



Home Instruction

200.17

Adopted:	April 24, 2001
Last Reviewed/Revised:	January 26, 2021
Responsibility:	Superintendent of Education
Next Scheduled Review:	2023-2024

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board recognizes the need for all students to succeed. The Board, in cases where a student registered in the district will be absent from school for a prolonged period of time or who cannot attend regular day classes, will provide home instruction to ensure continuity of programming. The appropriate Superintendent of Education will arrange for home instruction. Depending on the unique needs of each learner, Home Instruction can be offered onsite through St. Mary CLC and its Satellite campuses or at a student's home or alternative site. Where possible, having a student complete Home Instruction onsite is preferred. Home instruction is to be provided for a student when:

- Medical evidence that the student cannot attend school is provided to the Principal. Medical documentation will be current (within 30 days of application) and indicate the time frame of absence;
- A Principal of a school becomes aware that a student will be absent for an extended period of time (more than three (3) weeks). It should be noted that a pupil with an infectious disease is not eligible for home instruction during the contagious stages of the disease, but schoolwork and/or assignments can be provided for the student by the classroom teacher upon request from the parent(s)/guardian(s). Such work/assignments will only be provided if it is deemed by school personnel that the student is willing and able to complete the work/assignments given; and
- The principal has received other appropriate official documentation supporting the student's inability to attend school for an extended period of time.

APPLICATION AND SCOPE:

To provide direction for school principals/vice-principals regarding students requiring home instruction. Home instruction will normally begin no sooner than three (3) weeks from the last date of attendance at school. The Superintendent can waive this "waiting period" if the Principal is made aware of the need for home instruction well in advance of the first day of the anticipated absence of the student and has received supporting documentation.

Responsibilities

Superintendent of Education:

The Superintendent of Education will coordinate the implementation of the home instruction application and approval procedures.

Principal:

The School Principal will discern whether the student is a candidate for **onsite Home Instruction** and then accordingly complete the application for home instruction as well as coordinate and monitor the home instruction.

Parent(s)/Student(s) (over 18):

Parent(s)/student(s) will provide necessary documentations to apply for home instruction and commit to the expectations outlined by the Principal.

Home Instruction Teacher:

The Home Instruction Teacher will provide instruction as per school direction and keep an accurate log of instructional time.



Classroom Teacher

The regular Classroom Teacher will provide support to administration and the Home Instruction Teacher to ensure continuity of learning during the extended period of absence and assist in successful transition back into the class as appropriate.

REFERENCES:

- Regulation 298 Subsection 11 (11) – School Attendance
- Education Act – Section 21 (2)(b)

FORMS:

- Application for Home Instruction
- Home Instruction Time Report

DEFINITIONS:

Home Instructors: Home Instructors are Board employees, thereby subject to the requirements of Criminal Background Checks/Vulnerable Sector screening that is required of all teaching employees. Home Instructors shall be qualified teachers and hired through the Home Instructor application process as designed by the Human Resources department. They may be the student's teacher or another teacher from the school Board. If the student's teacher or another teacher from the staff of the student's school is willing to provide home instruction, this instruction will occur outside the regular hours of the school day.

ADMINISTRATIVE PROCEDURES:

1.0 Superintendent of Education

The Superintendent of Education will:

- assist the school in providing a qualified teacher for Home Instruction;
- approve mileage expenses at time of application in accordance with BHNCDSD policies and procedures for a home instruction teacher when the only available teacher must travel more than 40km to provide instruction;
- approve the application for Home Instruction;
- advise the principal and family that the Home Instruction arrangement is a temporary measure to assist the student during the absence and support the transition back to regular school attendance;
- cancel Home Instruction if:
 - the student cannot or does not make himself/herself available or cancels three times without 24 hours notice;
 - the student is opposed to Home Instruction; or
 - the Home Instructor's safety is in question.

2.0 Principal

The Home School Principal will:

- at the beginning of each year, solicit staff interest in possible Home Instruction teaching assignments;
- provide a list of interested teachers to Human Resources to be combined with the list of teachers collated by Human Resources;
- recommend a teacher to Human Resources for each Home Instruction assignment;
- on becoming aware that a student will be absent for an extended period of time (more than 3 weeks), inquire of the parent(s)/guardian(s) whether the student is able to receive instruction and obtain an estimate of length of time instruction will be needed;
- request appropriate official documentation supporting the student's **inability to attend school**;
- consider whether the student will benefit from on-site or off-site home instruction.
- determine whether the student can attend a portion of the school day and received home instruction to augment time they are unable to attend;
- communicate with the family to complete the Home Instruction Application (Form A), indicating the nature of the medical condition, the fact that the student is **unable to attend school** but is able to receive



- instruction and complete school work/assignments, and the expected date of return to school;
- ascertain from the student's timetable those subject areas in which instruction can be readily and effectively given at a location other than the school. Some subjects require emphasis on practical experience and do not lend themselves to effective instruction outside the school setting;
 - take into consideration any safety concerns associated with offering a specific course outside of the school setting without the proper resources and direct supervision of a qualified teacher;
 - take into consideration the pupil's progress prior to the absence and the time within the school year at which the absence occurs;
 - determine the optimum number of instruction hours per week (normally three hours per week) to be recommended for approval by the Superintendent; and
 - complete Form A and send it to the appropriate Superintendent for approval.

3.0 Classroom Teacher

The Classroom Teacher will:

- prepare appropriate materials to be given to the Home Instruction Teacher; including syllabus, course outlines, marking scheme, text, novel, course documents, etc;
- provide assessments and evaluations for the Home Instruction Teacher (i.e., tests, quizzes, final exams, written assignments);
- consult with the principal to determine if the when/if the student will return to the regular classroom;
- consult with the principal to determine responsibilities for evaluation of the student's work;
- work cooperatively with the Home Instruction Teacher;
- for elementary students, design learning with a focus on literacy and numeracy and other essential learning recommended by the classroom teacher; and
- the classroom teacher is responsible for the reporting of the student's attendance in PowerSchool, unless otherwise arranged through the Principal. The student shall be marked present for the course(s)/subjects for which they are receiving Home Instruction with an "H" in PowerSchool.

4.0 Home Instruction Teacher

The Home Instruction Teacher will:

- contact/visit the school to obtain relevant information regarding the pupil's educational needs;
- contact the home to arrange a schedule of up to three hours per week of instruction; the instruction may take place in the home, hospital or another mutually agreed upon location;
- in consultation with the classroom teacher provide ongoing instruction aligned with the classroom teacher's unit and course/subject outline;
- prior to designated reporting periods, provide the classroom teacher with all relevant assessment and evaluation collected from student;
- in some situations, provide evaluative input including comments for the report card where appropriate;
- complete the appropriate time and report sheet (Form B) bi-weekly of the instruction given and progress made by the student - Form B must be sent to the home school Principal who will sign and forward to the appropriate Superintendent;
- be paid at the Continuing Education pay rate as per the elementary and secondary teachers' collective agreements; and
- contact the Principal if:
 - there is concern of personal safety;
 - the student cannot or will not make himself/herself available or cancels three times without 24 hours prior notice or;
 - the student is opposed to Home Instruction.

Note: in rare circumstances the Home Instruction Teacher will have sole responsibility for the instruction and evaluation for credit. In this case the student and Home Instruction Teacher are not working in conjunction with a classroom teacher. In these instances, the Home Instruction Teacher is responsible for all of the planning, preparation and marking for the entire credit and provides the classroom teacher with the reporting information as required.



5.0 Parent(s)/Guardian(s)

The Parent(s)/Guardian(s) will:

- provide appropriate official documentation supporting the student's inability to attend school;
- support the student in meeting the expectations of the home instruction;
- create a schedule in consultation with the Home Instruction Teacher for the times and dates that Home Instruction will occur;
- notify the Home Instruction Teacher 24 hours in advance if a session needs to be cancelled;
- ensure a quiet working area conducive for learning where the Home Instruction can take place; and
- be present in the home or alternative location while the instruction is taking place.

6.0 Student

The Student will:

- complete as much work as possible independently and use the Home Instruction time to ask questions/seek clarification;
- complete assignments by the deadline(s) provided; and
- be prepared to work with the Home Instruction Teacher during the arranged time.

7.0 Onsite Home Instruction

Where possible, in order to support a successful return to full-time attendance at a student's home school, a short-term transfer program is required at St. Mary Catholic Learning Centre or Satellite Campus. The student will be provided with On-site Home Instruction coordinated by St. Mary's CLC Administration, the Home-school Principal, and the Superintendent of Education.

The Home School Principal will adhere to Procedures 1.0 through 6.0 as outlined above and specifically note the following:

- 7.1 The Home School Principal completes the application process for onsite home instruction.
- 7.2 The Superintendent responsible for Home Instruction will approve and forward the application directly to the Home Instruction Site Administrator at St. Mary Catholic Learning Centre and/or Satellite Campus staff and copy the Home School Principal.
- 7.3 The Home School Principal will complete the Home Instruction Intake Form.
- 7.4 The Parent or adult student will provide transportation to the program location.
- 7.5 The St. Mary's CLC Site Administrator will coordinate staffing and oversee the home instruction.
- 7.6 The Onsite Social Worker or supporting Social Worker at a Satellite Campus will provide support during the program and/or assist the transition back to his/her home school.
- 7.7 The student remains registered at his/her home school. The St. Mary's support team will collaborate with the home school team to assist a successful transition back to the regular class.
- 7.8 In some cases, the student will be registered as a student of St. Mary Catholic Learning Centre. The responsibility of the student will then reside with the Site Administrator and the St. Mary CLC staff. The school team will consider various transition options.



APPLICATION FOR HOME INSTRUCTION

Student Name: _____ OEN: _____ School: _____

Address: _____ City: _____ Postal Code: _____

Telephone: _____ Birth Date: _____ Grade: _____ Male Female
yy/mm/dd

Name of Parent/Guardian: _____ Telephone: _____

Nature of Student's Inability to Attend School: _____

Medical Certificate Attached: To Follow:

Date Last Attended School: _____ Date Home Instruction to Commence: _____

Anticipated Date of Return: _____

Signature of Principal or Vice-Principal: _____ Date: _____

Subject/Grade Level	Choose One Option	
	ONSITE INSTRUCTION	HOME INSTRUCTION
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Approval: _____ hours per week

Superintendent of Education

Name of Home Instruction Teacher

Date: _____
yy mm dd

Home Instruction is now complete: Last day of instruction _____ Principal _____

- Copy to:
- Superintendent of Education
 - Attendance Secretary
 - OSR
 - Student Info System
 - Student Services
 - Social Worker
 - St. Mary CLC Admin IF ONSITE

The Superintendent and principal to retain copies on file.

Information Collection Authorization

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56) The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer, and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

