Northeastern Catholic District School Board

HOME INSTRUCTION

Administrative Procedure Number: APE013

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to providing a quality, Catholic education to all of its registered students. The NCDSB also recognizes that from time to time, school attendance may be impossible for a student in the case of serious illness, injury, or extenuating circumstances. As such, a student may be eligible for home instruction in order to access fundamental elements of academic programming to support continued achievement of the Ontario Curriculum. It is understood that home instruction is a temporary measure to assist a student in making the transition back to regular school attendance.

REFERENCES

Education Act
Enrolment Register Instructions for Elementary and Secondary Schools
NCDSB Board Policy
E-13 Home Instruction

DEFINITIONS

Home Instruction
A short-term intervention for students who are unable to attend school due to serious illness, injury, or exceptional circumstance.

PROCEDURES

1.0 APPLICATION PROCESS

1.1 A Parent/Guardian, Physician, or School Principal shall make a request in writing to the Superintendent of Education using the form *Request for Home Instruction*.

1.2 Documentation shall be supplied by the applicant to confirm the reason why the student cannot attend school. If the request is being made due to medical illness or injury, a physician is required to complete the form *Medical Information to Support Application*.

1.3 The School Principal must be in agreement with the request to provide home instruction.

1.4 The Superintendent of Education will approve or deny the request for home instruction and communicate the decision with the School Principal.

1.5 The School Principal will be responsible to communicate the decision with the applicant.

1.6 The Superintendent of Education will submit the name of the successful applicant and a completed copy of *Request for Home Instruction* to the Finance Department for payroll purposes.

2.0 HOME INSTRUCTION PROGRAM AND SERVICES

2.1 The School Principal will supervise the work of the teacher employed for the purposes of home instruction.

2.2 The School Principal will arrange for regular meeting times between the regular classroom teacher and the home instruction teacher to review program expectations and student achievement.

2.3 The School Principal, in consultation with the teachers, will determine the focus areas for instruction for the student. Focus will be towards Language and Mathematics instruction at the elementary panel. At the secondary panel, all credit subjects will be reviewed and an appropriate course of action followed to respond to the needs of the student.

2.4 The home instruction teacher is required to complete a timesheet for hours worked in accordance with NCDSB policy and procedures.

2.5 Student attendance is to be completed in accordance with the provisions set by the Ministry of Education, recorded in the annual publication of the *Enrolment Register Instructions for Elementary and Secondary Schools*.

2.6 The home instruction teacher is required to report student achievement and progress to parents/guardians both during and at the end of the home instruction period. This anecdotal progress report will be filed in the student's Ontario Student Record (OSR).

3.0 RELATED FORMS AND DOCUMENTS

FORM: Request for Home Instruction
FORM: Medical Information to Support Application

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: June 2024