

Steps in Supervised Alternative Learning (SAL)

Step	Key Actions	Details and Documentation
Procedures Preceding a SAL Application	<ul style="list-style-type: none"> • Student Success Team reviews the student’s situation. • All school-based interventions are applied. • Attendance Counsellor is notified if there are attendance issues • Conference is held with student, parent(s) to share information about options, including SAL. • Level of student motivation and commitment to program is assessed. 	<ul style="list-style-type: none"> • Strategies used prior to recommending SAL are documented. • Attendance counsellor provides a report on student’s attendance history. • SAL administrative procedure provided to parent and student.
Step 1: Application for SAL	<ul style="list-style-type: none"> • The parent, student, or principal requests SAL for the student. • The principal has 15 school days from receipt of request from the parent or student to submit the application to Superintendent for the SAL Committee. • Note: the principal develops a SALP ONLY if he/she agrees with the request for the SAL • The principal files the SAL application with the SO for the SAL committee • 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 because of previous use of this site, a site visit is not required for the application. 	<ul style="list-style-type: none"> • Request for SAL must be in writing. • Request may include a “Consent to Obtain/Release Information” form • Principal notes date of receipt on the request. • Possible components of an application are the following: <ul style="list-style-type: none"> ○ The SALP, including suggested primary contact ○ Attendance report ○ OSR review ○ Credit summary ○ Employer agreement, if applicable ○ IEP, if applicable • Principal advises parent in writing than an application has been submitted.

<p>Step 2: Consideration of the Application</p>	<ul style="list-style-type: none"> • SAL Committee schedules a meeting with 20 school days of the receipt of the application to review the application and invites: <ul style="list-style-type: none"> ○ the parent ○ the student ○ relevant school and board staff ○ other relevant community members with the agreement of the parent • SAL Committee confirms the student's primary contact • Parent may request a reconsideration of the SAL Committee's decision within 10 days. 	<ul style="list-style-type: none"> • Parent is notified of date and time of the SAL meeting. • Parent is notified in writing of the decision of the SAL Committee.
<p>Step 3: Implementation and Monitoring</p>	<ul style="list-style-type: none"> • Before the student begins participating in an activity at a location that is not a board or school site (e.g. the proposed workplace, volunteer organization), the site is visited and is checked in terms of health, safety, accessibility, and other factors to ensure that it is appropriate. • Monitoring is carried out by the student's primary contact at least once a month. • Communication between student and primary contact is best achieved in person, however, other formats for monitoring could include telephone conversations, e-mail, teleconferencing, video conferencing, and meeting with the student's primary contact. • The primary contact may make minor changes to the SALP over the course of the program. 	<ul style="list-style-type: none"> • The SALP is filed in the OSR along with progress reports. Student and parent receive copies of the approved SALP. • Contacts between the student and the primary contact are document. • Reports on progress are issued to each SAL student following the same timelines as reporting for regular students.

<p>Step 4: Review and Transition Planning</p>	<ul style="list-style-type: none"> • The primary contact reviews the SALP 15 school days before the plan expires; however, it is recommended that it be reviewed once per semester. The review is submitted to the principal. • Substantial modifications to the SALP require the approval of the principal, supervisory officer, the student, and the parent. • The SAL Committee may renew the SAL for a maximum of one additional academic year. • The transition plan in the SALP is further developed to support the student's transition from SAL to his or her next step. 	<ul style="list-style-type: none"> • Review of processes and decisions are tracked and documentation of reviews is filed in the OSR. • If a plan is modified, the principal will provide a copy of the modified plan to the student and the student's parent. • Employer is notified of any changes to the SALP that affect the workplace. • The parent has input into the SALP and receives a copy of changes to the SALP and the renewal of SAL. • The transition plan is filed in the OSR.
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