



Administrative Procedure 356

RETURN TO SCHOOL

Background

The Langley School District is committed to fostering safe and caring schools that promote mutual respect, cooperation, and social responsibility, supporting optimal learning guided by the First Peoples Principles of Learning. Trauma informed practices and procedures promote the creation and maintenance of safe, inclusive, equitable, welcoming, and nurturing school environments.

District schools are inclusive environments which value all students and families regardless of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, or gender identity/expression.

Under Section 85 (2)(c)(iii) and Sections 91 (3) and (5) of the School Act, student attendance may be altered under the following circumstances:

- In response to the physical needs of a student.
- In response to the emotional/mental health needs of a student; or
- As part of a detailed Employee Safety Plan to provide a gradual entry/return to school to ensure the safety of the student as well as the safety of others.

Student attendance for less than the minimum hours may occur in one of the following ways:

- Reset Days:
 - In School Reset Day: Student remains in school but does not attend class for a maximum of 3 school days.
 - Out of School Reset Day: Student is not in attendance mid-day and not to attend school for a maximum of 3 school days.
- Temporary, but full, withdrawal from school:
 - Any schedule where a student is not attending school for more than 3 school days.

If a student is not in attendance for health or safety reasons, the Board of Education must have established policies and procedures to allow for the provision of educational programming to the

student.

This procedure will be used when a student needs to be temporarily withdrawn from school, and outlines the process by which support is provided. It should be followed in combination with [AP 355: Student Expectations and Consequences](#) and [AP 350: Student Code of Conduct](#). The ultimate goal of Reset Days and Temporary, but Full Withdrawal is for the student to successfully return to full-time attendance. A student cannot be withdrawn from school for more than 3 days without the involvement of District level staff.

Priority Learners (Indigenous students, students identified as having special needs, Children and Youth in Care, students with complex mental health needs, and students facing systemic barriers) require special consideration, consultation, and planning and may need additional support.

Procedures

1. The Principal, in consultation with Director of Learning Support Services or Designate, shall determine if a student will be withdrawn from school for more than 3 days.
2. If withdrawal is approved, the Principal shall ensure the student's team creates educational programming that includes:
 - 2.1. A list of staff responsible for the educational programming while the student is away from school.
 - 2.2. A return-to-school plan that may include partial-day programming, clearly indicating criteria for an increase to full attendance.
 - 2.3. If the withdrawal is in response to safety concerns, the Principal or Case Manager will schedule a meeting with school and District staff.
 - 2.3.1. A Functional Behavioural Assessment (FBA) will be completed to reflect the student's current level of functioning.
 - 2.3.2. A Positive Behaviour Support Plan (PBSP) or a Student Success Plan (SSP) will be created/updated. The school-based team will meet regularly to evaluate and update the PBSP or SSP.
 - 2.3.3. An Employee Safety Plan (ESP) will be created/updated. The school-based team will meet regularly to evaluate and update the ESP.
 - 2.3.4. Together with the District Principal of Safe Schools, it will be determined if a Violent Threat Risk Assessment (VTRA) is an appropriate intervention.
 - 2.3.5. Necessary changes will be made to the school environment.
 - 2.3.6. Determination of whether community-based agencies' involvement is appropriate will be made.
 - 2.4. When responding to a student's physical needs, the Principal may require the student to stay home.

- 2.4.1. The Principal or Case Manager will make a referral to District staff to assist with altering the class and/or school environment to make the space accessible.
- 2.5. When responding to a student's mental health needs, the Principal may require the student to stay home.
 - 2.5.1. The Principal or Case Manager will schedule a Care Team Meeting. Community- based agencies will be involved in the planning and programming as appropriate.
 - 2.5.2. If the student is in grades K-7, the Principal or Case Manager will make a request to the District Based Team.
 - 2.5.3. If the student is in grades 8-12, the Principal or Case Manager will make a referral to Project Resiliency.
3. Review
 - 3.1. Timely consultation with parent(s)/guardian(s)/caregiver(s) will be done by school personnel to review school/community progress in revising school educational programming.
 - 3.2. When considering temporary, but full, withdrawal from school, the Principal consults with the Director of Learning Support Services or Designate.
 - 3.3. The Director of Learning Support Services or Designate assigns a District Inclusion Teacher to support programming and a return to school.
 - 3.4. In certain circumstances, the student may be withdrawn from school until a certificate is obtained from the Fraser South Medical Health Officer permitting the student to return to the school.
 - 3.5. Some students may return to school full-time or some may have partial-day programming.
4. Reporting
 - 4.1. The attendance code, Not In Attendance, is entered into MyEd for the days the student is not in attendance. The Director of Learning Support Services or Designate will review MyEd data quarterly.
5. The Principal shall share the return-to-school plan with parent(s) / guardian(s) / caregiver(s) and Director of Learning Support Services or Designate.
6. Appeals
 - 6.1. An appeal pursuant to Section 11 of the School Act lies in respect to any decision relating to a full day not in attendance beyond 3 days. See [Board Policy 13: Appeals Bylaw](#).

References: School Act Sections 11, 85, 91.
Adopted: November 21, 2023