



Policy Manual – Students

S.A.02 Supervised Alternative Learning (SAL)

PROCEDURES (as reflected in the HWCDSB Supervised Alternative Learning Guidelines for Staff September 2021)

When supervised alternative learning (SAL) is recommended by the School Resource Team (SRT), the following procedures will be implemented:

1. With parental consent (unless pupil has withdrawn from parental care and control), the school SRT will proceed with the SAL application process. SRT assists with the creation and implementation of the SAL plan and application.
2. The primary contact from the pupil's school is established at SRT. The school primary contact initiates a meeting with the pupil and their parent/guardian (if applicable) and any other person supporting the pupil.
3. The SAL plan and application is co-created by the pupil, their parent/guardian and the school primary contact.
4. The SAL plan and application are signed by the pupil, parent/guardian, school primary contact and principal or designate. Note: Aspects of the SAL plan may be initiated prior to approval by the SAL Committee.
5. All SAL plans and applications are considered at a monthly meeting of the statutory HWCDSB SAL Committee. The SAL Committee consists of the HWCDSB superintendent, three HWCDSB trustees, Manager: Social Work Services, SAL special assignment teacher (SAL SAT), and the pupil's school primary contact. Both the pupil and their parent/guardian are invited to the meeting.
6. Ongoing monitoring of the pupil by the school primary contact and SAL SAT at minimum once per month.
7. Participation in SAL requires a commitment to fulfill the SAL plan components and to make regular contact with both the school primary contact and the SAL SAT.
8. The school primary contact documents all communication, retained in the pupil's OSR.
9. Ongoing adjustments and amendments may be made to the SAL plan as needed.
10. If a pupil is not fulfilling the requirements of the SAL plan, their SAL status may be rescinded at a SAL Committee meeting.

11. Every June, all current SAL plans are reviewed by the SAL Committee. A decision is made to renew or rescind the plan. All SAL plans expire June 30th of the current school year. A pupil's SAL plan can be renewed for up to one school year (one time only).
12. If a SAL plan is not renewed or is rescinded, the SRT creates a transition plan in collaboration with the pupil and their parent/guardian.