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## **POLICY**

**A Principal, subject to the approval of the appropriate Supervisory Officer, may arrange for Home Instruction to be provided for a pupil when,**

- a. medical evidence that the pupil cannot attend school is provided to the Principal; and**
  - b. the Principal is satisfied that Home Instruction is required. (Regulation 298, subsection 11(11))**
1. When a Principal of a school becomes aware that a student will be absent for an extended period of time (more than three (3) weeks), the Principal may make provisions for Home Instruction.
  2. The provision of Home Instruction will be re-evaluated by the Principal/Board after each semester for secondary school students and after each term for students in elementary school.
  3. No child or youth should be enrolled for Home or Hospital Instruction without the school having received a medical referral form (attached) to have been completed by the appropriate medical practitioner.
  4. The presence of one of the following conditions is assumed:
    - A convalescent phase of an acute illness
    - A period of confinement to home or hospital following a traumatic episode or a surgical procedure that will require at least three (3) weeks of restricted activity.
  5. 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 the school personnel that the student is willing and able to complete the work/assignments given.
  6. Home Instruction will normally begin no sooner than three (3) weeks from 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.
  7. 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. The provision of Home Instruction for students shall be limited as indicated in  
Regulation 298 subsection 11(11) School Attendance Register  
Policy: Home Instruction ST:22

## **PROCEDURES**

### **The Board will:**

1. Provide 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 city and/or county. It is understood that, for students in Grade 10 and up, every attempt will be made to employ a subject specialist for the student.
2. Arrange for an alternative location for Home Instruction, if the teacher and Principal deem the home unsafe or not conducive to Home Instruction.

3. Cancel Home Instruction if
  - the student cannot or does not make himself/herself available;
  - the student is oppositional to Home Instruction
  - the Home Instructor's safety is in question.

**The Principal will:**

1. Inquire of the parent/guardian whether the student is able to take instruction and receive an estimate of length of time it will be needed.
2. Have the family obtain and present to the school a detailed completed Home Instruction Medical Referral Form, 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.
3. Ascertain from the pupil'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.
4. Take into consideration the pupil's progress prior to the absence and the time within the school year at which the absence occurs.
5. Seek the services of a qualified teacher (from the Board's list) who is willing to instruct the pupil in his/her home or in hospital.
6. Determine the optimum number of instruction per week to a maximum of five (5) hours for elementary students and ten (10) hours for secondary students.
7. Complete the Home Instruction Request Form and send it, along with the Home Instruction Medical Referral Form, to the appropriate Superintendent for approval.

**The Classroom Teacher will:**

1. Prepare appropriate materials to be given to the Home Instruction Teacher. These include: syllabus, course outlines, marking scheme, text, novel, course documents, etc.
2. Provide assessments and evaluations for the Home Instruction Teacher, i.e. tests, quizzes, final exams, written assignments, ISUs and respective rubrics.
3. Work cooperatively with the Home Instruction Teacher.

**The Home Instruction Teacher will:**

1. Contact/visit the school to obtain relevant information regarding the pupil's educational needs.
2. Contact the home to arrange a schedule of up to five (5) hours per week of instruction for elementary students or ten (10) hours of instruction for secondary students. The instruction may take place in the home, hospital or another mutually agreed upon location.
3. Prior to designated reporting periods, provide the classroom teacher with all relevant assessment, evaluation and reporting information collected on behalf of the student. This includes comments for the report card.

4. Complete the appropriate payroll sheets monthly and attach a report of the instruction given and progress made by the student. These should be sent to the Principal who will sign and forward to the appropriate Superintendent.
5. Contact the Principal if
  - There is concern of personal safety;
  - The student cannot or will not make himself/herself available;
  - The student is oppositional to Home Instruction

**The Parent/Guardian will:**

1. Create a schedule in consultation with the Home Instruction Teacher for the times and dates that Home Instruction will occur.
2. Notify the Home Instruction Teacher 24 hours in advance if a session needs to be cancelled.
3. Ensure a quiet working area conducive for learning where the Home Instruction can take place.
4. Be present in the home or alternative location while the instruction is taking place.

**The Student will:**

1. Complete as much work as possible independently and use the Home Instruction time to ask questions/seek clarification.
2. Complete assignments by the deadline(s) provided.
3. Be prepared to work with the Home Instruction Teacher during the arranged time.

Approved by the Board: May 2005

Amended by the Board:

Related Board Committee:

Policy Review Date: 2010