



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

ADMINISTRATIVE PROCEDURE – 513-1

Supervised Alternative Learning (SAL)

Area: Academic Services
Policy Reference: Supervised Alternative Learning (SAL) (PO513)

Approved: October 3, 2016
Revised: February 9, 2025

1. Purpose

The purpose of this administrative procedure is to support the Supervised Alternative Learning (SAL) Policy (PO513) by providing procedures and practices for staff to identify and propose students for the Supervised Alternative Learning Program (SALP).

SAL is intended to re-engage young people, aged fourteen (14) to seventeen (17) who are not attending and/or engaged in school and who are therefore at risk of not graduating. The program aims to assist students to either return to school or to proceed to one of the five postsecondary options if they reach the age of eighteen (18) – that is, apprenticeship training, college, independent living, university, or the workplace. It is intended to be used for a very small segment of the student population, and only when other measures to help a young person remain in school are not effective.

2. Definitions

Adult Student (*Municipal Freedom of Information and Protection of Privacy Act*) – a student who has reached the age of 18, or is 16 or 17 and has withdrawn from parental control.

Guardian (*Education Act*) – a person who has lawful custody of a child, other than the parent of the child.

Primary Contact Person (*O. Reg. 374/10: Supervised Alternative Learning and Other Excusals from Attendance at School*) – means an employee of the Board who is assigned to carry out the functions of a primary contact person as set out in this part in respect of a pupil participating in supervised alternative learning.

Supervised Alternative Learning (SAL) (*O. Reg. 374/10: Supervised Alternative Learning and Other Excusals from Attendance at School*) – an individualized learning program consisting of one or more activities. Students from fourteen to seventeen years of age are excused from attending school while they continue to participate in learning under the supervision of the Board or a school of the Board.

Supervised Alternative Learning (SAL) Committee (*O. Reg. 374/10: Supervised Alternative Learning and Other Excusals from Attendance at School*) – is a committee established by the Board in accordance with Regulation 374/10 – Supervised Alternative Learning and Other Excusals from Attendance at School. There is a formal approval process for SAL applications. All applications brought forward are subject to the approval of the SAL committee.

Supervised Alternative Learning (SAL) Plan (*O. Reg. 374/10: Supervised Alternative Learning and Other Excusals from Attendance at School*) – an individualized plan to enable the pupil to progress towards obtaining an Ontario secondary school diploma or achieving his or her other education and life goals.

3. Procedures

3.1 The Board shall:

- 3.1.1 support schools with the implementation of the Ministry policy: Supervised Alternative Learning: Policy and Implementation, 2010.
- 3.1.2 establish a SAL Committee (the “Committee”) that consists of the following individuals, at a minimum:
 - a) One Supervisory Officer who is qualified as a teacher;
 - b) One Board Trustee;
 - c) One community representative.
- 3.1.3 establish regular Committee meetings at a minimum of once per month.
- 3.1.4 record students who have been approved for SAL by the Committee in the student information system. (This process is completed by the school’s guidance department).
- 3.1.5 report student SAL participation in required Ministry reporting.

3.2 The Principal shall:

- 3.2.1 ensure that all appropriate retention strategies have been offered and alternative education options have been considered prior to recommending a SAL application;

- 3.2.2 ensure that, if the student has an Individual Education Plan (IEP), all supports, accommodations, and modifications have been implemented to optimize student learning;
- 3.2.3 refer the student to the attendance counsellor and other appropriate support personnel;
- 3.2.4 ensure that the parent/guardian/caregiver and student are fully informed about SAL as a program option and understand the application and meeting process;
- 3.2.5 recommend the student to the Committee by signing the Supervised Alternative Learning (SAL) Application for Enrollment to SAL Committee (Form #AF513-1A). The SAL application must include a SAL plan which documents the learning activities that the student will participate in. The plan will also address other supports that will assist a student in addressing any barriers to learning;
- 3.2.6 notify the parent/guardian/caregiver and student that the student is required to attend school until the Committee has made its decision;
- 3.2.7 identify a primary contact at the school who will monitor the student while in the SAL program;
- 3.2.8 represent the school at the Committee hearing;
- 3.2.9 recommend major changes to the student's SAL plan to the Board, including changes to the student's transition plan; and
- 3.2.10 ensure that the Committee notification letter, progress reports and revision documents are placed in the student's OSR.
- 3.3 The Student Success Team (e.g., student success teacher, guidance, administration, program support staff) shall:
 - 3.3.1 assist the principal in the identification of students who should be considered for the SAL program;
 - 3.3.2 generate a re-engagement plan;
 - 3.3.3 assist the principal in the development of the SAL plan and the gathering of appropriate documentation for submission with the application;
 - 3.3.4 support the student and parent/guardian/caregiver in the attainment of the goals identified in the SAL plan and the student's transition plan; and
 - 3.3.5 communicate with the parent/guardian/caregiver and/or student.
- 3.4 The Parent/Guardian/Caregiver shall:

- 3.4.1 ensure that the student attends school regularly until excused;
 - 3.4.2 meet with school staff to provide input;
 - 3.4.3 support the student in meeting the academic and non-academic goals identified in the student's SAL plan.
 - 3.4.4 support the SAL application by signing the Supervised Alternative Learning (SAL) Student / Parent / Guardian Information and authorization (Form #AF513-1B).
- 3.5 The Student shall:
- 3.5.1 attend school daily until excused;
 - 3.5.2 meet with school staff to provide input for a re-engagement plan;
 - 3.5.3 provide input in the development of the SAL plan;
 - 3.5.4 complete the student application form and sign the Supervised Alternative Learning (SAL) Student / Parent / Guardian Information and authorization (Form #AF513-1B).
 - 3.5.5 work to meet the academic and non-academic goals identified in the SAL plan;
 - 3.5.6 meet the primary contact person a minimum of once per month to review progress and assess needs going forward.
- 3.6 The Attendance Counsellor shall:
- 3.6.1 receive the attendance referral from the principal and follow DCDSB's procedures;
 - 3.6.2 report on the student's attendance history;
 - 3.6.3 explore all options to improve attendance;
 - 3.6.4 consider SAL as a possible solution;
 - 3.6.5 assist with the completion of documentation required for the SAL application.
- 3.7 The Committee shall:
- 3.7.1 meet at a minimum of once per month to review SAL applications submitted by schools;
 - 3.7.2 approve or reject applications submitted to the Committee. The Committee may choose to accept the student into SAL on a limited time basis;

- 3.7.3 ensure that all parties are notified, in writing, of the decision of the Committee. This letter will indicate to parents/guardians/caregivers/adult students that they have the right to request that the Committee reconsider its decision on SAL or on the SAL plan;
- 3.7.4 hold a meeting to review a parent/guardian/caregiver/adult student request to reconsider the decision of the Committee. This meeting will take place within twenty (20) days of receiving the request;
- 3.7.5 review each request for reconsideration and make a decision regarding placement in the SAL program or on the SAL plan;
- 3.7.6 notify the parent/guardian/caregiver or adult student and the principal of the Committee's decision within five (5) days of the reconsideration meeting.

3.8 SAL Application Process

- 3.8.1 The Board shall invite schools to submit applications for SAL and identify the date of the next SAL hearing.
- 3.8.2 The Supervisory Officer will ensure that required members of the Committee attend the Committee meeting.
- 3.8.3 Schools submit student applications for SAL to the appropriate Supervisory Officer.
- 3.8.4 The Supervisory Officer will request that the principal and Primary Contact Person attend the SAL hearing. The school's Student Success Team may invite the parent/guardian/caregiver and student to attend the SAL hearing.
- 3.8.5 Applications will be securely stored centrally for five (5) years after the student completes their secondary education.

3.9 Notification of the Committee's Decision

- 3.9.1 The Committee will ensure that all parties are notified, in writing, of the decision of the Committee.
- 3.9.2 The notification letter will indicate that the parent/guardian/caregiver or student may request a reconsideration of the decision on SAL or the SAL plan.
- 3.9.3 The parent/guardian/caregiver or student will be notified within five (5) days of the reconsideration hearing the decision of the Committee.

3.10 Implementation and Monitoring

- 3.10.1 Monitoring is carried out by the student's Primary Contact Person at least once per month. This communication must be two-way.

- 3.10.2 The Primary Contact Person may make minor changes to the SAL plan. Major changes to the SAL plan should be submitted to the Committee for the approval of the appropriate Supervisory Officer.
- 3.10.3 The principal must issue reports on the progress of each student in SAL within the Ministry report card at each reporting period.
- 3.11 Review, Renewal, Adjustment and Transition Planning
 - 3.11.1 The Primary Contact Person will review the SAL plan at least fifteen (15) days before the plan expires and submit the review to the principal. The Supervised Alternative Learning (SAL) plan Annual Review (Form #AF513-1D) is filed within the student's OSR.
 - 3.11.2 A school may apply to the Committee to have the student's SAL plan renewed for a maximum of one (1) school year by submitting the Supervised Alternative Learning (SAL) Annual Renewal (Form #AF513-1E). These applications will be considered at the final SAL hearing of the school year. The written decision of the renewal application will be filed in the student's OSR.
 - 3.11.3 If a SAL plan is terminated or not renewed by any party, a transition plan will be developed to support the student's transition from SAL to their next step. Input from the student, parent/guardian/caregiver, principal and Primary Contact Person is encouraged. Supervised Alternative Learning (SAL) Transition Plan (Form #AF513-1F) is to be filed in the student's OSR.
 - 3.11.4 Adjustments to a SAL plan can be requested by any party (parent/guardian/caregiver/adult student or school team) using the Application to Revise Supervised Alternative Learning (SAL) Plan (Form #AF513-1C). The request for adjustment will be referred to the appropriate Supervisory Officer who may approve the adjustment or determine if the Committee needs to be reconvened to consider the request.

4. Sources

- 4.1 [Regulation 374/10 – Supervised Alternative Learning and Other Excusals from Attendance at School](#)
- 4.2 [Supervised Alternative Learning: Policy and Implementation, 2010](#)

5. Appendices

- 5.1 [Supervised Alternative Learning \(SAL\) Application for Enrollment to SAL Committee \(Form #AF513-1A\)](#)
- 5.2 [The Supervised Alternative Learning \(SAL\) Student / Parent / Guardian Information and Authorization \(Form #AF513-1B\).](#)
- 5.3 [Application to Revise Supervised Alternative Learning \(SAL\) Plan \(Form #AF513-1C\)](#)

- 5.4 [Supervised Alternative Learning \(SAL\) Annual Review \(Form #AF513-1D\)](#)
- 5.5 [Supervised Alternative Learning \(SAL\) Annual Renewal \(Form #AF513-1E\)](#)
- 5.6 [Supervised Alternative Learning \(SAL\) Transition Plan \(Form #AF513-1F\)](#)

6. Related Policies and Administrative Procedures

- 6.1 [Supervised Alternative Learning \(SAL\) Policy \(PO513\)](#)
- 6.2 [Student Attendance Policy \(PO613\)](#)
- 6.3 [Student Attendance – Secondary Administrative Procedure \(AP613-2\)](#)



**DURHAM CATHOLIC
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Supervised Alternative Learning (SAL) Application for Enrolment

SAL Committee Hearing Date:

(Committee Members Include: Superintendent of Education, Student Success Coordinator, Recording Secretary, Community Representative(s), Trustee Representative)

Requested FTE (1.0 indicates partial SAL, 0.5 indicates full day SAL)

1.0

0.5

Student Name:

Previously in SAL Program:

Yes

No

Primary School Contact:

Current Grade Level:

Current Credit Count:

Staff consulted in the development of this SAL plan (in addition to the Student Success Teacher and Principal)

1. Name / Position:

2. Name / Position:

3. Name / Position:

Reason for SAL application:

Academic Plan

Academic activities may include in-school courses, correspondence, continuing education courses, experiential learning, online learning, home instruction.

If the student will be attending in-school courses, please indicate what courses the student will be registered in:

1. Course / Activity; Method to Achieve Goal and Monitoring Progress:

2. Course / Activity; Method to Achieve Goal and Monitoring Progress:

3. Course / Activity; Method to Achieve Goal and Monitoring Progress:

Non-Academic Plan

Non-academic supports may include counselling, community service, employment, workplace training, pathways planning, other.

1. Activity / Method to Achieve Goal and Monitoring Progress:

2. Activity / Method to Achieve Goal and Monitoring Progress:

3. Activity / Method to Achieve Goal and Monitoring Progress:

What are the student's plans upon completion/termination of the SAL plan:

Return to full-time studies at home school to complete OSSD

Return to full-time studies at home school to complete OSSC

Transition to an alternate school setting. Specify:

Complete OSSD/OSSC through SAL program

Please ensure that the following documentation were reviewed by the school team (if applicable):

IEP

School team meeting notes

CYC / Social Worker Involvement / Reports

Psycho-educational assessments

Other school assessments / reports (e.g., Speech and Language)

Outside Agencies (e.g., CAS, Lakeridge Health, Frontenac Youth Services, etc.)

Attendance Summary

Medical documentation pertaining to the recommendation of SAL

IMPORTANT: Please do not attach any supporting documents to this application. Obtain consent from parent/guardian/student to disclose information pertinent to the application to the SAL Committee for the purpose of participation in the SAL program.

Student Success Teacher Signature

Date

Principal Signature

Date



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Supervised Alternative Learning (SAL) Student/Parent/Guardian Information and Authorization

Student Name:

Student Main Contact Number:

Parent/Guardian Name:

Parent/Guardian Contact Number:

Student and Parent/Guardian Reason for Applying to the SAL program:

For the Student

In the space below, identify three of your personal strengths/qualities

In the space below, identify your goals while participating in the SAL program

Who are the people you will turn to for assistance while participating in the SAL program?

Acknowledgment and Consent

Student: I support my parent/guardian's application to participate in SAL and I agree to work towards achieving the goals outlined in the SAL plan. I have been consulted in the development of the SAL plan and understand my requirement to check in with my Student Success Teacher.

Student Signature

Date

Parent/Guardian: I consent to the Principal and Student Success Teacher disclosing information from my child's Ontario Student Record (OSR) to the SAL Committee, and I consent to my child participating in the SAL program. I have been consulted in the development of the SAL plan. Please note that the SAL Committee members include a Superintendent of Education, Student Success Coordinator, Recording Secretary, Community Representative(s), and Trustee Representative.

Parent/Guardian Signature

Date

Form Number: AF513-1B

Related Administrative Procedure: [Supervised Alternative Learning \(SAL\) \(AP513-1\)](#)



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Supervised Alternative Learning (SAL) Application to Revise SAL Plan

Date of Application:

Current FTE (1.0 indicates partial SAL, 0.5 indicates full day SAL)

1.0

0.5

Student Name:

Date of Initial SAL Placement:

Primary School Contact:

SAL Plan Component Being Revised / Proposed Revisions and Method to Change

School and Primary Contact

SAL FTE

Change/Update to Academic Plan and Goals

Change/Update to Non-Academic Plan and Goals

Change/Update to Student's Transition Plan

Student's Personal Goals

Other Courses and Learning Activities Proposed

Student Acknowledgement and Consent: I have been consulted in the development of the SAL transition plan

Student Signature:

Date:

Parent/Guardian Acknowledgement and Consent: I have been consulted in the development of the SAL transition plan

Parent/Guardian Signature:

Date:

Student Success Teachers Signature:

Date:

Principal Signature:

Date:

Approval of Superintendent

Superintendent of Education Signature:

Date:

Effective Date of SAL Revision:



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Supervised Alternative Learning (SAL) Annual Review

The SALP must be reviewed at least fifteen school days before the plan expires.

Date of Review:

Student Name:

Student School:

Date Student Placed on SAL:

Did the student participate in SAL based on a renewal in June of last year:

Yes

No

Summary of Academic Progress. Academic activities may include in-school courses, correspondence/continuing education courses, experiential learning, online learning, home instruction:

1. Course/Activity; Progress:

2. Course/Activity; Progress:

Summary of Non-Academic Progress. Non-academic supports including counselling, community service, employment, workplace training, pathways planning, other:

1. Activity/Progress:

2. Activity/Progress:

Summary of how SAL supported the student and the impact on the student's success:

Recommendations for next school year:

Renew SAL Plan

Transition to full-time studies at home school

Transition to full-time studies at alternative school. Specify:

Other transition. Specify:

Primary Contact/Student Success Teachers Signature:

Date:

Principal Signature:

Date:



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Supervised Alternative Learning (SAL) Renewal Request

Date:

Initial Date of Placement of SAL:

Current FTE (1.0 indicates partial SAL, 0.5 indicates full day SAL)

1.0

0.5

Student Name:

Primary School Contact:

Students who were in the SAL program for the 20____-20____ school year may be renewed for the 20____-20____ school year provided they were not renewed for the 20____-20____ school year. Students not eligible for renewal at this time may be presented at the first SAL hearing of the 20____-20____ school year.

Students are eligible for SAL in the 20____-20____ school year provided they are still of compulsory age. For next year, students born in the years 20____, 20____, 20____ and 20____ are eligible for SAL. Students born in 20____ are not eligible for SAL in 20____-20____ as they are no longer of compulsory age.

Based on the review of the student's SAL Plan we:

Request the renewal of SAL with no changes to the SAL Plan

Request the renewal of SAL with revisions to the SAL Plan. The main revisions to the SAL Plan are:

1.

2.

Log of consultation with parent/guardian/student on SALP and staff review/updating of SALP (Date/Activity/Outcome/Change):

Principal Signature of Consent:

Date:

Student/Parent/Guardian Signature of Consent:

Date:

Form Number: AF513-1E

Related Administrative Procedure: [Supervised Alternative Learning \(SAL\) \(AP513-1\)](#)



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Supervised Alternative Learning (SAL) Transition Plan

"If the SALP is terminated or not renewed, a transition plan will be developed to support the student's transition from SAL to his or her next step." [Supervised Alternative Learning: Policy and Implementation](#)

Date:

Current FTE (1.0 indicates partial SAL, 0.5 indicates full day SAL)

1.0

0.5

Student Name:

Primary School Contact:

SAL Transition:

Return to full-time studies at home school

Transition to new school board. School board/school (if known):

Graduate with OSSD

Graduate with OSSC

Student no longer of age of compulsory school attendance

Student and parent(s)/guardian(s) have requested to withdraw from SAL program

Student has not complied with SAL Plan. Unable to make contact. SAL to be terminated

Other (please specify):

Plans in place to assist student in the transition:

Student Acknowledgement and Consent: I have been consulted in the development of the SAL transition plan

Student Signature:

Date:

Parent/Guardian Acknowledgement and Consent: I have been consulted in the development of the SAL transition plan

Parent/Guardian Signature:

Date:

Student Success Teachers Signature:

Date:

Principal Signature:

Date:

The Transition Plan will be filed in the OSR