



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Home Instruction

	Policy Number:	200.17	
Adopted:	April 24, 2001	Former Policy Number:	n/a
Revised:	January 24, 2012, December 10, 2013	Policy Category:	Students
Reviewed:	September 1, 2018		
Subsequent Review Dates:	TBD	Pages:	1

Belief 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, will provide home instruction to ensure continuity of programming.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that home instruction is provided for student(s) who cannot attend regular day school classes. The appropriate Superintendent of Education will arrange for home instruction to be provided for a student when:

- Medical evidence that the pupil cannot attend school is provided to the Principal; and
- 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 school work and/or assignments can be provided for the student by the classroom teacher upon request from the parent. 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. Home instruction will normally begin no sooner than three (3) weeks from the last date of attendance at school. This “waiting period” can be waived 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. It is understood that the home instruction arrangement is a temporary measure to assist the student in making the transition back to regular school attendance.

Glossary of Key Policy Terms:

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 staff of the student’s school. 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.

References:

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



Home Instruction: Student's Home or Alternative Location AP 200.17(A)

Procedure for:	Principals	Adopted:	April 24, 2001
Submitted by:	Bill Chopp, Superintendent of Education	Revised:	December 10, 2013
Category:	Students	Reviewed:	September 1, 2018

Purpose

To provide direction for school principals/vice-principals regarding students requiring home instruction.

Responsibilities

Superintendent of Education:

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

Principal:

The School Principal will complete the application for home instruction and monitor the home instruction.

Parents/Students (over 18):

Parents/Students will provide necessary documentations to apply for home instruction.

Home Instruction Teacher:

The Home Instruction Teacher will provide instruction as per school direction.

Procedures

1.0 Superintendent of Education

The Superintendent of Education will:

- compile a list of qualified candidates willing to be employed as Home Instruction Teachers within various subject/grade levels and within specific geographic areas of the Board. It is understood that for students in Grades 11 and 12, every attempt will be made to employ a subject specialist for the student.
- cancel home instruction if:
 - the student cannot or does not make himself/herself available;
 - the student is opposed to Home Instruction; or
 - the Home Instructor's safety is in question

2.0 Principal

The Principal will:

- on becoming aware that a student will be absent for an extended period of time (more than 3 weeks), inquire of the parent/guardian whether the student is able to take instruction and receive an estimate of length of time instruction will be needed;
- have the family obtain and present to the school a completed 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 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); 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; and
- work cooperatively with the Home Instruction Teacher.

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;
- prior to designated reporting periods, provide the classroom teacher with all relevant assessment, evaluation and reporting information collected on behalf of the student, including comments for the report card;
- complete the appropriate payroll sheet (Form C) monthly and attach a report (Form B) of the instruction given and progress made by the student - Form C 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.
- contact the Principal if:
 - there is concern of personal safety;
 - the student cannot or will not make himself/herself available; or
 - the student is opposed to Home Instruction.

5.0 Parent/Guardian

The Parent/Guardian will:

- 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.



Definitions

Home Instructors

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

References

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



Student's Name: _____ OEN: _____ School: _____
 Address: _____ City: _____ Postal Code: _____
 Tel: _____ Birth Date: _____ Grade: _____ Male Female
 Name of Parent/Guardian: _____ Tel: _____
 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: _____

Grade/Level:
Subject:
Date to Begin:

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: _____
 yy mm dd _____
 Principal

- Copy to:
- Superintendent of Education
 - Attendance Secretary
 - OSR
 - Student Info System
 - Student Services
 - Social Worker



Student Name: _____

School: _____

Date of Instruction: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Forwarded to School Principal

AT HOME OR ALTERNATIVE LOCATION



**Home Instruction: On School Site
AP 200.17 (B)**

Procedure for:	Principals	Adopted:	December 10, 2013
Submitted by:	Bill Chopp, Superintendent of Education	Revised:	N/A
Category:	Students	Reviewed:	September 1, 2018

Purpose

To provide direction to school principals/vice-principals regarding students requiring on school site home instruction in Brant and Haldimand/Norfolk. In order to support a successful return to full-time attendance at a student's home school, a short term transfer program at St. Mary Catholic Learning Centre or Holy Trinity Catholic High School may be necessary.

Responsibilities

Superintendent of Education:

The Superintendent of Education will coordinate the implementation of the on school site home instruction procedure and approve the application.

Principal:

The school principal will complete the application for the home instruction.

Parents/Students (over 18):

Parents/students will provide the necessary documentation for home instruction.

Home Instruction Site Administrator:

The administrator will oversee the home instruction.

Social Worker:

The Social Worker will provide student support and/or assist the transition back to his/her home school.

Procedures

1.0 The Superintendents of Education will:

- hire a qualified home instruction teacher;
- review, approve or deny home instruction applications;
- if the application is approved, forward the application directly to the Home Instruction Site Administrator at St. Mary Catholic Learning Centre and copy the Home Instruction School Principal; and
- upon receipt of the Home Instructors Timesheet (Form C), approve the timesheet and submit it to payroll.

2.0 The Home School Principal will:

- have the family obtain and present to the school a completed Home Instruction Application, indicating the nature of the medical condition, the fact that the student is unable to attend his/her school but is able to receive instruction and complete school work/assignments;
- ascertain from the student's timetable those subject areas in which instruction can be readily and effectively given at an on school site location; some subjects require emphasis on practical experience and do not lend themselves to effective instruction at an on-site location;
- take into consideration the pupil's progress prior to the absence and the time within the school year at which the absence occurs;
- complete Form A and send it to the appropriate Superintendent for approval;



- upon approval of home instruction from the Superintendent, a referral is to be immediately made to the school social worker requesting support for counseling, transition back to home school or with community agencies; and
- ensure the student remains registered at his/her home school.

3.0 Home Instruction Site Administrator (On-Site, St. Mary Catholic Learning Centre) will:

- staff the on school site home instruction teacher;
- upon receipt of the approved Home Instruction application, the Home School Site Administrator will:
 - contact the family/student to set up an initial visit to determine academic program, subject, time and start date;
 - inform the on school site home instruction teacher of the academic plan;
 - sign the Home Instruction Time Report Form (B); and
 - meet with family/student to discuss attendance concerns

4.0 The On School Site Home Instruction Teacher will:

For Secondary Students:

- contact the home school for all tests, instructional modules and course assignments for student registered in courses;
- submit the home school exams and tests as required to be evaluated by the home school;
- be responsible for assessing an Independent Learning Credit and providing the final mark to the guidance department at the home school;
- provide up to two credits simultaneously; and
- complete daily attendance records

For Elementary students:

- contact the home school for texts, instructional materials and course assignments;
- provide the home school with the completed work; and
- complete the Home Instruction Time Report (Form B) and have it signed by the On-Site Administrator and submit the timesheet to the Superintendent responsible for Home School Instruction for processing.

5.0 Parent/Guardian/Student will:

- begin at the Home Instruction site as per the academic plan; and
- be prepared to work with the board social worker community agency to prepare for a return to home school.

Definitions – N/A

References

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



Student's Name: _____ OEN: _____ School: _____

Address: _____ City: _____ Postal Code: _____

Tel: _____ Birth Date: _____ Grade: _____ Male Female

Name of Parent/Guardian: _____ Tel: _____

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: _____

Grade/Level:
Subject:
Date to Begin:

Approval: _____ hours per week _____

Name of Home Instruction Teacher

Superintendent of Education

Date: ____ yy ____ mm ____ dd

On School Site Home Instruction is now complete:

Last day of instruction: ____ yy ____ mm ____ dd

Principal

- Copy to:
- Superintendent of Education
 - Attendance Secretary
 - OSR
 - SAS Secretary
 - Student Services
 - Social Worker



**Brant Haldimand Norfolk
Catholic District School Board**

**Home Instruction Time Report
Form B**

Student Name: _____

School: _____

Date of Instruction: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Forwarded to On School Site Administrator

ON SCHOOL SITE HOME INSTRUCTION



MONTH: _____

ON SCHOOL SITE HOME INSTRUCTION TEACHER: _____

STUDENT: _____ SCHOOL: _____

Date Visited	Time	Areas of Instruction
TOTAL HOURS		

On School Site Home Instruction Teacher's Signature: _____

Approved by On School Site Administrator: _____

Approved by Superintendent of Education: _____

Forward to Payroll Department