



ADMINISTRATIVE GUIDELINE

Title: Home Instruction

Effective Date: October 26, 1999
Revised Date: November 26, 2019

Responsibility: Superintendent of Schools
and Program

1.0 Overview

Home Instruction is provided by our board when a student has to be absent from school because of sickness or injury due to either medical or safety reasons. Typically, the board will provide 3-5 hours per week.

Where a student is receiving Home Instruction for safety reasons, it is critical to remember that the student remains a student of the school and continues to be entitled to an education. Steps must be taken as quickly as possible for an alternative provision of education. This may include Home Instruction (in which case no doctor's note is required).

Home Instruction could take place at a location determined by the parties involved, dependent on safety considerations and can occur either in person or electronically (Enrolment Register Instructions for Elementary and Secondary Schools). The amount of home instruction to be provided will be based on the student's best interests, safety of staff, what can be reasonably delivered through home instruction and the availability of qualified teachers to provide the home instruction. Reporting requirements for students on Home Instruction will occur as usual.

2.0 Procedures for Home Instruction

2.0.1 The principal shall complete an Application for Home Instruction (Appendix 1) and send it to the Coordinator of Special Education.

2.0.2 A medical statement from the student's physician or registered psychologist stating that the student will be absent from school because of illness or accident for an extended period of time and is well enough to benefit from home instruction must also accompany the home instruction form.

2.0.3 For Home Instruction for Safety reasons, the principal will complete the Application for Home Instruction (Appendix 1) and submit it to the Coordinator of Special Education.

3.0 Approval for Home Instruction is short term (6 – 8 weeks)

- 3.0.1 The Coordinator of Special Education sends the completed Application for Home Instruction (Appendix 1) to their appropriate Superintendent.
- 3.0.2 Once approved, the principal will contact a teacher to provide the home instruction.
- 3.0.3 Principal to ensure that “Enrolment Register Instructions for Elementary and Secondary Schools” are followed for Home Instruction for the applicable school year.
- 3.0.4 It is the responsibility of the home instructor to instruct the student including providing assessment data to the principal for the student’s final evaluation to contribute to the reporting period.
- 3.0.5 If the principal determines the need for Home Instruction beyond the 6-8-week period, they will need to complete the “Application for Home Instruction” again. For students receiving Home Instruction for Medical Reasons, the principal will request an updated letter from the physician or registered psychologist.
- 3.0.6 The home instructor will submit his/her hours using an electronic timesheet on the Employee Self Service Portal on the website. The principal will approve the timesheet.
- 3.0.7 It is the responsibility of the home instruction teacher to consult with the in-school teacher for program resources.
- 3.0.8 At the secondary level, it is expected that the following courses could be continued through home instruction.
- Math
English
History
Geography
Social Sciences or any course not requiring lab or shop facilities
- 3.0.9 Or any program/course that could reasonably be completed outside of school.



Near North
District School Board

Appendix 1

Start Date: _____
End Date: _____

APPLICATION FOR HOME INSTRUCTION

#1, 2, 3, 4, 5 to be completed by principal or designate

Date: _____ School: _____

1. STUDENT INFORMATION

Name: _____ D.O.B. _____ Grade: _____

Parents: _____

Address: _____

Telephone: _____

Courses/Program:

2. MEDICAL CERTIFICATE *ATTACHED*: Yes: _____

Name of Physician or Registered Psychologist: _____

3. Letter from Parent(s) REQUESTING HOME INSTRUCTION

4. Home Instruction Location: _____

5. Principal: _____

Signature

6. Special Education Coordinator: _____

Signature

7. Approved: Superintendent: _____ **Date** _____

Signature

8. HOME INSTRUCTION TEACHER:

Name: _____

Telephone: _____ #Hours/Week: _____

Distribution: Original to Coordinator of Special Education
Coordinator ends to Superintendent for Approval
Principal to make copy for school files
On approval: Coordinator copy to principal and Human Resources