with the 'actual' date of contact with the student.
- Update committee on the FTE status of the student (e.g. Full-time or Part-time). Supply committee with a timetable as appropriate.
- Update Course/ Credit Attempt Information for SAL in LITE if necessary (ex. Time table change/ semester turn-over).
- Provide recommendations to the committee regarding student compliance with the SAL program (e.g. student is compliant, should receive a warning letter or be removed),

#### Closing Tasks for SAL

- Complete the SAL Plan Review at least 15 days prior to expiry. Provide a copy to the student and the parent/guardian before the plan expires.
- Ensure that a transition plan has been developed for a student whose SAL plan has expired or been terminated.
- Complete all required Course and/or Skill Acquisition information within the SAL plan in LITE to ensure accurate SAL data retrieval (see Note below).
- Close any expired or terminated SAL plans within LITE.
- Retain a copy of the SAL Plan, Progress Report(s), the SALP Review, and the Transition Plan in the OSR.

**Note:** Information on how to navigate the SAL module within LITE can be found in the Portal (Programs > Student Success> Re-Engagement > Supervised Alternative Learning (SAL) > SAL Training Manual for LITE and Entering SAL Course and Skill Acquisition Information into LITE)

## Forms

The following appendices are referenced in this manual. The links provided below are to be viewed as examples only. The most up-to-date forms are to be accessed through LITE (Portal>Applications>lepWriter (LITE)).

### Appendix A - Supervised Alternative Learning (SAL) Referral Notice



Appendix A

**Grand Erie District School Board**  
349 Erie Avenue, Brantford, Ontario N3T 5V3

#### Supervised Alternative Learning (SAL) Referral Notice

<b>Name</b>	Last Name,	<b>OEN</b>	123456789	<b>Board Id #</b>	123456789	<b>Grade</b>	11
<b>School</b>	School Name	<b>Gender</b>	M/F				
<b>DOB</b>	dd-mmm-yyyy	<b>Credits Earned</b>	#				

Student Information		Parent/Guardian Information	
<b>Address</b>	Street Address City, Postal Code	<b>Name &amp; Address</b>	Parent/Guardian Name Street Address City, Postal Code
<b>Home Telephone</b>	(111) 111-1111	<b>Home Telephone</b>	(111) 111-1111
<b>Additional Contact Info.</b>	Additional Contact information for Parent/Guardian		

	<b>SAL Referral Date</b>	dd-mmm-yyyy	<b>SAL Type</b>	SAL
<b>Committee Meeting Date</b>	dd-mmm-yyyy	<b>SAL Start Date</b>	dd-mmm-yyyy	<b>Renewal</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
		<b>SAL Expiry Date</b>	dd-mmm-yyyy	
<b>Attendance Counsellor</b>	Attendance Counsellor Name		<b>Principal/Vice Principal</b>	Principal/VP Name

**School Administrator Comments**  
Data entry area where comments and notes can be added

**Parent/Guardian Comments**  
The parent/guardian must also be consulted in order to gather information to complete both the SAL Referral and SAL Plan

**Planning Notes for SALP**  
Data entry area where comments and notes can be added

## Appendix B - Parent Notification 1



## Grand Erie District School Board

Education Centre: 349 Erie Avenue, Brantford, Ontario N3T 5V3  
 (519) 756-6301 | granderie.ca | info@granderie.ca | Fax: (519) 756-9181

Date \_\_\_\_\_  
 (dd-mmm-yyyy)

Dear: \_\_\_\_\_  
 Parent/Guardian(s)

Re: \_\_\_\_\_  
 Student

\_\_\_\_\_ OEN

A meeting of the Supervised Alternative Learning (SAL) Committee has been scheduled to discuss the application for \_\_\_\_\_ to participate in Supervised Alternative Learning.

We have scheduled the meeting for:

Date \_\_\_\_\_  
 (dd-mmm-yyyy)

Time: \_\_\_\_\_  
 Time

Location: \_\_\_\_\_  
 Location

\_\_\_\_\_ Address

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. A copy of the handout entitled, "Supervised Alternative Learning (SAL) Information Handout" has been supplied to you with information regarding the SAL process. 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,

Supervised Alternative Learning (SAL) Committee

*SUCCESS* for Every Student

## Appendix C - Supervised Alternative Learning Plan (SALP)



Appendix C

**Grand Erie District School Board**  
 349 Erie Avenue, Brantford, Ontario N3T 5V3

Supervised Alternative Learning Plan (SALP) Semester : 1							
<b>Name</b>	Last Name First Name	<b>OEN</b>	123456789	<b>Board Id #</b>	123456789	<b>Grade</b>	11
<b>School</b>	School Name	<b>Family</b>		<b>IEP</b>	No	<b>Gender</b>	M/F
<b>DOB</b>	dd-mmm-yyyy	<b>Credits Earned</b>	0				
<b>Student Information</b>				<b>Parent/Guardian Information</b>			
<b>Address</b>	Street Address City, Postal Code		<b>Name &amp; Address</b>	Parent/Guardian Name Street Address City, Postal Code			
<b>Home Telephone</b>	(111) 111-1111		<b>Home Telephone</b>	(111) 111-1111			
<b>Additional Contact Info.</b>	Additional Contact Information for ParentGuardian						
<b>Committee Meeting Date</b>		<b>SAL Start Date</b>		<b>Renewal</b>	<input type="radio"/> Yes <input type="radio"/> No		
<b>Meeting Time</b>		<b>SAL Expiry Date</b>					
<b>Reason for SAL Application</b>							
<b>Primary Contact for SAL</b>							
<b>Name / Position</b> _____							
<b>Name of Principal</b> _____							
<b>People consulted in the development of the SALP</b>							
<b>Name</b>		<b>Position</b>		<b>Telephone</b>			
<b>Parent (s)</b>							
I have been consulted in the creation of the Supervised Alternative Learning Plan.							
		<b>Signature</b>		<b>Date</b>			
<b>Principal</b>		_____		_____			
<b>Student</b>		_____		_____			
<b>Parent/Guardian</b>		_____		_____			
<b>Committee Chair</b>		_____		_____			

## Appendix D - Parent Notification 2 Approved/Not Approved



**Grand Erie District School Board**  
349 Erie Avenue, Brantford, Ontario N3T 5V3

Appendix D Approved

Date: dd-mmm-yyyy

Student Name: Last Name, First Name  
Street Address  
City  
Postal Code

Dear: Parent/Guardian Name  
Parent/Guardian(s)

Re: Student Name  
DOB: dd-mmm-yyyy  
OEN: 123456789

At its meeting on dd-mmm-yyyy, the Supervised Alternative Learning (SAL) Committee of the Grand Erie District School Board considered your application to have Student First Name participate in Supervised Alternative Learning.

The Committee approved your request and thereby excuses Student Name from attendance at school so long as Student Name conforms to the following SAL Plan:

*Outcome of SAL Committee Meeting*

A placement at School Name. This program will be monitored by Primary Contact.

\*\*Should this placement change in any way please contact Primary Contact to ensure paperwork has been completed as necessary for approval by the SAL Committee.

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 of 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 31-Aug-2014, The Grand Erie District School Board's authority to excuse pupils to participate in the SAL for the 2013/2014 school year expires.

\*\* Pupils wishing to continue their program under the provisions of SAL, must resubmit an application with your school principal for consideration by the SAL committee in the next school year.

Sincerely,

Superintendent of Education



Appendix D Not Approved

**Grand Erie District School Board**  
349 Erie Avenue, Brantford, Ontario N3T 5V3

Date: dd-mmm-yyyy

Student Name: Last Name, First Name  
Street Address  
City  
Postal Code

Dear: Parent/Guardian Name  
Parent/Guardian(s)

Re: First Name, Last Name

DOB: dd-mmm-yyyy

OEN: 123456789

At its meeting on 28-Oct-2013, the Supervised Alternative Learning (SAL) Committee of the Grand Erie District School Board considered your application to have Student First Name participate in Supervised Alternative Learning.

The Committee rejected your request; therefore, Student First Name must attend school as required by the Education Act.

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 of 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.

Sincerely,

Superintendent of Education

## Appendix E - Supervised Alternative Learning (SAL) Template for Monitoring



**Grand Erie District School Board**  
349 Erie Avenue, Brantford, Ontario N3T 5V3

Appendix E

## Supervised Alternative Learning Template for Monitoring

Name	Last Name, First Name	OEN	123456789	Board Id #	123456789	Grade	12
School	School Name	Gender	M/F				
DOB	dd-mmm-yyyy	Credits Earned	#				

Student Information		Parent/Guardian Information	
Address	Street Address City, Postal Code	Name & Address	Parent/Guardian Name Street Name City, Postal Code
Home Telephone	(555) 555-5555	Home Telephone	(555) 555-5555
Additional Contact Info.	call mom at store 333-3333		
	SAL Monitoring Date	dd-mmm-yyyy	

Committee Meeting Date	dd-mmm-yyyy	SAL Start Date	dd-mmm-yyyy	Renewal	<input type="radio"/> Yes <input checked="" type="radio"/> No
		SAL Expiry Date	dd-mmm-yyyy		

## Outcome of SAL Committee Meeting

Populated from the student's SAL Plan

## Description of SALP Activities

Enter a description of the activities being reported on. These descriptions also get copied to the SAL Review and the SAL Case Load Report.

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:

## Appendix F - Supervised Alternative Learning Plan Review



**Grand Erie District School Board**  
349 Erie Avenue, Brantford, Ontario N3T 5V3

Appendix F

## Supervised Alternative Learning Plan Review

<b>Name</b>	Last Name, First Name	<b>OEN</b>	123456789	<b>Board Id #</b>	123456789	<b>Grade</b>	11
<b>School</b>	School Name	<b>Gender</b>	M/F				
<b>DOB</b>	dd-mmm-yyyy	<b>Credits Earned</b>	#				

Student Information		Parent/Guardian Information	
<b>Address</b>	Street Address City, Postal Code	<b>Name &amp; Address</b>	Parent/Guardian Name Street Address City, Postal Code
<b>Home Telephone</b>	(555) 555-5555	<b>Home Telephone</b>	(555) 555-5555
<b>Additional Contact Info.</b>	contact dad at work		
	<b>SAL Review Date</b>	dd-mmm-yyyy	

<b>Committee Meeting Date</b>	dd-mmm-yyyy	<b>SAL Start Date</b>	dd-mmm-yyyy	<b>Renewal</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
		<b>SAL Expiry Date</b>	dd-mmm-yyyy		

## Outcome of SAL Committee Meeting

Populated from SAL Plan

## Description of SALP Activities

2013.10.16: Populated from the Monitoring Reports

## Observations of Student Progress

Free form text is available to enter any notes on the student's progress.

## Effectiveness of SALP

1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input checked="" type="radio"/>
Not Appropriate				Most appropriate
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input checked="" type="radio"/>
Not Effective				Most effective

## Recommendations for when the SALP terminates

- Continue with SAL  
 Return to regular studies  
 Seek apprenticeship  
 Co-op placement  
 Other

Text box available for additional notes or comments

Signature

Date

Principal

Primary SAL Contact



## Appendix H - Warning Letter



**Grand Erie District School Board**  
349 Erie Avenue, Brantford, Ontario N3T 5V3

Appendix H  
Warning Letter

Date: dd-mmm-yyyy

Student Name: Last Name, First Name  
Street Address  
City  
Postal Code

Dear: Parent/Guardian Name  
Parent/Guardian(s)

Re: Student Name  
DOB: dd-mmm-yyyy  
OEN: 123456789

It has come to the attention of the Supervised Alternative Learning (SAL) Committee that Student Name has not conformed to/progressed satisfactorily on the program prescribed by the Committee.

Should this continue, the SAL Committee may withdraw its approval for Student Name to participate in the alternative program and she/he will be required to return to full time attendance at school.

If you require further information or assistance, please contact the principal of your child's school.

Sincerely,

Superintendent of Education

## Appendix I - Return to School Letter



**Grand Erie District School Board**  
349 Erie Avenue, Brantford, Ontario N3T 5V3

Appendix I  
Return To School

Date: dd-mmm-yyyy

Student Name: Last Name, First Name  
Street Address  
City  
Postal Code

Dear: Parent/Guardian Name  
Parent/Guardian(s)

Re: Student Name  
DOB: dd-mmm-yyyy  
OEN: 123456789

It has come to the attention of the Supervised Alternative Learning (SAL) Committee that Student Name has not progressed satisfactorily on the program prescribed by the Committee.

The Committee withdraws its approval for Student Name because he/she did not comply with the conditions of the program as outlined by the SAL Committee and is hereby required to return to full time attendance at school.

If you require further information or assistance, please contact the principal of your child's school.

Sincerely,

Superintendent of Education

## Appendix J – Supervised Alternative Learning (SAL) Information Handout



Appendix J

### Supervised Alternative Learning (SAL) Information Handout

#### Supervised Alternative Learning (SAL)

Under regulation 374/10 of the Education Act, SAL provides students 14 to 17 years old who have significant difficulties with regular attendance at school with an alternative learning experience. An individualized plan is created to enable the pupil to progress towards obtaining an Ontario Secondary School Diploma or achieving his or her other education and life goals.

Students are no longer required to attend school once they turn 18 according to the Education Act. Thus, a student who turns 18 years old while participating in supervised alternative learning may, if he or she wishes, continue participating in SAL until the student's plan expires or is terminated.

#### Reasons for Considering a SAL Program

Principals, parents/guardians or student may wish to consider a SAL program because:

- The student has difficulty coping in a structured school program or environment;
- They believe that a more appropriate education may be obtained in a way other than attending school; and/or
- The student has a pattern of declining attendance at school and/or has been identified to have challenges and/or obstacles impeding success in school.

#### Types of SAL Programs

A SAL plan shall include one or more of the following:

- Enrolment in a course or class in which the student may earn a credit
- Student's education and life goals
- 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
- Employment (full or part-time)
- Counselling
- Volunteering
- Any other such activity as may be acceptable to the SAL Committee

A letter of approval from the SAL Committee allows a student to be legally employed during regular school hours. Employers may be fined if they hire students under the age of 18 unless the student has been excused from attending school by the SAL Committee.

#### Work Education Agreement

As per Bill 18, Stronger Workplaces for a Stronger Economy Act, 2014, in order to ensure Workplace Insurance coverage, a Work Education Agreement (WEA) must be completed and signed by the parties concerned before the student begins the placement at the training station.



## Supervised Alternative Learning (SAL) Information Handout

### Students in SAL are Grand Erie Students

Students approved to participate in a SAL Program remain on the register of their home school. A transition plan is developed to support the student's transition from SAL back to school and their next steps.

### The SAL Committee

The SAL Committee consists of a Grand Erie District School Board official, a trustee, a community representative and the SAL case facilitator / vice-principal.

### Admission to a SAL Program

Parents/guardians or students may apply in writing to the school principal (the school will provide an application form on request). The application must contain a reason for requesting the program and a description of the program proposed. Staff of the Grand Erie District School Board can/will help put together a suitable program.

This request will be forwarded to the SAL Secretary who will arrange for the committee to consider the initial referral at its next meeting unless the parent of the pupil makes a written request for a later date or the parent of the pupil consents to a later date. Parents/guardians, and/or pupils and support persons will be informed, in writing, of the date, time and place of the meeting.

Parents/guardians, student or a support person have the right to be heard by the SAL Committee.

### Committee Decisions/Process

1. The committee may approve the proposed plan or a variation of the proposed plan.
2. If the committee approves the plan, a primary contact person will monitor a student's progress and will provide the committee with a monthly report while the student is in SAL.
3. If the committee rejects the plan, the student must continue to attend school full-time. This decision may be appealed or a new application may be submitted with a different plan.
4. Students who do not follow the approved SAL program will be cautioned that they may be required to return to school. The student will be directed by the SAL Committee to return to school if the student continues to not follow the program.

Visit the Program Procedure: *Supervised Alternative Learning (SAL) and Other Excusals From Attendance at School* located under the About tab >Bylaws, Policies, Procedures, Protocols > Procedures >Programs, at [granderie.ca](http://granderie.ca)