

NANAIMO LADYSMITH PUBLIC SCHOOLS

EDUCATION COMMITTEE PUBLIC MEETING

INFORMATION SHEET

DATE: December 1, 2022
TO: Education Committee
FROM: Tim Davie, Deputy Superintendent
SUBJECT: Administrative Procedure (New) – Partial Day Programs for Students

Background

The Ministry of Education requires that boards enroll all persons of school age resident in their district who exercise their entitlement to enroll and are required to make an educational program available to all enrolled students. Boards of Education are required to offer all students the minimum number of hours of instruction as set out in the School Calendar Regulation.

Where a student is unable to receive the minimum number of hours of instruction, the school must keep a record of the reduced hours and have a plan in place for the student's return to the minimum number of hours of instruction.

This Administrative Procedure has been developed to provide school teams with a mechanism to develop fulsome plans that are supported through regular data collection and review, and to create a district structure to monitor and support this process.

Discussion

There are two primary reasons why a student may attend school on a partial day basis:

- the school team determines that a student is not able to participate in a full-time educational program due to significant medical, social-emotional or behavioural needs, and a temporary reduction in the length of the school day is necessary, or;
- a student's parents or guardians wish to have their child regularly participate in activities outside of the school setting during the school day.

While it is expected that school teams will engage in meaningful collaboration with parents and guardians in the development of Integration Plans, the school principal may require an *Integration Plan* where the student's medical, social-emotional or behavioural needs are such that the safety of the student, other students, or staff, are unable to be met through the student's full-time attendance.

When the determination is made that a student will attend a partial day, and the student is under the age of 16, the school team and parent/guardian will collaborate to create an *Integration Plan*. These plans will include:

- A rationale for part-time attendance
- The student's personalized schedule
- The criteria for increasing time

- A mechanism for regular, ongoing monitoring of the student's progress and the collection of data
- A clear structure for regular, ongoing communication with the child's parents/guardians
- A plan for the student's learning outside of the hours they are attending school
- Any additional notes or relevant background information
- Confirmation that parents were consulted in creating the plan

To support school teams in the creation of these plans, a template and a district-level structure for monitoring the plans have been developed. Capacity building support is also available through the Inclusion Support Coordinators, where requested.

Plans are overseen by the Principal at the school and are reviewed at regular intervals. These plans are also monitored at the district level and are formally reviewed on a quarterly basis by a Director of Instruction, Inclusive Education.

We note that Policy 2.10 – Inclusion is in the process of being updated. Following the completion of that process, this Administrative Procedure may require additional updates.

Appendix A: Draft AP XX – Partial Day Programs for Students

Appendix B: Integration Plan Template

