

Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

Policy Committee

January 10, 2012 7:00 pm
Haldimand Room

Members: Dennis Blake, Cliff Casey, Dan Dignard, Cathy Horgan, Bonnie McKinnon, Rick Petrella,
June Szeman

1. Opening Business

1.1 Opening Prayer – Committee Chair

1.2 Attendance

1.3 Approval of the Agenda

1.4 Approval of Policy Committee Meeting Minutes – November 8, 2011

Pages 2-3

2. Committee and Staff Reports

2.1 Home Instruction Policy 200.17

Presenter: Bill Chopp, Superintendent of Education

Pages 4-10

3. Discussion Items

3.1 Posting of trustee expenses – Dennis Blake

4. Adjournment

Next Meeting: To Be Determined



Policy Committee
Tuesday, November 8, 2011 7:00 p.m.
Boardroom

Present: Dennis Blake (Chair), Cliff Casey, Dan Dignard, Cathy Horgan, Bonnie McKinnon, Rick Petrella, June Szeman

Absent:

1. Call to Order

1.1 Opening Prayer

The meeting opened with a prayer led by Dennis Blake.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee approves the agenda for the November 8, 2011 meeting.

Carried

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes from the Policy Committee Meeting of October 13, 2011

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Policy Committee approves the minutes from the October 13, 2011 meeting.

Carried

2.4 Business Arising from Minutes: See Item 5.1 below.

3. Presentations and Delegations: Nil

4. Committee and Staff Reports

4.1 Volunteers Policy 300.12 (revised)

Director Horgan explained that the Volunteers policy has been to comply with updated privacy and information management procedures. In addition, procedures related to the Criminal Background Check screening process have changed due to increased security implemented by the RCMP and changes in process implemented by local police forces.



Moved by: Cliff Casey
Seconded by: June Szeman

THAT the Policy Committee recommends that the Committee of the Whole refers the Volunteers Policy 300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.2 Trustees' Code of Conduct 100.04 (revised)

Director Horgan reviewed the revised draft policy. Discussion took place and changes were made. Trustees recommended that the policy go forward as an "interim" policy.

Moved by: Cliff Casey
Seconded by: June Szeman

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustees' Code of Conduct 100.04 (Interim) to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5. Discussion Items

5.1 Delegations

As a follow-up to discussion regarding delegations raised at the October 13, 2011 meeting, Director Horgan distributed a summary of how delegations are handled by Catholic Boards across the province, as well as local municipalities. Specifically, the requirement for the submission of a written brief or presentation was discussed. Trustees requested that the Board's policy on delegations be reviewed at a future meeting.

Moved by: Bonnie McKinnon
Seconded by: Dan Dignard

THAT the Board's policy on delegations be reviewed.

Carried

5.2 Establishing Meeting Future Meeting Dates - deferred

6. Information - Nil

7. Adjournment

Moved by: Bonnie McKinnon
Seconded by: Dan Dignard

THAT the Policy Committee adjourns the meeting of November 8, 2011.

Carried



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Home Instruction

		Policy Number:	200.17
Adopted:	April 24, 2001	Former Policy Number:	n/a
Revised:		Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board 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, will provide home instruction to ensure continuity of programming.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that home instruction is provided for student(s) who cannot attend regular day school classes. The appropriate Superintendent of Education will arrange for home instruction to be provided for a student when:

- § Medical evidence that the pupil cannot attend school is provided to the Principal; and
- § A Principal of a school becomes aware that a student will be absent for an extended period of time (more than three (3) weeks). It should be noted that a pupil with an infectious disease is not eligible for home instruction during the contagious stages of the disease, but school work and/or assignments can be provided for the student by the classroom teacher upon request from the parent. Such work/assignments will only be provided if it is deemed by school personnel that the student is willing and able to complete the work/assignments given. Home instruction will normally begin no sooner than three (3) weeks from the last date of attendance at school. This “waiting period” can be waived if the Principal is made aware of the need for home instruction well in advance of the first day of the anticipated absence of the student. It is understood that the home instruction arrangement is a temporary measure to assist the student in making the transition back to regular school attendance.

Glossary of Key Policy Terms:

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 will be hired through the Home Instructor application process as designed by the Human Resources department. They may be the student’s teacher or another teacher from the staff of the student’s school. If the student’s teacher, or another teacher from the staff of the student’s school are willing to provide home instruction, this instruction will occur outside the regular hours of the school day.

References:

Regulation 298 Subsection 11 (11) – School Attendance
Education Act – Section 21 (2)(b)



Home Instruction AP 200.17

Procedure for:	Principals	Adopted:	April 24, 2001
Submitted by:	Bill Chopp, Superintendent of Education	Revised:	Month, dd. yyyy
Category:	Students		

Purpose

To provide direction for school principals/vice-principals regarding students requiring home instruction.

Responsibilities

Superintendent of Education

The Superintendent of Education will coordinate the implementation of the home instruction procedures.

Principal

The school Principal will complete the application for home instruction and monitor the home instruction.

Parents (Students over 18)

Parents will provide necessary documentation to apply for home instruction.

Home Instruction Teacher

The Home Instruction Teacher will provide instruction as per school direction.

Procedures

1.0 Superintendent of Education

The Superintendent of Education will:

- § compile a list of qualified candidates willing to be employed as Home Instruction Teachers within various subject/grade levels and within specific geographic areas of the Board. It is understood that for students in Grades 11 and 12, every attempt will be made to employ a subject specialist for the student.
- § cancel home instruction if:
 - § the student cannot or does not make himself/herself available.
 - § the student is oppositional to Home Instruction.
 - § the Home Instructor's safety is in question.

2.0 Principal

The Principal will:

- on becoming aware that a student will be absent for an extended period of time (more than 3 weeks), inquire of the parent/guardian whether the student is able to take instruction and receive an estimated length of time instruction will be needed.
- have the family obtain and present to the school a completed Home Instruction Application (Form A), indicating the nature of the medical condition, the fact that the student is unable to attend school but is able to receive instruction and complete school work/assignments, and provide the expected date of return to school.
- ascertain from the student's timetable those subject areas in which instruction can be readily and effectively given at a location other than the school. Some subjects require emphasis on practical experience and do not lend themselves to effective instruction outside the school setting.
- take into consideration the pupil's progress prior to the absence and the time within the school year at which the absence occurs.
- determine the optimum number of instruction hours per week to a maximum of three (3) hours.



- complete Form A and send it to the appropriate Superintendent for approval.

3.0 Classroom Teacher

The Classroom Teacher will:

- prepare appropriate materials to be given to the Home Instruction Teacher. These include: syllabus, course outlines, marking scheme, text, novel, course documents, etc.
- provide assessments and evaluations for the Home Instruction Teacher, i.e. tests, quizzes, final exams, written assignments.
- work cooperatively with the Home Instruction Teacher.

4.0 Home Instruction Teacher

The Home Instruction Teacher will:

- § contact/visit the school to obtain relevant information regarding the pupil's educational needs.
- § contact the home to arrange a schedule of up to 3 (three) hours per week of instruction. The instruction may take place in the home, hospital or another mutually agreed upon location.
- § prior to designated reporting periods, provide the classroom teacher with all relevant assessment, evaluation and reporting information collected on behalf of the student. This includes comments for the report card.
- § complete the appropriate payroll sheets (Form C) monthly and attach a report (Form B) of the instruction given and progress made by the student. These must be sent to the Principal who will sign and forward to the appropriate Superintendent.
- § be paid at the Continuing Education pay rate as per the elementary and secondary teacher's collective agreements.
- § contact the Principals if:
 - § there is concern of personal safety;
 - § the student cannot or will not make himself/herself available; and/or,
 - § the student is oppositional to Home Instruction.

5.0 Parent/Guardian

The Parent/Guardian will:

- § create a schedule in consultation with the Home Instruction Teacher for the times and dates that Home Instruction will occur.
- § notify the Home Instruction Teacher 24 hours in advance if a session needs to be cancelled.
- § ensure a quiet working area conducive for learning where the Home Instruction can take place.
- § be present in the home or alternative location while the instruction is taking place.

6.0 Student

The Student will:

- § complete as much work as possible independently and use the home instruction time to ask questions/seek clarification.
- § complete assignments by the deadline(s) provided.
- § be prepared to work with the Home Instruction Teacher during the arranged time.

Definitions

Home Instructors

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References

Regulation 298 Subsection 11 (11) – School Attendance
Education Act – Section 21 (2)(b)



Student _____ OEN: _____ School: _____

Address: _____ City: _____ Postal Code: _____

Tel: _____ Birth Date: _____ Grade: _____ Male Female

Name of Parent/Guardian: _____ Tel: _____

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: _____

Grade/Level:
Subject:
Date to begin:

Approval: _____ hours per week

Name of Home Instruction Teacher

Superintendent of Education

Date: _____
yy mm dd

Home Instruction is now complete:

Last day of instruction: _____
yy mm dd

Principal

When instruction is complete, please return this form to the Superintendent of Education.



Student Name: _____

School: _____

Date of Instruction: _____

Summary/Comment

Date: _____

Summary/Comment

Date: _____

Summary/Comment

Date: _____

Summary/Comment

Date: _____

