



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

205 Home/Hospital Individualized Instruction

DIRECTIONAL POLICY

Nurturing & Protecting Catholic Education

Title of Administrative Procedure:

Home/Hospital Individualized Instruction

Date Approved:

June 2023

Projected Review Date:

June 2028

Directional Policy Alignment:

The *Home/Hospital Individualized Instruction* procedure falls under the Board's directional policy *Nurturing & Protecting Catholic Education* by ensuring an environment that is reflective of Catholic social teaching and positively contributing to the achievement and wellbeing of all students and staff.

Alignment with Multi-Year Strategic Plan:

The *Home/Hospital Individualized Instruction* Administrative Procedure supports our mission to implement the most effective instructional and assessment practices to help all students meet the Catholic School Graduate Expectations. This Administrative Procedure allows us to develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments.

[CDSBEO Strategic Plan 2020-2025](#)

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)/guardians/caregivers and is recommended by the principal.
- 2) This parental/guardian/caregiver request is accompanied by a doctor's/medical certificate, which should indicate the expected date of return to school.
- 3) The pupil will be at home or in the hospital, within the area of the Board's jurisdiction, for a period of at least three weeks.
- 4) In the case that an alternative setting is required, this will be determined through mutual agreement of the parent/guardian and the school principal.
- 5) Home instruction is required for the continuity of a student's educational program for reasons determined by the Superintendent of School Effectiveness.
- 6) A qualified and suitable teacher is available.

Action Required

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

Additional information to be considered:

1) All Students

- a) While home instruction is being provided, part of the expected procedure is that another adult (e.g.: parent/guardian/caregiver, teacher, principal, etc.) be present in order to promote a safe teaching environment.
- b) Daily Register: The principal will enter the instructor's time on the school's month end report.
- c) The instructor will be paid the rate of a continuing education teacher.

- d) The student being provided with instruction at home for a duration of 6 weeks or more, verified by a doctor's/medical 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.

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. Some subjects may not be able to be delivered through home instruction.
- 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.

Responsibilities

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Nurturing & Protecting Catholic Education Directional Policy.

The Director of Education is responsible for:

- Establishing and implementing a multi-year strategic plan (vision and goals) which reflects the Instructional Program Policy, under which this Administrative Procedure falls.
- Overseeing the implementation of the Home/Hospital Individualized Instruction Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Supporting implementation of the Home/Hospital Individualized Instruction Administrative Procedure.

- Granting approval for home/hospital instruction, where appropriate.

Principals and Vice-Principals are responsible for:

- Completing the Home Instruction Application (Appendix A), attaching documentation from the physician, and submitting it to the Family of Schools Superintendent.
- Ensuring that the pupil's attendance is recorded as if they were attending classes at school.
- Notifying the Family of Schools superintendent of the child's return to school.
- Developing a re-entry plan in conjunction with appropriate school and board-level personnel before the student returns.

Teachers providing home instruction are responsible for:

- Consulting with teaching staff/school administration on a regular basis to ensure the best possible success for the student.

Progress Indicators

- Students receiving home instruction have/receive high-quality education that minimizes the potential gap in their learning.
- Students receiving home instruction are able to integrate back into their home school with success and as outlined in their transition plan.
- Students receiving home instruction will be monitored by the school administration to ensure engagement and academic success.

Definition

- **Doctor/Medical Certificate** – For the purposes of this administrative procedure, a doctor/medical certificate is documentation from a licensed physician or licensed nurse practitioner. These medical professionals are members in a self-governing health profession, as outlined in Schedule 1 of the Regulated Health Professions Act, <https://www.ontario.ca/laws/statute/91r18#BK52>, and they are able to write a medical note for the purposes of the attendance register.

Related Documents

- [Appendix A – Home Instruction Unit](#)

References

- Schedule 1 of the Regulated Health Professions Act