



PROCEDURE

Title: **HOME INSTRUCTION**

Procedure No.: **4009a**

Effective Date: **1999 March 30**

Department: Learning Support Services

Reference(s): Education Act 21.(2) O.Reg.298.11., (11)

AUTHORITYOverview

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This service is a short-term solution for those students who, for medical reasons, are unable to access the learning at school. It is not intended to be a long-term replacement for attending school. This is outlined in the Education Act.

Education Act Article 21. (2) When attendance excused - A child is excused from attendance at school if,

- a) the child is receiving satisfactory instruction at home or elsewhere;

Regulation 298: Operations of Schools - General Section: Section 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.

1.0 **PROCEDURE**Procedure

1.1 Through collaboration with families and a customized approach to meet the needs of each student, the Principal/Vice Principals **are** responsible for identifying and recommending candidates for home instruction. **Except in rare circumstances, permission will not be granted for more than one term (elementary) or one semester (secondary).** Should Home Instruction be necessary for a longer period of time, it would be expected that the school would have a Program Development Team meeting with the parent to determine if there are other supports or programs that need to be put in place to help transition the student back into school.

1.2 In order to qualify for home instruction, approval must be granted by the appropriate Principal and Supervisory Officer. Requests for home instruction will only be approved with appropriate medical documentation. This documentation must include:

Administered By: **Learning Support Services**

Amendment Date(s): 2006 Dec. 16

Most Recent EIE Review Date: 2021 Sept. 22

- the nature of the health concern,
- confirmation that attendance at school is not able to occur,
- the duration of absence or date the request will be reviewed by a doctor.

Please note that it is not appropriate for the doctor to specifically include a recommendation for home instruction as that is the responsibility of the Principal and Supervisory Officer. Subsequent applications are to be made if the illness extends beyond the expected date of return and further documentation from the health practitioner will be required.

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- 1.2 Schools are responsible for completing the Home Instruction Application Form (~~available on~~in the Employee Portal, ~~under Electronic Forms~~), securing the required medical documentation, arranging for a ~~tutor~~ TVDSB teacher in good standing, and forwarding the completed application form and documentation to the Superintendent of Student Achievement with responsibility for Home Instruction. ~~Copies of the Home Instruction Time Sheet (available on the Employee Portal under Electronic Forms) are to be provided to tutors to record their hours of instruction.~~ Home Instruction Time Sheets are completed electronically in the portal by the teacher and verified in the portal by the Principal. (It is noted that the most suitable and easily available ~~tutors~~ teachers for Home Instruction are the student's own teacher(s), other teachers in the student's school, supply teachers frequently employed in the school and other supply teachers available from the system list.)
- 1.3 ~~Principals are to forward the completed time sheets to the Superintendent of Student Achievement with responsibility for Home Instruction for processing, recording as required by the Ministry of Education and Training, and submission to the Payroll Department for payment.~~ It is expected that the classroom teacher is directly involved in the development of learning materials and assessing student achievement for Home Instruction. The Home Instruction teacher supports the classroom teacher.
- 1.4 The maximum number of hours of instruction per student is 5 hour per week. If more than one teacher is required, a set number of hours should be allocated to each teacher so that the total does not exceed 5 hours weekly per student.
- 1.5 The home room teacher is responsible for the completion of the Provincial Report Card. Depending on the length and nature of the Home Instruction, collaboration between the home room teacher and Home Instruction teacher may be necessary.
- 1.6 Once a student returns to school for any portion of the day, home instruction is concluded.

- 1.7 Documentation pertaining to the application and time sheet processes are within the help tabs in the portal.

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