

Waterloo Catholic DSB



Supervised
Alternative
Learning (SAL)
Procedures



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The Mission of the Waterloo Catholic School Board:

“As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God’s world.”

The Vision of the Waterloo Catholic School Board:

“Our Catholic Schools: heart of the community -- success for each, a place for all.”

Supervised Alternative Learning (SAL)

What is Supervised Alternative Learning?

Under the guiding principle of “Reaching Every Student”, secondary schools in Ontario use many strategies, interventions and innovative alternative programs to support, assist and meet the unique learning needs of students. These options exist in schools, in other school board facilities, in partnerships with community agencies and employers and other creative learning structures.

There is a small but distinct group of students whose needs are not met by these in-school programs and interventions. Often, many programs have been tried but without success. At this point, information about the Supervised Alternative Learning (SAL) should be shared with parents/guardians and student.

Supervised Alternative Learning is a program for 14 to 17 year old students, who have significant difficulties with school engagement. SAL Plans provide students with an individualized alternative learning experience which enables their progress towards obtaining an Ontario Secondary School Diploma (OSSD), Ontario Secondary School Certificate (OSSC) or a Certificate of Participation and achieving their education and life goals. The process is initiated after careful consultation with guidance, administration and the Attendance Counsellor and the SAL Coordinator.

A Supervised Alternative Learning program should include:

- enrolment in a credit bearing course.

It may also include one or more of the following:

1. Enrolment in a non-credit life skills course or other non-credit course
2. Preparation for employment and development of general employment skills
3. Training for a specific job or type of employment
4. Full time or part time employment.
5. Counselling

6. Volunteering
7. Any other activity with the potential to help the student achieve their goals that have been approved by the SAL Committee.

Alternatives to consider before applying for Supervised Alternative Learning

1. Would guidance counsellors, other school staff or Learning Services personnel be of help?
2. Would a change of subject, level of course, reduced timetable, or school based alternative program help?
3. Would a community support person or program be of assistance?

A pupil who is approved by the SAL committee to participate in Supervised Alternative Learning is legally excused from regular attendance at school as long as the pupil's plan has not expired or been terminated.

SAL Counsellor

The WCDSB has designated one person to a full time role as the SAL Counsellor

Procedures Preceding a SAL Application (Pre-SAL)

The SAL option is meant to be invoked as a last resort when all other appropriate interventions and program changes or options have been exhausted in order to support the student. Individual student needs remain the focus when considering the SAL option.

WCDSB Pyramid of Interventions

<https://www.wcdsb.ca/programs/pyramid/index.php>

ACADEMIC NON-ACADEMIC



TIER 1: UNIVERSAL STRATEGIES

- responsive, adaptive, proactive strategies
- Good for ALL students

TIER 2: TARGETED INTERVENTIONS

- purposeful, preventative, focused interventions
- Necessary for SOME students

TIER 3: TRANSFORMATIONAL INTERVENTIONS

- intensive, personalized interventions
- Vital for FEW students

Roles and Responsibilities

Principal / Vice Principal

- ensures that all appropriate alternative options have been considered
- ensures that, if the student has an Individual Education Plan (IEP), all supports, accommodations, and modifications have been implemented to optimize student learning
- refers the student to the attendance counsellor/social worker and other appropriate support personnel
- assign school personnel to coordinate the process with the SAL counsellor
 - coordinates the initial pre-SAL meeting with student, parent, SAL Counsellor and appropriate school staff
 - ensures that the parent and student are informed about SAL as an option
 - ensures reporting at the end of each semester is completed
- appoints school staff to provide academic and coop support as per the SAL plan
- ensure a primary contact is assigned to student.
- attends SAL Committee Hearing with appropriate school staff with an OSR Summary
- consult with SAL counsellor to ensure students on a SAL are ministry compliant

Parent

- ensures that the youth attends school regularly until SAL is approved
- meets with school staff to provide input
- encourages regular contact with the monitor

Student

- attends school daily until excused
- follows SAL plan and all its components
- meets with monitor as outlined in the SAL Plan
- contacts monitor regarding any changes

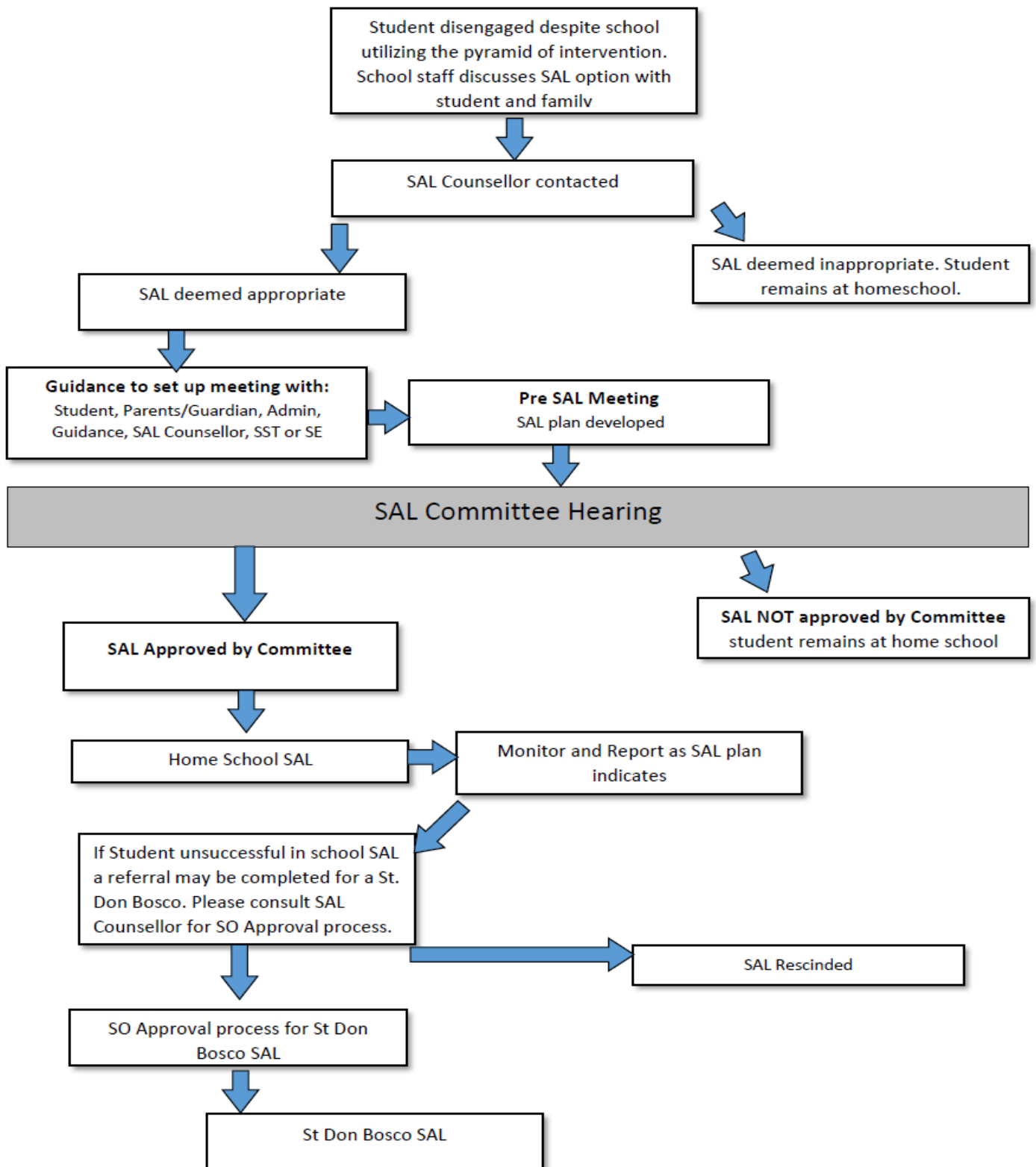
SAL Counsellor

The Supervised Alternative Learning (SAL) Counsellor, as a member of the St. Don Bosco staff, supports school staff, parents/guardians and students throughout the SAL process in compliance with Ministry of Education expectations.

Responsibilities:

- Meets with parents and students at the request of the school to inform about the SAL process
- Attend referral meeting with guidance counsellor, student and parents
- Assist in determining best pathway for student in collaboration with student, parents and guidance counsellor
- Completing SAL 1 and 2 at referral meeting
- Schedule the SAL Committee meetings: which include supervisory officer, trustee, community representative, administration, guidance counsellors and any other staff or community support people involved
- Prepare student packages used in SAL Committee meeting.
- At SAL meeting:
 - Present information in conjunction with guidance
 - Provide administration support to the supervisor officer
 - Provide completed SAL 3 and 4 copies as necessary
 - Prepare SAL 7 and submit to school SAS secretary to be entered into Trillium to ensure correct funding
- Provide regular follow up with student and families (when monitor requests) to ensure compliance with the SAL Plan
- Work with day schools and alternative learning sites to ensure SAL compliance and student success.
- Problem solve with school administration to ensure Ministry of Education compliance in the SAL program.
- Work in conjunction with alternative locations to ensure a smooth transition
- Receives reports regarding credit accumulation
- Completes appropriate MOE and WCDSB SAL reports as requested by the SO
- Consult with school staff regarding minor plan changes
- Present major SAL Plan changes to the SAL Committee and provide a copy of modified plan to student, parent and school to be placed in the Audit Binder and OSR.
- Review SAL Renewals in June of each school year and coordinate SAL Committee meeting to approve renewals.
- Inform student, parent and school of renewal in September
- Problem solve with school and parents when difficulties arise
- Receives and acts on the Attend 1 when a SAL student misses 16 days past the monitor date
- Rescind SALs as appropriate, inform appropriate personnel regarding the SAL Termination and send Termination letter to student and parents.
- Provide education of the SAL process and benefits to the in-risk students, WCDSB Staff, senior management, trustees and interested community members.
- Communicate with the Ministry of Education to ensure the WCDSB is updated on most recent SAL information and is Ministry compliant.

SAL Flow Chart



Supervised Alternative Learning Procedure

SAL Counsellor Contact and PreSAL Meeting

After the Pyramid of interventions has been exhausted the SAL Counsellor can be contacted. If it is an appropriate referral the guidance Counsellor or Administrator will contact parents and invite them to the preSAL meeting with the SAL Counsellor.

The preSAL meeting will collaboratively create the SAL Plan unique to that student's needs.

Under the revised Regulations, the school has 20 school days from the receipt of the **"SAL 1- SAL Plan"** (Appendix 1) to bring it forth to the SAL Committee Hearing.

The SAL Counsellor will coordinate the SAL Committee Hearing and copy the preSAL package.

This package includes the following documentation:

- **SAL – 1 Supervised Alternative Learning Plan** – Student/Parent/Guardian/Principal signatures must be included (Appendix 1)
- **SAL 2 – Notice of Hearing** - (Appendix 2)
- **SAL 3 and 4** prepared for signatures upon SAL committee approval
- Short index card and credit counselling summary

SAL Committee

The SAL Committee includes the designated Superintendent (or representative) who will act as Chair of the SAL Committee, one (1) Board Trustee, one (1) community representative and the SAL Counsellor. A St Don Bosco Administrator or representative should also attend as a committee member. Others, such as community partner and/or employer may be invited to attend the meeting as deemed necessary. The parent and student should attend the SAL Committee meeting. In addition to the SAL Committee the student's administrator and guidance counsellor should also attend. Student and parent will be invited into the meeting after the Committee has a chance to review the SAL plan with the school staff.

At the SAL meeting, the Committee will review the application and will decide whether or not to approve the application and the Supervised Alternative Learning Plan (SAL Plan). The Committee will also confirm the student's Primary Contact. The Primary Contact Person may be a Guidance Counsellor, Student Success Teacher, Principal, Vice Principal or Teacher from the student's home school or a representative from St Don Bosco.

The following documentation will be completed for all successful SAL applications:

- ***SAL - 7 MOE Summary of SAL Components (completed by SAL Counsellor at Committee Meeting)***
- ***SAL – 3 Student Permission Form***
- ***SAL – 4 Employer's Program Agreement Form***

***If the SAL is denied the parent/guardian may request, in writing, submitted to the Principal, a reconsideration of the decision or the SAL Plan. Within 20 school days, the SAL Committee must meet to reconsider the request. Those who were in attendance at the initial SAL meeting are entitled to receive a notice of this meeting and are invited to attend (see SAL – 5 Student Appeal Form, Appendix 3).

SAL Approval

Home School SAL and Monitoring

The SAL Plan approved by the SAL Committee is implemented by appropriate board or school personnel within the specified timelines. The original SAL application (SAL-1) should be placed in the student's OSR along with the original SAL 3 and 4. A complete copy should also be placed in the home school Audit Binder.

Whenever possible the SAL plan will be implemented at the home school. Plan may include some of following options:

- Altered location or scheduling of alternate arrival and departure times
- Scheduling student in a regular course
- SST or IEP support in completing a course or Credit Recovery
- Guidance support in completing a course (E-learning or other)
- Principal will designate a Co-Op teacher in the case of a co-op component. This teacher will work on an alternative co-op program with the SAL student. SAL students may be included on a class list but are not expected to participate in the class.
- Ensure the Primary Contact has regular contact with SAL student as stated in the SAL Plan (see below)
- Regular contact with support staff
- Planned meetings with community supports such as but not limited to Ray of Hope
- Additional programming alternative which meet the needs of the individual students.

SAL Definition of Contact

According to the Ministry, contact (as defined in the SAL Plan), with the student must be successful (i.e., instead of leaving a message, the Primary Contact must speak with the student). The purpose of the contact is to assess if the student is following the SAL Plan and if not to try and re-engage the student and also to ensure that the file is still active; leaving a message would not achieve these objectives. A letter is also not acceptable, as no information can be obtained from the student.

If the Primary Contact is repeatedly unsuccessful in speaking to the student, the following shall occur:

- a) Refer immediately to school administration and SAL Coordinator
- b) If a student misses a regularly scheduled monitor meeting and the monitor is unable to reach the student after 16 days, an Attend 1 will be completed and sent to the SAL Counsellor.

If contact is not made, a “C” code is not marked into Trillium.

Primary Contact

- contacts the student, at least monthly (or as stated in the SAL 1), to monitor progress and documents contacts after each student contact. The Primary contact will enter the “C” code in Trillium. This Primary Contact person is separate and distinct from the academic component and ideally should be someone the SAL student has a positive relationship with.
- ensures SAL student is meeting their academic requirement. Students must be engaged in a credit bearing course for a minimum average of 350 minutes per week. This may include: co-op hours, e-learning, teacher directed, or alternative learner. I may NOT include independent study (ILC or correspondence) or continuing education courses. (2016-2017 Enrollment Register Instructions for Elementary and Secondary Schools, page 23) Failure to do so results in a reduction to a half time SAL or a possible rescinding.
- documents the student’s performance and/or progress – for example, if necessary, development of learning skills and/or Essential Skills and work habits described in the Ontario Skills Passport, and sends reports at the regular reporting times.
- contacts the SAL Counsellor to problem solve any issues that may arise
- acts as a liaison for the student regarding school questions such as: returning to school, participating in school events, clubs and teams, SHSM and graduation.

Plan Modifications After Committee Approval

The Primary Contact Person may make modifications to the plan at any time if the plan remains substantially the same and he/she first requested input from the student and the parent.

If in the opinion of the Primary Contact Person it would be in the student’s best interests to make significant modifications to the plan (i.e. employment ceases, course ceases) he/she will review the proposed changes with the SAL Counsellor and make major modifications after it is agreed by the SAL Chair.

Review and Report

The SAL Plan is a documented record of the expected outcomes for students on SAL. Like an Individual Education Plan (IEP), the SAL Plan is intended to be a working document that is reviewed and revised as appropriate. In compliance with the regulation 374-10, the Principal in consultation with the SAL Counsellor, the Primary Contact, student and parent/guardian shall review each SAL Plan at least once per semester. Information regarding the achievement of the goals can also be received from support staff, such as school

Social Worker/ Attendance Counsellor and school based staff including but not limited to: Student Success Teacher, Guidance Counsellor, Special Education Teacher, co-operative education Teacher and Child and Youth Care Worker.

In reviewing the SAL Plan, it is important to ensure that the student has attempted to achieve credits in areas related to the interests and ability level of the student. Employment, volunteer experiences or other activities related to the academic goals of the student should also be reviewed. In some cases, this will include timelines for transition from SAL to other programs. Input during each review of the SAL Plan should include the student's continued intention to remain in SAL.

A copy of the report, SAL Semester End Reporting (appendix 4) should be promptly completed by primary contact and copied to the SAL Counsellor and the end of each semester. This information is collected for all SAL student across the board in both day schools and alternative learning environments and collated to completed Ministry of Education reports for the WCDSB.

Request for Renewal

A request to renew the SAL must be presented to the SAL Committee on an annual basis prior to the commencement of the subsequent academic year. *Note: SAL Plan may only be renewed for one additional school year.*

Before the expiry of the plan at the end of June it must be determined if the SAL is going to be considered for renewal. If in the opinion of the Principal, in consultation with the student and parent/guardian, it would be in the student's best interests to continue to participate in SAL, the Primary Contact will then make a recommendation to the SAL Counsellor (SAL Request for Renewal Form appendix 5). The SAL Counsellor will present the request for renewal to the SAL Committee in writing. This meeting will be held at the beginning of June in order to facilitate appropriate record keeping and timetabling.

Notice of Termination

A SAL may be rescinded if any of the following circumstances exist:

- the student indicates to the Primary Contact Person that he or she wants to return to school;
- 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 the

SAL Counsellor, that termination is in the student's best interests. The SAL Counsellor will then bring it to the next SAL Committee Hearing to officially determine that the SAL shall be rescinded/terminated.

Once approved by the committee the SAL Counsellor shall send written ***"Notice of Termination"*** (Appendix 6) of a plan to the following:

- the student
- the parent/guardian of the student
- the Attendance Counsellor/Social Worker
- Guidance Counsellor
- Guidance Administrative Assistant (Audit Binder)
- Trillium and SAS Administrative Assistant
- the Supervisory Officer

A copy is placed in the OSR and the Audit Binder.

Recording Student Contact

- The Primary contact is responsible for documenting "C" code into Trillium at least once each month, or as the SAL plan states in order to be Ministry compliant.
- "C" code signifies contact by student's Primary Contact which is needed in case of an audit by the Ministry of Education.
- "C" MUST appear one time each month and more frequently as indicated by the SAL Plan
- "C" code does NOT signify absence if student is in SAL program
- Once the student is in SAL he/she is no longer marked absent in accordance with the SAL Plan

Trillium Secretary Recording

- Receive the SAL documentation from SAL Counsellor (SAL 7), once approved, and review for accuracy
- Enroll student in SAL program through Trillium
- Ensure there is **ONE CREDIT** assigned for each SAL student
- Apply the "G" code into Trillium's Individual Attendance and choose the reason "Supervised Alternative Learning" when a student is in SAL. This must be done every day while the student is in SAL
- Terminate the SAL when receiving the "Notice of Termination"

Approval Process for St Don Bosco

If relationships at the home school break down or if the student is having difficulty achieving success then a referral to the alternate location of St Don Bosco can be considered.

A process is in place where the appropriate home school principal and guidance counsellor request Superintendent approval for that SAL student to be considered for St. Don Bosco (appendix 7) .

This application, once completed, will then be electronically forwarded to school Superintendent, SAL Counsellor, Administrator of St. Don Bosco. The Executive/Academic Council will meet and discuss the student's programming. They will decide on whether to approve the student for St. Don Bosco or suggest other alternatives. This will be communicated to the school, the SAL counsellor and St. Don Bosco administration.

Appendices

