



BOARD ADMINISTRATIVE PROCEDURE	
<i>ADMINISTRATIVE PROCEDURE</i>	<i>ADMINISTRATIVE PROCEDURE NUMBER</i>
Instruction Out of School	824 (OLD) 307 (NEW)
<i>Directional Policy</i> 300 Student Achievement and Well –Being	

TITLE OF ADMINISTRATIVE PROCEDURE:

Instruction Out of School

DATE APPROVED: March 6, 2017

PROJECTED REVIEW DATE: March, 2022

DIRECTIONAL POLICY ALIGNMENT: Student Achievement & Well Being

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Instruction Out of School Administrative Procedure supports our Vision for achieving excellence in Catholic Education through learning, leadership and service. This Vision calls the Board to these Strategic Priorities:

- Ensure our structures, processes, relationships, and actions reflect our Gospel and Catholic Social Teachings.
- Implement the most effective, evidenced-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations.
- Embed technology to support digital literacy, creativity, innovation, collaboration, and the learning needs of all students.
- Develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments.
- Implement fair and transparent processes in recruitment, leadership, talent development, and succession planning to ensure our employees have the necessary knowledge, skills, and attributes to support our Vision.

ACTION REQUIRED:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board recognizes that a student who is unable to attend school for a temporary period of time may be excused from attendance at school, and may need access to instructional support in order to complete an academic program.

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to provide limited instructional support in situations where the student is unable to attend school and is at risk of sustaining significant gaps in his/her academic learning.

A parent or guardian shall be requested to provide the principal of the school with a medical certificate which identifies the following:

- that the student is unable to attend school;
- the health status of the student in respect to his/her ability to profit from instruction; and
- the approximate duration of the absence from school.

Following receipt of a medical certificate, the principal, in consultation with school and system staff, will determine the need for out-of-school instruction through home instruction or a distance education program.

Applications for the provision of instruction out-of-school must be approved by the Family of Schools superintendent prior to the implementation of the program.

A student who can attend school part-time is not eligible for home instruction.

The allotted time per week will not exceed 7.5 hours per week at elementary, and 6 hours per week at secondary.

Credit Distance Education Programs must be accessed through registration with an approved consortium or the Ministry of Education.

Instruction out-of-school requests and all related student information will be retained in the Ontario Student Record (OSR) and recorded on the school register.

RESPONSIBILITIES

The Board of Trustees is responsible for:

- reviewing this Administrative Procedure to ensure its alignment with the Student Achievement and Well-being Directional Policy;

The Director of Education is responsible for:

- establishing and implementing a multi-year strategic plan (vision and goals) which reflects the Student Achievement and Well-being Directional Policy, under which this administrative procedure falls;
- overseeing implementation of the Instruction Out of School Administrative Procedures;

Family of Schools Superintendents are responsible for:

- supporting implementation of the Instruction Out of School Administrative Procedures;
- granting approval for instruction out of school, where appropriate.

Principals are responsible for:

- completing the Request for Instruction Out-of-School form (Appendix A), attaching documentation from the physician or nurse practitioner, and submitting to the Family of Schools superintendent;
- contacting the Family of Schools superintendent by telephone to seek verbal approval pending receipt of appropriate documentation;
- upon approval:
 - asking the student's current teacher(s) if he or she is available for the assignment;
 - considering qualified occasional teachers from the approved list;
 - notifying Human Resource Services of the candidate they have selected;
 - ensuring that the teacher assigned to deliver instruction out-of-school submits the Occasional Teacher Timesheet for authorization;
 - supervising the work of the teacher employed for the purpose of home instruction and establishing a time for periodic conferences between the home instruction teacher and the regular teacher.
- contacting Human Resource Services should there be any change in the assignment;
- ensuring that the pupil's attendance is recorded as if he or she were attending classes at school;
- reviewing instruction out of school at the end of each term to determine whether it should continue or not. A new application will be submitted each school year;
- notifying the Family of Schools superintendent of the child's return to school;
- developing a re-entry plan in conjunction with appropriate school and board-level personnel before the student returns.

Teachers providing instruction out of school are responsible for:

- consulting with teaching staff at the school on a regular basis to ensure the best possible success for the student.

PROGRESS INDICATORS:

- Students receiving home instruction are able to minimize the potential gap in their program caused by their inability to attend the regular school setting;
- Students receiving home instruction are able to transition back into the regular school setting more effectively.

DEFINITIONS:**Allotment - Elementary School**

Allotment - Elementary School means that instruction out-of-school shall be delivered to the student up to a maximum of 7.5 hours or three half days per week.

Allotment - Secondary School

Allotment – Secondary School means that instruction out-of-school shall be delivered to the student to a maximum of 1.5 hours per credit per week.

Excused from Attendance

A child is excused from attendance at school if: (a) the child is receiving satisfactory instruction at home or elsewhere; (b) the child is unable to attend school by reason of sickness or other unavoidable cause.

Instruction Out of School

Instruction out-of-school is student instruction outside of the school setting for a limited period of time. Instruction may take place in a variety of appropriate, convenience locations, such as at home or in hospital, and may occur during the day, evening, and/or on weekends.

Medical Certificate

For the purposes of this administrative procedure, a medical certificate is documentation from a licensed physician or licensed nurse practitioner. These medical professionals are members in a self-governing health profession, as outlined in Schedule 1 of the Regulated Health Professions Act.

<https://www.ontario.ca/laws/statute/91r18#BK52>., and they are able to write a medical note for the purposes of the attendance register. The physician or nurse practitioner writing the note should not only be a member of the appropriate governing College but also the nature of the specialty should be applicable to the ailment described in the medical note.

REFERENCES:

Regulation 298, s. 11 (11)

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

- (a) medical evidence that the pupil cannot attend school is provided to the principal; and
- (b) the principal is satisfied that home instruction is required. R.R.O. 1990, Reg. 298, s. 11(11)

Enrolment Register Instructions for Elementary and Secondary Schools

Education Act, Section S.21(2)(a)&(b)

Schedule 1 of the Regulated Health Professions Act