

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PROGRAM	
<i>Management Guideline</i>	HOME HOSPITAL INSTRUCTION	
<i>Applicable Policy</i>	HOME HOSPITAL INSTRUCTION	606

*Board Approved: February 19, 2020
October 27, 2015*

*Reviewed: February 19, 2020
October 5, 2015*

Review By: December 2025

PROCEDURES

Background

A child may be excused from attendance at school if "...the child is unable to attend school by reason of sickness or other unavoidable cause." On occasion, due to the anticipated length of an absence, it is deemed advisable to assist day school pupils in maintaining their program and progress throughout the duration of their absence.

"A principal, subject to the approval of the appropriate supervisory officer, may arrange for home instruction to be provided for a pupil where,

1. Medical evidence that the pupil cannot attend school is provided to the principal; and
2. The principal is satisfied that home instruction is required." [Reg. 298, S. 11(11)]

Home instruction is not to be confused with "Home Schooling".

2.0 Establishing Home Instruction – School Guidelines

2.1

- 2.12 When home instruction is discontinued, the principal/vice-principal shall completed the "Termination of Home Instruction" section of the "Application for Authorized Home Instruction" form and return it to the appropriate Superintendent.
- 2.13 In order to support student achievement, schools are required to have a return to school plan in place for students returning after a period of home instruction.
- 2.14 While the student is on Home Instruction, they will remain on the school's register. The school will record the absence as if the pupil were attending classes at the school, and enter "*Home Instruction from (starting date) to (ending date)*" under Explanatory Notes.
- 2.15 It is the responsibility of the school's key contact person (Guidance Councillor, Special Education Resource Teacher, Student Success Teacher or Principal) to provide the student's program, learning and assessment materials to the Home Instruction teacher, acting as a conduit between the classroom/subject teacher and the Home Instruction teacher.
- 2.16 It is the responsibility of the classroom/subject teacher to prepare the student's program, provide the instructional resources, review student work, and assess and evaluate student progress. The Home Instruction teacher only provides the instruction of the lesson materials to the student and provides the classroom/subject teacher with progress notes updating the classroom/subject teacher of the student's work completion.
- 2.17 It is the responsibility of the classroom/subject teacher to report each term/Semester using the provincial report card.
- 2.18 The school's key contact person will inform the Special Education Secretary of any concerns.
- 2.19 The need for Home Instruction will be reviewed by the school's key contact person, parent and Principal in regularly scheduled review meetings (2 to 4 weeks), with the intended goal of supporting this student's transition back into their regular program at their school. Case conference notes will be maintained to capture evidence of student progress, planned next steps, and a record of decision to be shared with the parent/guardian.
- 2.20 The school's key contact person, in conjunction with the Principal and parent/guardian, will determine where Home Instruction will occur. While Home Instruction is most likely to occur in the home of the student, there may be reasons that such instruction is determined and agreed upon to be situated in another setting (e.g. public library). Whether in the home setting or in another appropriately agreed upon setting, the parent must be present during the time the student is receiving Home Instruction.

3.0 Parent/Guardian Guidelines

Home Instruction is a temporary alternative to support the continued education of a student while they are absent from school for medical reasons during a school year.

Parents/Guardians are responsible for providing a medical certificate from a doctor indicating the need for Home Instruction.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

12 Hemlo Drive – Postal Bag A
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CONSENT for HOME INSTRUCTION

FORM B

An application for Home Instruction is only initiated when the principal becomes aware that a student will be absent for medical reasons (as indicated by a medical certificate) for a minimum of three weeks. Home Instruction is a temporary alternative to support the continued education of a student while they are absent from school for medical reasons, during a school year. Students must be enrolled in school, assigned to a class or in secondary school, have a timetable and placement in course classes. A student who is on a modified school day is not eligible for home instruction.

Surname _____ Given Name _____ D.O.B _____ School _____
year/month/date

Address (Street/ Lot/ Con./ Town/ Postal Code) _____ Telephone: _____ Grade: _____

Parent/Guardian _____

Parent's/Guardian's Consent

I hereby give consent for my child to receive Home Instruction by a Home Instruction Teacher in:

- my home, in an appropriate learning setting, with my attendance and supervision,
- or
- a public setting (e.g. library), as agreed upon with the Home Instruction teacher, with my attendance and supervision.

I have reviewed the Home Instruction Parent/Guardian Guidelines and accept my responsibilities in supporting the Home Instruction program and teacher.

I understand that the school will be providing information to the Home Instruction Teacher (e.g. accommodations on the individual education plan, safety plan), if applicable, in order to support the delivery of instruction to effectively meet the learning needs of my child.

Parent/Guardian Signature: _____ Date: _____

Preferred Phone Number: _____

Alternate Phone Number: _____

Personal information contained on this form is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to obtain and verify consent for Home Instruction.

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PARENT/GUARDIAN GUIDELINES for HOME INSTRUCTION

Home Instruction is a temporary alternative to support the continued education of a student while they are absent from school for medical reasons during a school year.

Parents/Guardians are responsible for providing a medical certificate from a doctor indicating the need for Home Instruction.

Parents/Guardians will sign a Consent for Home Instruction Form and receive a review of the Home Instruction Parent/Guardian Guidelines

Parents/Guardian will be notified by the school's key contact person as to who the Home Instruction teacher will be and the Home Instruction teacher will contact the parent to confirm when instruction will begin.

Parents/Guardians and the Home Instruction teacher will schedule convenient times for visits, with the maximum hours of instruction.

Home Instruction will not occur unless the parent/guardian is present to supervise their child during instruction by the Home Instruction teacher.

Should there be any concerns about the learning environment or supervision of the student, the home instruction teacher will contact the Principal immediately.

The parents/guardians are to provide a comfortable learning environment in the home, preferably in public areas such as the kitchen or dining room. A well-lit, quiet room without the distraction of conversations, radio or television programs are critical to the successful learning experience.

Parents/Guardians will ensure that their child has the appropriate learning materials available and ready, in order to maximize the instructional time.

Parents/Guardians understand that their child is to do the work unassisted, although parents/guardians may assist in gathering resources, providing materials or clarifying assignments between visits.

Parents/Guardians will notify the school's key contact person of any concerns or updates regarding their child's progress or medical condition.

Parents/Guardians will attend regularly scheduled meetings with school personnel to review their child's progress, medical condition and plan next steps towards their child's successful transition back into the regular school setting. It is important to note, depending upon the nature of the student's medical condition, that updated medical certificates may be required.