



# Administrative Procedure: Home Instruction For Students

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## Ensuring Continuity of Instruction

When a pupil is excused from school for an extended period of time due to medical reasons which have been validated by a physician, the school principal may arrange for home instruction to take place. The purpose of the program is to ensure continuity of instruction while a student is homebound or hospitalized.

The procedures that facilitate the home instruction process follow. Please note:

- Home instruction should be considered only after all possibilities for a modified program within the school have been explored and found impracticable.
- Schools are responsible to provide programming for the home instructor.
- Home instructors are provided preparation/meeting time of 10% of hours accumulated.
- School principals must ensure that the Home Instruction Lesson Record is submitted to the Director upon termination of the home instruction.
- Referrals for home instruction must be submitted for approval to the Director.

## Program

The Superior North Catholic District School Board provides a program for students who by reason of some disability or illness, are unable to attend classes. The purpose of this program is to ensure continuity of instruction while students are homebound or hospitalized. The program consists of home or hospital visits on a regular basis by a teacher(s) to assist the student in the maintenance of his/her educational program through individual academic instruction.

The home instruction program should be considered only after all possibilities for a modified program within the school have been explored and found not feasible.

Since the program cannot be expected to maintain the student in all subjects, the focus will be on core subjects (ie. Literacy, Numeracy).

Hours of instruction will not exceed 5 hours per week.

While on home instruction, the student continues on the roll of his/her school.

The service is provided by teachers assigned on an hourly basis.

## Eligibility

No student shall receive home instruction without a written recommendation by a medical professional and the written consent of the parent/guardian (Consent For Home Instruction form). Any student with an infectious disease is not eligible for the program during the contagious stage of the disease.

The presence of one of the following should be evident:

- a chronic, long term illness.
- convalescent phase of an acute illness.
- confinement following a traumatic episode or surgical procedure requiring at least two weeks of restricted activity.
- a physical handicap that prevents regular school attendance.
- need for special therapy during school hours.
- severe emotional/behavioural issues (IPRC).

## School Principal will do the following

1. Confirm the need for home instruction. It is mandatory to provide a medical professional's written recommendation for home instruction (medical certificate), including the length of time required.
2. Complete the Consent For Home Instruction form and obtain the parent/guardian's signature to be filed in the OSR.
3. Complete the information portion of the Referral For Home Instruction form; attach the medical recommendation and forward it to the board office to obtain the Director of Education's approval. A copy should be kept in the student's OSR.
4. Meet with the home instructor to develop and/or provide the following:
  - a. A teaching plan compatible with the student's present program.
  - b. The teaching materials necessary for the duration of the student's absence.
  - c. A working package containing:
  - d. A Home Instruction Payroll Form
  - e. A Referral For Home Instruction Form
  - f. A Home Instruction Lesson Record
  - g. Procedures For Home Instruction/Responsibilities
5. Sign the payroll form and ensure that the home instructor is receiving the allotted preparation/meeting time.

6. Upon termination of the home instruction, sign the completed Home Instruction Lesson Record form. File the original in the student's OSR and send a copy to the Director's office.

## Director will

1. Receive the Referral For Home Instruction form and medical certificate from the principal.
2. Authorize the Principal to secure the home instructor.
3. Receive from the principal upon completion of the Home Instruction Lesson Record form.

## Home Instructor will

1. Prepare a teaching plan in cooperation with school staff.
2. Contact the parent/guardian to make arrangements which are mutually convenient to provide instruction 3 to 5 times a week, to a maximum number of hours as specified on the Home Instruction Overview.
3. Teach the student and assess daily work.
4. Inform the student/parent/guardian if a lesson will be missed.
5. Inform the principal if weekly contact with the student is not possible or the teaching assignment is not able to be completed.
6. Initial the completion of each lesson on the Lesson Record form.
7. Forward a current teaching schedule to the school with times, days and location.
8. Secure the principal's signature on the bi-weekly payroll form and forward it to the payroll department of the board office.
9. Terminate the home instruction upon the date agreed or as requested by the principal.
10. Complete the following:
  - a. The evaluation of the teaching plan
  - b. Sign and complete the Home Instruction Lesson Record form (dates/hours used)
  - c. Leave the record form for the principal to sign, copies to principal and board office

# Appendix A

## Home Instruction Overview

**Home Instructors:** Contacted from the current supply teacher list.

**Wage:** Hourly (Daily supply teacher wage divided by 5.0.)

**Preparation/Meeting Time:** 10% of hours accumulated.

**Mileage:** None

**Benefits:** None

**Working Package:** Supplied by the school.

- Referral For Home Instruction Form
- Home Instruction Lesson Record Form
- Home Instruction Payroll Form
- Consent Form
- Home Instruction Overview/Responsibilities

**Teacher Assault:** Inform the principal immediately.

**Teaching Materials:** Supplied by the school.

**School Contact Person:** Determined by the principal.

**Use of School Breaks:** Christmas, March, summer, etc., only with permission of the Director of Education and with parental approval.

**Use of Weekends for Instruction:** With parent/school approval.

# Appendix B

## Referral for Home Instruction

School: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_



Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Gender: \_\_

Parent/Guardian: \_\_\_\_\_ Work No.: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

School Phone No.: \_\_\_\_\_ School Contact: \_\_\_\_\_

Reason For Request: \_\_\_\_\_

Subjects To Be Taught:  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

MEDICAL CERTIFICATE: Yes  To Follow

Home Instructor: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Date To Start: \_\_\_\_\_ Date To Terminate: \_\_\_\_\_

Review Date: \_\_\_\_\_ Review Person: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Approved By (Director): \_\_\_\_\_ Date: \_\_\_\_\_

cc: OSR, Home Instructor, Parent/Guardian, and Director’s Office

## Appendix C

### Consent for Home Instruction

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

I, the parent/guardian of the above-named student, give consent for him/her to receive home instruction.

I recognize that the purpose of this program is to ensure continuity of instruction while my child is homebound or hospitalized. My child will return to school as soon as his/her health permits.

I agree to:

- Have the student ready for instruction, with materials close at hand, when the teacher arrives.
- Provide a quiet, comfortable and private working area for instruction to take place.
- Set aside a time each day for the student to do assigned work.
- Supervise completion of work which has been assigned.
- Advise the teacher, in advance, of any necessary changes in schedule.
- Ensure the presence of an adult in the home during the time of instruction.
- Advise the principal of any changes regarding the duration of home instruction.
- On completion of home instruction, ensure that instructional materials are returned to the school.

Parent/Guardian (Signature) \_\_\_\_\_

Date \_\_\_\_\_

cc: OSR (Original), Parent/Guardian, Director's Office

## Appendix D

### Home Instruction Time Sheet

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Period Covered From: \_\_\_\_\_ To: \_\_\_\_\_

Lesson	Date	Hours	Signature


Time sheets should be submitted on a monthly basis.

- Incomplete and unsigned time sheets will be returned unprocessed.
- Faxed timesheets must be followed by the original in the next school mailing.
- Additional time sheets may be requested by fax (825-3885).

## Appendix E

### Home Instruction Lesson Record

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_  
 Date: \_\_\_\_\_

Home Instructor: \_\_\_\_\_

Instruction Period From: \_\_\_\_\_ To: \_\_\_\_\_

Instructions for Home Instructor:

- Date, record hours and initial each teaching session completed with the student.
- Return Lesson Record form to Principal or designate upon termination of assignments or as requested.
- Keep a document of the months, dates, and hours worked.
- Total the Number of Days and the Number of Hours worked
- Have the document signed by you and the Principal
- send a copy of the "hours worked" document to the Director's Office.



