



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i>	<i>Administrative Procedure Number</i>
Instruction Out of School	307
<i>Directional Policy</i>	
300 Student Achievement and Well - Being	

Title of Administrative Procedure:

Instruction Out of School

Date Approved:

May 30, 2023

Projected Review Date:

2028

Directional Policy Alignment:

This Administrative Procedure aligns with the Student Achievement and Well-Being Directional Policy – 300 by ensuring that the Board maximizes the achievement and well-being of all students in a learning environment that is anchored in Gospel values, Catholic Social Teachings, and the Catholic Graduate Expectations. This Administrative Procedure articulates a process to support students who are unable to attend school and are at risk of sustaining significant gaps in their academic learning.

Alignment with Multi-Year Strategic Plan:

This Administrative Procedure supports the Board’s Mission to educate students in faith-filled, loving, safe, inclusive schools to develop the God given abilities of each person. Moreover, this Administrative Procedure aligns with the Board’s Multi-Year Strategic Plan 2021-2025 priorities of Providing Excellence in Teaching and Learning, Valuing Relationships, Nurturing Mental Health and Well-Being and Ensuring Equity.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

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 their academic learning.

1. 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 their ability to profit from instruction; and
 - the approximate duration of the absence from school.
2. Following receipt of a medical certificate, the principal, in consultation with school and central staff, will determine the need for out-of-school instruction through home instruction or an alternative educational program or student success intervention.
3. 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.
4. A student who can attend school part-time is not eligible for home instruction.
5. The allotted time per week will not exceed 7.5 hours per week at elementary, and 6 hours per week at secondary.
6. Alternative Credit Distance Education Programs outside of the established student schedule, must be accessed through registration with an approved consortium or the Ministry of Education.

7. 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:

- ensuring alignment of this administrative procedure with the Student Achievement and Well-Being Directional Policy 300;
- reviewing this administrative procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- providing leadership and designating resources to ensure the implementation of and compliance with this administrative procedure.

Superintendents of Schools and System Portfolios are responsible for:

- supporting principals and other employees for whom they have supervisory responsibility with the implementation and compliance with the procedures and requirements under this administrative procedure;
- granting approval for instruction out of school, where appropriate.

Principals and Vice-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 to seek preliminary approval pending receipt of appropriate documentation;
- upon approval:
 - asking the student's current teacher(s) if they are 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 ensuring consistent communication between the home instruction teacher and the regular teacher, where applicable;
- 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 earlier of, the established end-date outlined on Appendix A - Instruction Out of School or at the end of each term/semester to determine whether home instruction should continue. The principal will submit a new application if extending home instruction in the current year or when initiating home instruction in a new 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.

School Staff are responsible for:

- ensuring they are knowledgeable about the requirements and parameters outlined in this administrative procedure;
- communicating and collaborating with school administration and educators on a regular basis to ensure the best possible success for the student.
- completing relevant Human Resource payroll timesheets for authorization

Parents are responsible for:

- informing the school of their child's medical condition;
- informing the school of any changes to the status of their child's medical condition;
- acquiring a medical certificate from a medical doctor and/or nurse practitioner and providing it to the school;
- collaborating with the Principal and other educators in planning supportive student success interventions for their child.

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:**

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:

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, convenient locations, such as at home or in a public library, 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](#), and 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 and Resources:**[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)

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

Enrolment Register Instructions for Elementary and Secondary Schools

Schedule 1 of the Regulated Health Professions Act 1991, S.O. 1991, c. 18

APPENDIX A - Request for Instruction Out of School