

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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

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<i>Board Approved: February 19, 2020 October 27, 2015</i>	<i>Reviewed: February 19, 2020 October 5, 2015</i>	<i>Review By: December 2025</i>
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## **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".**

Superior-Greenstone District School Board may provide home instruction, for a limited period of time, to serve the needs of students who are hospitalized or confined to their homes because of illness or injury. Home instruction is not an alternative educational program. Home instruction may be provided during short-term medical intervention in order to maintain the student in his/her regular school program.

Home instruction will be co-ordinated by the Superintendent of Education responsible for Special Education through the home school principal. The Superintendent will ensure that the required written documentation is complete and will notify the home school principal of students who are approved to receive Home Instruction.

### **1.0 Medical Evidence**

"Medical evidence" is considered to be acceptable if it consists of a signed statement from an appropriately qualified medical practitioner. Appropriately, qualified medical practitioners include, but are not limited to, psychologists, psychiatrists and medical doctors. Questions concerning appropriately qualified medical practitioners, other than those listed above, should be directed to the appropriate Superintendent.

"Medical evidence" should consist of the clear and simple signed statement that "(student name)" is unable to attend school for medical reasons", and the approximate dates between which the student will require Home Instruction. This is all that is required.

Charges for the provision of medical certificates will not be assumed by Superior-Greenstone DSB.

## 2.0 Establishing Home Instruction – School Guidelines

- 2.1 Where a principal determines that Home Instruction is required, the principal shall apply to the Superintendent of Education with responsibilities for Special Education for approval using the form [“Application for Authorized Home Instruction” \(Form A\)](#).
- 2.2 Principals are asked to submit the “statement of Medical evidence” along with the completed “Application for Authorized Home Instruction”.
- 2.3 Upon application approval, the principal is authorized to appoint a teacher and to establish the schedule of visits after consultation with the parents/guardians and/or the doctor and/or hospital authorities. A teacher appointed to provide home instruction will be:
  - a) A teacher currently employed as a teacher by the Board or
  - b) A teacher currently on the occasional teachers’ list of the Board
- 2.4 A maximum of five (5) hours per week will be available. In exceptional cases, the principal may request an extension of an additional hour and receive approval from the appropriate Superintendent.
- 2.5 Instruction is best completed in two or three sessions per week rather than all at once.
- 2.6 In some instances, approval for Home Instruction may be given verbally, by telephone, by the appropriate Superintendent, prior to receipt of the necessary documentation. This would allow for a quick response to circumstances where the medical evidence is clear.
- 2.7 Home instruction will normally occur on instructional days as per Superior-Greenstone DSB’s calendar and will cease on the last instructional day of the school year, or when the student returns to school. Authorization to continue home instruction over the summer break may be allowed in certain situations in order to meet graduation requirements. Principals must seek approval from the appropriate Superintendent for home instruction to continue over the summer break.
- 2.8 Home instruction will not go beyond the end of the semester (secondary schools) or term (Elementary schools) unless the principal requests an extension and receives authorization from the appropriate Superintendent. An updated “statement of medical evidence” may be required in order for the extension to be approved.
- 2.9 Application for extension must occur prior to the end of semester (secondary schools) or term (elementary schools).
- 2.10 Although rarely, there are occasions on which Home Instruction may be provided to students who are able to attend school, but only part-time or on an unpredictable schedule. These circumstances should be discussed in advance with the appropriate Superintendent.
- 2.11 Following approval, the original request and medical statement will be returned to the school and will be retained in the student’s OSR. A copy will be retained at the Office of the Superintendent responsible for Special Education for a period of one year in accordance with freedom of information legislation.

- 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.

Parents/Guardians will sign [a Consent for Home Instruction Form \(Form B\)](#) 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.



# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

12 Hemlo Drive – Postal Bag A  
Marathon, ON P0T 2E0  
Phone: (807) 229-0436 / 1-888-604-1111  
Fax: (807) 229-1471

## APPLICATION for HOME INSTRUCTION FORM A

Surname \_\_\_\_\_ Given Name \_\_\_\_\_ D.O.B.: \_\_\_\_\_ year/month/date \_\_\_\_\_ School: \_\_\_\_\_

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

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

Nature of Student's Inability to Attend School: \_\_\_\_\_

Medical Certificate attached: Yes \_\_\_\_\_ No \_\_\_\_\_ (Medical certificate **must** accompany initial application.)

Date Last Attended School: \_\_\_\_\_ Date Home Instruction to Commence: \_\_\_\_\_

Anticipated Date of Return: \_\_\_\_\_

Home Instruction Program requirements (courses to be instructed): \_\_\_\_\_

Number of hours per week (Maximum 5) \_\_\_\_\_

Requested by: \_\_\_\_\_ Principal \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Superintendent of Education Responsible for Special Education \_\_\_\_\_ Date: \_\_\_\_\_

### **REQUEST TO CONTINUE HOME INSTRUCTION**

Home instruction **continuation** requested for the **above-named student** beginning \_\_\_\_\_

Medical Certificate Attached: Yes \_\_\_\_\_ No \_\_\_\_\_ Anticipated Date of Return: \_\_\_\_\_

Nature of Student's Inability to Attend School: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Superintendent: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

### **TERMINATION OF HOME INSTRUCTION**

Home instruction has been **terminated / completed** for the **above-named student**:

Date Completed: (i.e. date of last home visit) \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Superintendent: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_



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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 \_\_\_\_\_ year/month/date \_\_\_\_\_ School \_\_\_\_\_

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**

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