



Administrative Procedure 2340

MODIFIED SCHOOL DAY

Responsibility:	<i>Superintendent, Student Achievement & Well-Being (Special Education)</i>
Legal References:	Education Act, Reg. 298
Related References:	PPM145 – Progressive Discipline and Promoting Positive Student Behaviour Board Policy 6000 – Safe Schools Administrative Procedure 1260 – Student Discipline Procedures Administrative Procedure 2190 – Student Withdrawal from Parental/Guardian Control
Revisions:	April 2016
Reviewed:	April 2016

1. Preamble

- 1.1 Prior to considering a modified school day, it is the expectation of the Waterloo Region District School Board (Board) that all efforts will be made to accommodate a student for a full instructional day and that throughout the process there will be on-going communication between the school and the parent(s) and/or guardian(s).
- 1.2 The Education Act under regulation 298 s. 3(1) states that all pupils of compulsory school age must attend school each day for a minimum of five instructional hours. Despite subsection (1), a board may reduce the length of an instructional program on each school day to less than five hours for an exceptional pupil in a special education program (Education Act Regulation 298 s. 3 (3)).
- 1.3 If a student is not exceptional, but is of compulsory school age, a modified school day may be determined to be in a student's best interest to transition gradually into a new classroom/school environment or as a result of a specific situation. In addition, a parent/guardian may request that a child be excused from school for a temporary period of time (Education Act Regulation 298, s. 23 (3)).
- 1.4 The decision to modify a student's school day needs the approval of the Family of Schools Superintendent and includes consultation with parent(s)/guardian(s).

2. Background

- 2.1 This procedure represents a principal led plan that involves collaboration, consultation and planning with the Family of Schools Superintendent, school staff, School Based/School Success Team (SBT/SST), Multi-Disciplinary (MDT) Team and parent(s)/guardian(s).

3. Procedure

- 3.1 When a student is being considered for a modified school day, it is the expectation that the circumstances involving the student would be discussed at a SBT/SST meeting and that there would be consultation with the school's MDT. Reasons for a modified school

day would include, but are not limited to: student safety (self and others), transition planning and in some cases medically fragile students.

- 3.2 Once it is determined that a modified school day is an appropriate intervention, the school principal or designate will contact the School Superintendent for approval and a transition plan for the student to return to full day instruction will be developed.
- 3.3 The transition plan will include strategies and a timeline for the student's return to full day instruction and is to be completed prior to the Family of Schools Superintendent's approval of the modified school day. When completing the plan, the information is to be documented in the Transition Plan Section of the student's IEP.
- 3.4 Effort will be made to work in partnership with the parent(s)/guardian(s) to arrive at a mutually agreeable decision regarding the modified school day and transition plan. If the parent(s)/guardian(s) disagree with the school's decision and/or the transition plan, the principal or designate will direct them to the School Superintendent who will attempt to resolve the situation.
- 3.5 Situations may arise that would result in a modified school day being implemented in a more expedient manner. This may include circumstances that compromise the learning environment and/or safety and well-being of the student or others despite appropriate reasonable interventions. In these cases, the steps outlined above would take place either at the same time or after a modification to the school day has been approved for that student. The decision regarding the student's programming in these instances would be made through communications with the school principal and/or designate, parent(s)/guardian(s) and the School Superintendent.