



Home Instruction #200.17

Adopted:	April 24, 2001
Last Reviewed/Revised:	May 27, 2025
Responsibility:	Superintendent of Education
Next Scheduled Review:	2030-31

Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSD) recognizes the need for all students to succeed. The Board, in cases where a student registered in the district will be absent from school for a prolonged period of time or who cannot attend regular day classes, will provide home instruction to ensure continuity of programming. Home instruction will begin immediately upon approval. The appropriate Superintendent of Education will arrange for home instruction. Depending on the unique needs of each learner, home instruction can be offered onsite through St. Mary Catholic Learning Centre (SMCLC) and its Satellite campuses, at a student's home or via virtual home instruction, where applicable. Where possible, onsite instruction is preferred to support reintegration into regular school attendance.

Home instruction is to be provided for a student when:

- Medical documentation confirming that the student cannot attend school is provided. Documentation must be current (within 30 days) and specify the expected absence duration.
- The principal of a school becomes aware that a student will be absent for an extended period of time (more than three weeks). Students with an infectious disease will not receive home instruction during the contagious stage, but may be provided with remote learning assignments if they are willing and able to complete them.
- The principal has received official documentation supporting the student's inability to attend school and has determined the appropriate mode of home instruction (onsite, home-based or virtual).
- For students recovering from concussions or traumatic brain injuries, home instruction will follow the *Rowan's Law Return to Learn* guidelines.

Application and Scope

This policy provides direction for school Principals and Vice-Principals regarding students requiring home instruction. Home instruction will begin as soon as medical documentation or official verification is provided.

Students receiving Home Instruction will be supported by their classroom teacher, home instruction teacher, and school administration to ensure continuity of learning. Where applicable, students will be provided with remote learning options, aligning with PPM 164 – Requirements for Remote Learning.

References

- Education Act, Section 21(2)(b) and Regulation 298 Subsection 11(11)
- Policy/Program Memorandum No. 164 (PPM 164) - Requirements for Remote Learning
- Ontario Human Rights Code - Duty to Accommodate
- Rowan's Law: Concussion Safety
- Ontario Regulation 181/98 - Identification and Placement of Exceptional Pupils



- Special Education in Ontario: Policy and Resource Guide (2017)
- Policy/Program Memorandum No. 156 (PPM 156) - Supporting Transitions for Students with Special Education Needs
- Brant Haldimand Norfolk Catholic District School Concussion Policy - 200.08

Forms

- N/A

Appendices

- Form A – Application for Home Instruction
- Form B – Home Instruction Time Report

Definitions

Home Instructors

Home Instructors are Board employees, thereby subject to the requirements of Criminal Background Checks/Vulnerable Sector screening that is required of all teaching employees. Home Instructors shall be qualified teachers and hired through the Home Instructor application process as designed by Human Resource Services. They may be the student's teacher or another teacher from the school Board. If the student's teacher or another teacher from the staff of the student's school is willing to provide home instruction, this instruction will occur outside the regular hours of the school day.



Administration Procedures

1.0 Superintendent of Education

The Superintendent of Education will:

- Coordinate the home instruction application and approval process.
- Support schools in identifying a qualified teacher for home instruction.
- Approve home instruction applications and determine the appropriate mode of delivery (onsite, home-based or virtual).
- Implement an appeals process for parents before terminating home instruction:
 - If the student is consistently absent from scheduled home instruction - Families will be required to submit additional documentation to justify continued home instruction.
 - If the student refuses to engage in instruction - the school will explore alternative accommodations before termination.
 - If safety concerns arise - the Superintendent will determine an appropriate course of action, which may include modifying the instructional method.

2.0 Principal

The Principal will:

- Identify students who qualify for home instruction.
- Determine the appropriate mode of instruction (onsite, home-based or virtual).
- Coordinate with Human Resource Services to assign a home instruction Teacher.
- Collect and submit required medical or official documentation.
- Ensure that the home instruction teacher receives course materials and assessments from the classroom teacher.
- Consideration of IEP accommodations/modifications may be necessary.

3.0 Classroom Teacher

The Classroom Teacher will:

- Collaborate with the home instruction teacher to ensure student success.
- Maintain ongoing communication with the home instruction teacher.
- Continue to assess and evaluate student work, ensuring alignment with course expectations.
- Support any necessary modifications for students with IEPs receiving home instruction.

4.0 Home Instruction Teacher

The Home Instruction Teacher will:

- Provide instruction in alignment with the student's regular coursework.
- Maintain a log of instructional hours and submit bi-weekly reports to the Principal.
- Coordinate with the classroom teacher for assessment and evaluation.
- Follow Rowan's Law Return to Learn protocols for students recovering from concussions.
- Report any issues (e.g., absenteeism, refusal of instruction) to the Principal immediately.

5.0 Parent(s)/Guardian(s)



Parents/Guardians will:

- Provide medical documentation or other required paperwork.
- Ensure a quiet, distraction-free environment for home-based instruction.
- Notify the home instruction teacher at least 24 hours in advance if a session must be canceled.

6.0 Student

The Student will:

- Actively engage in learning and seek clarification as needed.
- Meet assignment deadlines as per classroom and home instruction expectations.
- Be prepared and available for scheduled home instruction sessions.

7.0 Onsite Home Instruction

Where possible, to support a successful return to full-time attendance at a student's home school, a short-term transfer program is required at SMCLC or a Satellite Campus. The student will be provided with onsite home instruction, coordinated by SMCLC Administration, the Home School Principal and the Superintendent of Education.

The Home School Principal will adhere to all Administrative Procedures and coordinate appropriate support for the student's transition back to regular school attendance.

- 7.1 The Home School Principal completes the application process for onsite home instruction.
- 7.2 The Superintendent responsible for home instruction will approve and forward the application to the Home Instruction Site Administrator at SMCLC and/or Satellite Campus staff and copy the Home School Principal.
- 7.3 The Home School Principal will complete the Home Instruction Intake Form.
- 7.4 The Parent or adult student will be responsible for arranging transportation to the program location.
- 7.5 The SMCLC Site Administrator will coordinate staffing and oversee the home instruction.
- 7.6 The Onsite Social Worker or supporting Social Worker at a Satellite Campus will provide support during the program and/or assist the transition back to their home school.
- 7.7 The student remains registered at their home school. The SMCLC support team will collaborate with the home school team to assist a successful transition back to the regular class.
- 7.8 In some cases, the student will be registered as a student of SMCLC. The responsibility of the student will then reside with the Site Administrator and the SMCLC staff. The school team will consider various transition options.



APPLICATION FOR HOME INSTRUCTION

Student Name: _____ OEN: _____ School: _____

Address: _____ City: _____ Postal Code: _____

Telephone: _____ Birth Date: _____ Grade: _____ Male ☐ Female ☐
yyyy/mm/dd

Name of Parent/Guardian: _____ Telephone: _____

Nature of Student's Inability to Attend School: _____

Medical Certificate Attached: ☐ To Follow: ☐

Date Last Attended School: _____ Date Home Instruction to Commence: _____

Anticipated Date of Return: _____

Signature of Principal or Vice-Principal: _____ Date: _____

Subject/Grade Level	Choose One Option	
	ONSITE INSTRUCTION	HOME INSTRUCTION
	<input type="radio"/>	<input type="radio"/>

Approval: _____ hours per week Name of Home Instruction Teacher: _____

Superintendent of Education Date: _____
yyyy/mm/dd

Home Instruction is now complete: Last Day of Instruction _____ Principal _____

Copy to: ☐ Superintendent of Education ☐ Attendance Secretary ☐ OSR
☐ Student Info System ☐ Student Services ☐ Social Worker
☐ St. Mary CLC Admin (If Onsite)

The Superintendent and principal to retain copies on file.

Information Collection Authorization

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56) The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer

and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (communications@bhncdsb.ca)



HOME INSTRUCTION TIME REPORT

Student Name: _____

School: _____

Date of Instruction: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Bi-Weekly Period: _____ HOME INSTRUCTION TEACHER: _____

STUDENT: _____ SCHOOL: _____

Date Visited	Time	Grade/Subject/Strand/Task/Areas of Instruction
Total Hours		

Home Instruction Teacher's Signature: _____

Approved by School Principal: _____

Approved by Superintendent of Education: _____ Date: _____

Forward to Payroll Services

The Superintendent and principal to retain copies on file.

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