

# ADMINISTRATIVE PROCEDURE

## 1. Purpose:

As a Catholic School Board we pride ourselves in providing the opportunity for all students to develop spiritually, emotionally, socially, physically and intellectually. In keeping with this philosophy, the Board will provide home or hospital individualized instruction to resident pupils provided that:

- 1) The service is requested by the parent(s) and is being recommended by the principal.
- 2) This parental request is accompanied by a doctor's certificate, which should indicate the expected date of return to school.
- 3) The pupil will be confined at home or in the hospital, within the area of the Board's jurisdiction, for a period of at least three weeks.
- 4) The home or the hospital is accessible by car during the period this service is being requested.
- 5) A qualified and suitable teacher is available.

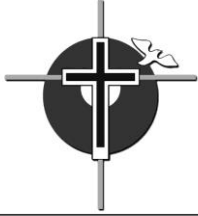
## 2. Procedure:

Once all of these conditions have been met, the Board will provide such service for three to five hours per week based on the circumstances as determined by the Principal in consultation with the Superintendent.

Additional information to be considered:

- 1) *All Students*

While home instruction is being provided, part of the expected procedure is that another adult (parent, teacher, principal, etc...) be present in order to promote a safe teaching environment.



## ADMINISTRATIVE PROCEDURE

**B5:1**

### **School Operations – Instruction Program Home/Hospital Individualized Instruction**

**Page 2 of 2**

Daily Register: Principal will enter the instructor's time on the school's month end report.

Instructor will be paid the rate of a continuing education teacher. Any changes in this rate will be determined by Board Administration.

#### 2) *For secondary students*

- a) A student's timetable will be evaluated so that courses lending themselves to home instruction are selected as the prime focus. Subjects where home instruction may not be possible include Music, Physical Education, Drama, Co-operative Education, etc.
- b) As a beginning point, the student's subject teacher would be approached for interests in taking on this additional responsibility for home instruction. If unavailable, then all other avenues would be used to find a teacher.
- c) The regular school course of study is used to provide home instruction as this is a short-term situation with the student expected to return to school afterwards.
- d) The student being provided with instruction at home for a duration of 6 weeks or more, verified by a doctor's certificate, will have all assessment and evaluation completed by the home instruction teacher. Course and assessment material will be made available by the classroom teacher. Collaboration between the classroom teacher and the home instruction teacher will be required for the completion of the student's report card.



Catholic District School  
Board of Eastern Ontario  
www.cdsbeo.on.ca

## CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

### HOME INSTRUCTION UNIT

APPLICATION IS HEREBY MADE FOR THE ESTABLISHMENT OF HOME INSTRUCTION UNIT

Pupil's Names \_\_\_\_\_

Birth Date: \_\_\_\_\_

Address \_\_\_\_\_

Age: \_\_\_\_\_

Sex: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

School Attended: \_\_\_\_\_

---

---

Teacher's Name: \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

---

---

I hereby recommend that \_\_\_\_\_ be given instruction at home

because he/she is suffering from \_\_\_\_\_.

\_\_\_\_\_  
Physician's Signature

---

---

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

\_\_\_\_\_  
Principal's Signature

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

\_\_\_\_\_  
Superintendent's Signature

- Student to remain on daily register
  - Home Instruction to be provided for three to five hours per week based on the circumstances as determined by the Principal in consultation with the Superintendent.