

REDUCED SCHOOL DAY ATTENDANCE

The District recognizes that all students are entitled to a full-day school experience on a regular basis, supported by appropriate programming, learning materials, and methods of teaching.

The District also recognizes that in certain circumstances, the Principal may determine that a student may benefit from an altered school day. In situations where a school is considering a request for partial day attendance, the decision to shorten a school day for a student **must**:

- be in the best interests of the student's learning and development
- involve consultation with the parents

Procedure:

If a school team believes that a student must have a reduced school day in order to be successful at school, the school Principal **must**:

- 1 Contact your Zone Coordinator to develop a plan and access support from the Learning Services Department.
- 2 Consult with the parents regarding absence from school and a gradual return.
- 3 Create a clear plan of gradual re-entry to full-day attendance with a clear proposed end date to the gradual re-entry.
- 4 If applicable, work with school-based and district staff to develop a safety and/or behaviour plan to address the significant behaviour(s) that may be impacting full-day attendance.
- 5 Adjust the learning environments as needed.
- 6 If applicable, incorporate supports and interventions as needed (e. g., visual supports, access to sensory breaks, adaptations to instructional activities, etc.).
- 7 Communicate with the Assistant Superintendent assigned to the school to ensure he/she is aware of the student's partial school attendance and to communicate the plan for the student moving forward.

In some exceptional cases, school teams may make the decision to reduce a student's schedule of attendance due to the occurrence of one or a series of significant behavioural incidents; such incidents would be a significant safety concern and may involve:

- Injury to staff and/or student(s) that results in submission of a Violent Incident Report (VI).
- Significant damage to school property that poses a safety risk to students and staff.
- In situations involving a Violent Incident or significant damage to school property the school may request that the student stay at home temporarily and return gradually as supports are refined and adjusted, with updates to the Safety and Behaviour Plans.

References:

Supporting Meaningful Consultation with Parents:

[http://www.cw.bc.ca/OnlineCourses/mediasite/FORCE/ITK%20November%202013/Supporting%20Meaningful%20Consultation\[1\].pdf](http://www.cw.bc.ca/OnlineCourses/mediasite/FORCE/ITK%20November%202013/Supporting%20Meaningful%20Consultation[1].pdf)