

GUIDELINES FOR HOME/HOSPITAL INSTRUCTION

To provide for a consistent approach to arranging for Home/Hospital Instruction, the following guidelines have been developed in discussion with Senior Administrative Council, Principals, Vice-Principals, Student Services, Financial Services, and Human Resources.

<p>1) School Principals must complete an “Application for Home/Hospital Instruction” for all student absences that are expected to be more than three (3) days and forward it to the Student Services Department.</p> <p>2) Absences for medical reasons (certified by a medical practitioner), will be processed by the Superintendent of Student Services. If the student’s medical condition results in the student being off school over two school years (i.e. condition commences in March and continues until February of the following year), then a new medical certificate will be required at the start of the new school year. In addition, if the student returns to school causing an interruption in the Home/Hospital assignment, but later needs to reinstate the assignment, then a new medical certificate may be required.</p> <p>3) Absences of students with special needs must be approved by the Supervisory Officer responsible for Special Education, for budget purposes.</p> <p>4) Once approved, the Superintendent of School Effectiveness with responsibility for Special Education will return the application form to the School Principal.</p> <p>5) The Principal will offer the Home/Hospital assignment in the following order:</p> <ul style="list-style-type: none"> (i) To the Teacher currently assigned to the student’s class; (ii) To other qualified Teachers within the school; (iii) Occasional Teachers on the Occasional Teacher’s List. 	<p>6) If an Occasional Teacher will be needed, then the Principal will contact the Coordinator of Occasional Teachers and Temporary Staff and provide the following details: Name of student, Grade level and/or Subjects to be covered, Names of Parents/Guardians, Home contact number, Address and Name of Home Room Teacher.</p> <p>7) The Occasional Teacher Coordinator, will notify the School Principal, Human Resources and the Superintendent of School Effectiveness with responsibility for Special Education by e-mail when an Occasional Teacher has accepted the assignment.</p> <p>8) The School Principal will enter the name of the assigned teacher on the application form and forward it to Human Resources.</p> <p>9) Human Resources will issue an assignment letter to the assigned Occasional Teacher with a copy to Payroll.</p> <p>10) Requests to extend an assignment must be cleared through Student Services following the above process.</p> <p>11) Once the assignment has concluded the Principal will email Human Resources, the Superintendent of School Effectiveness with responsibility for Special Education and Payroll with the end date of the assignment.</p>
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Under Board Administrative Regulation 2003-03-1, the Board provides a maximum of three (3) hours per week of home/hospital instruction over a period not to exceed three (3) months. In addition, the provision for home/hospital instruction in any particular case shall be subject to review at the discretion of the Supervisory Officer responsible for Special Education. However, in no case,

shall home/hospital instruction exceed the three (3) month period without such a review. Requests to increase the number of instruction hours or extend the length of the assignment beyond these maximums must be approved by the Supervisory Officer responsible for Special Education. Once approved, the Principal will notify Human Resources by e-mail or telephone.