



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES HOME INSTRUCTION

Process

1. Complete **FORM A - Request for Home Instruction** and submit it to the Superintendent of Education responsible for Home Instruction. (*Note: Include medical documentation confirming the student's absence from school, if applicable.*)
2. Authorization by the Superintendent will be given by email.
3. Form A will be emailed to the school with the Superintendent's signature of approval.
4. Once authorization is received, the principal/designate will contact a teacher to provide the home instruction, for a maximum of 5 hours per week.
5. Timesheets must be submitted to the Human Resources Department every two weeks and be approved by the Principal/designate. The timesheet will indicate the initials of the student who is receiving home instruction.
6. When the home instruction ends, **FORM B – Home Instruction Report** is completed and forwarded to the Superintendent.

To maximize learning and ensure the best possible home instruction experience, each of the following have responsibilities:

Superintendent Responsibilities

1. Administer home instruction services subject to the terms of this policy and procedural guideline.

Principal Responsibilities

1. Initiate the request for home instruction as required.
2. Select and supervise the home instruction teacher.
3. Monitor the program, progress and records.
4. Confirm and approve timesheets.
5. Terminate home instruction services if:
 - i) The student returns to school on a full time basis
 - ii) The student can no longer benefit from home instruction
 - iii) Appropriate arrangements cannot be made

Teacher Responsibilities

The home instruction teacher is responsible for the duties of a teacher under the Education Act and Regulations including the educational program for the student. In addition, it is the responsibility of the teacher to:

1. Consult with the principal, classroom teacher(s) and parents prior to the commencement of home instruction services and to maintain ongoing consultation throughout the service.
2. Report educational progress to the home and the school. This includes providing grades and comments to the school for inclusion on the provincial report card where applicable.
3. Plan to use supervised tutorial time for instructional purposes, leaving assigned work for the student under the supervision of the home.
4. Maintain student records and forms.
5. Submit appropriate forms as prescribed by the Board for reimbursement.

Parent/Guardian Responsibilities

1. Provide an appropriate supervised place for the student and teacher, which is relatively quiet and free from disturbances or confirm an appropriate public space (i.e. library).
2. Schedule times when the student can do assigned work under the supervision of the home.
3. Contact the teacher 24 hours in advance if the student cannot participate in instruction on a particular day.

Student Responsibilities

1. Be ready with appropriate materials when the teacher arrives.
Complete as much work as possible independently and use the home instruction teacher time to ask questions/seek clarification.
Complete assignments by deadline(s) provided.