


Windsor-Essex Catholic District School Board



Section: Student

**ADMINISTRATIVE PROCEDURE:
PR ST:22 Home Instruction**

NUMBER:	PR ST: 22
EFFECTIVE:	May 2005 Feb. 22, 2022
AMENDED:	
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2027-2028

1.0 SPECIFIC DIRECTIVES

The board will:

- a) Provide a list of qualified candidates willing to be employed as Home Instruction Teachers within various subject/grade levels and within specific geographic areas of the city and/or county. It is understood that, for students in Grade 10 and up, every attempt will be made to employ a subject specialist for the student.
- b) Arrange for an alternative location for Home Instruction, if the teacher and Principal deem the home unsafe or not conducive to Home Instruction.
- c) Cancel Home Instruction if:
 - the student cannot or does not make themselves available;
 - the student is oppositional to Home Instruction; and/or
 - the Home Instruction Teacher's safety is in question.
 - at the request of the parent/guardian

The Principal will:

- a) Inquire of the parent/guardian whether the student is able to receive instruction and an estimate of length of time required.
- b) Have the family obtain and present to the school a detailed Home Instruction Medical Referral Form (Appendix A) completed by the physician, indicating the nature of the medical condition, the fact that the student is unable to attend school but is able to receive instruction and complete school work/assignments, and the expected date of return to school.
- c) Ascertain from the student's timetable, those subject areas in which instruction can be readily and effectively given at a location other than the school. Some subjects require emphasis on practical experience and do not lend themselves to effective instruction outside the school setting.
- d) Take into consideration the student's progress prior to the absence and the time within the school year at which the absence occurs.
- e) Seek the services of a qualified teacher who is willing to instruct the student in the student's home, hospital or virtually if applicable. The Principal will first seek a qualified teacher from school staff. If there is no interest, a Home Instruction Teacher may be selected from the board's qualified list.
- f) Determine the optimum number of instruction hours per week to a maximum of five (5) hours for elementary students and ten (10) hours for secondary students.
- g) Complete the Home Instruction Request Form (Appendix B) and send it, along with the Home Instruction Medical Referral Form (Appendix A), to the assigned Superintendent for approval.

- h) Notify the assigned Superintendent when the Home Instruction Teacher has indicated that:
- the student cannot or does not make themselves available;
 - the student is oppositional to Home Instruction; and/or
 - the Home Instruction Teacher's safety is in question.

The Classroom Teacher will:

- a) Prepare appropriate materials for the Home Instruction Teacher. These include: syllabus, course outlines, marking scheme, text, novel, course documents, etc.
- b) Provide assessments and evaluations for the Home Instruction Teacher, i.e. tests, quizzes, final exams, written assignments, Independent Study Units.
- c) Work cooperatively with the Home Instruction Teacher.

The Home Instruction Teacher will:

- a) Contact/visit the school to obtain relevant information regarding the student's educational needs.
- b) Contact the home to arrange a schedule of up to five (5) hours per week of instruction for elementary students or ten (10) hours of instruction for secondary students. The instruction may take place in the home, hospital or another mutually agreed upon location. Home Instruction may also occur virtually under certain approved circumstances.
- c) Prior to designated reporting periods, provide the classroom teacher with all relevant assessment, evaluation and reporting information collected on behalf of the student including comments for the report card.
- d) Complete the appropriate payroll sheets monthly (Appendix C) and attach a report of the instruction given and progress made by the student. The payroll sheets and report shall be submitted to the Principal who will sign off and forward to the assigned Superintendent.
- e) Contact the Principal if:
 - the student cannot or will not make themselves available;
 - the student is oppositional to Home Instruction; and/or
 - the Home Instruction Teacher's safety is in question.

The Parent/Guardian will:

- a) Create a schedule in consultation with the Home Instruction Teacher for the times and dates that Home Instruction will occur.
- b) Notify the Home Instruction Teacher 24 hours in advance if a session needs to be cancelled.
- c) Ensure a quiet working area conducive for learning where the Home Instruction can take place.
- d) Be present in the home or alternative location while the instruction is taking place for the duration of instruction.
- e) Address questions/concerns regarding home instruction with school principal.

The Student will:

- a) Complete as much work as possible independently and use the Home Instruction time to ask questions/seek clarification.
- b) Complete assignments by the deadline(s) provided.
- c) Be prepared to work with the Home Instruction Teacher during the arranged time.