

Date of Issue	February 2022
Original Date of Issue	April 18, 1991
Subject	HOME INSTRUCTION
References	<u>Education Act, Section 21(2) (b)</u> <u>Regulation 298, Section 11(11)</u> <u>Policy 4105 – Curriculum Policy</u> <u>APM A7060 – Student Attendance</u>
Contact	School Services

1. Background

- 1.1. A person is excused from attendance at school if the person is unable to attend school by reason of sickness or other unavoidable cause. (*Education Act*, section 21 (2)(b)) Ministry of Education Regulation 298, section 11(11) provides further direction as follows:
 - 1.1.1 a principal, subject to the approval of the appropriate supervisory officer, may arrange for home instruction to be provided for a student where:
 - 1.1.1.1 medical evidence that the student cannot attend school is provided to the principal; and,
 - 1.1.1.2 the principal is satisfied that home instruction is required.
- 1.2. The Simcoe County District School Board (SCDSB) may provide home instruction, for a period of time not to exceed three months without review, to serve the needs of students who are hospitalized, confined to home, or unable to attend school due to illness or injury. Home instruction is not an alternative educational program. Home instruction may be provided in collaboration with medical intervention in order to maintain the student in their regular school program (elementary) or current timetable (secondary).

2. Establishing Home Instruction

- 2.1 In order for home instruction to be established the principal must be satisfied that:
 - 2.1.1 a program cannot be provided for the student with their assigned classroom teacher; and,
 - 2.1.2 a re-entry plan has been developed for the student.
- 2.2 Where a principal determines that home instruction is required, the principal shall submit the Request for Home Instruction (FORM A7650 - 1) to the superintendent of education. This form must include a parent/guardian signature, medical documentation supporting the need for home instruction signed by a physician, and an expected date of return to school.
- 2.3 Upon application approval by the superintendent of education, the principal is authorized to appoint a teacher and to establish the schedule of visits after consultation with the parent(s)/guardian(s) and/or the physician and/or hospital authorities. A teacher appointed to provide home instruction will be:
 - 2.3.1 a teacher currently employed as a teacher by the SCDSB;
 - 2.3.2 a teacher currently on the occasional teachers' list of the SCDSB;

- 2.3.3 a retired teacher of the SCDSB who is a member in good standing of the Ontario College of Teachers (OCT) and is able to provide a Vulnerable Sector Check completed within the six month requirement, prior to commencing employment; or,
- 2.3.4 a current employee of the SCDSB, qualified as a teacher and a member in good standing of the OCT.
- 2.4 The teacher shall submit, on a bi-weekly basis, a report of the actual instruction time, as well as any unexplained student absences, to the principal.
- 2.5 The teacher will be paid at the current established hourly rate which covers actual instruction time only.
- 2.6 The principal shall submit bi-weekly a Home Instruction – Payroll Submission form (FORM A7650 - 2) to the Payroll Department and a copy to the superintendent of education.
- 2.7 Students receiving home instruction must remain on the school's enrolment register with an appropriate explanatory note. Please contact Admissions and Enrolment for instructions on recording attendance for students receiving home instruction.

3. Program

- 3.1 The supervision of the student's program, while receiving home instruction, is the responsibility of the principal. The principal will facilitate communication between the regular classroom teacher and the home instruction teacher.
- 3.2 The principal must ensure that the educational requirement for students receiving home instruction, including delivery of curriculum expectations, assessment, and the reporting of progress to the parent(s)/guardian(s), are met.
- 3.3 For students who have a Safety Plan-Notification of Worker Risk (SP-NoWR) in place, pertinent sections of this plan will be shared with the prospective home instruction teacher by the principal prior to the commencement of home instruction and modified as needed. It is the teacher's choice whether or not to accept a home instruction assignment. A teacher who accepts an assignment does not lose their right to a Work Refusal under the Occupational Health and Safety Act.
- 3.4 Instruction will occur at the student's residence, if the parent(s)/guardian(s), or a responsible adult designated by the parent(s)/guardian(s), is present at the residence, and the medical condition prevents the student from attending school during the regular school day (as confirmed by the physician). Otherwise, instruction will take place at a mutually agreed upon public location as approved by the principal.
- 3.5 The principal will have a discussion with the parent(s)/guardian(s) to assess the safety of a site for each visit and inform parent(s)/guardian(s) of practices to be followed to ensure a safe working environment (e.g. moving pets to another room, keeping walkways clear, removing allergens such as smoke, identifying any known contagious diseases [e.g. Fifth Disease], etc.). The principal will inform the home instruction teacher of the results of the risk assessment prior to the commencement of the home instruction.

- 3.6 The SCDSB will provide up to three hours of instruction per week for elementary students and up to five hours of instruction per week for secondary students. Principals must address each case individually and consider the student's needs and medical condition. In a situation where a treatment plan (e.g. chemotherapy) will result in alternating periods of attendance and non-attendance, or a modified school day, the principal may recommend home instruction for the student after consulting the area superintendent of education.

4. Responsibilities of Teachers

- 4.1 Responsibility of regular classroom teacher:
- 4.1.1 communicate with the home instruction teacher;
 - 4.1.2 provide the home instruction teacher with instructional resources (e.g. curriculum expectations/course of study, sample assessment instruments, textbooks, teacher guides where available, etc.);
 - 4.1.3 provide the home instruction teacher with the first three hours of work for the student;
 - 4.1.4 maintain and promote communication with the student's home instruction teacher; and,
 - 4.1.5 collect an assessment summary from the home instruction teacher.
- 4.2 Responsibility of home instruction teacher:
- 4.2.1 contact principal or designate to obtain instructional resources, academic history and other pertinent information;
 - 4.2.2 be aware of the contents of all shared portions of the (SP-NoWR) in place for the student and provide written acknowledgement to the principal that the plan has been reviewed;
 - 4.2.3 communicate the educational program to parent(s)/guardian(s) and students at the first visit;
 - 4.2.4 instruct and assess the student's progress;
 - 4.2.5 maintain and promote communication with the student's regular classroom teacher;
 - 4.2.6 participate in communications about the student's progress as appropriate;
 - 4.2.7 contact parent(s)/guardian(s) if unable to attend at arranged time/place;
 - 4.2.8 provide feedback to the parent(s)/guardian(s)/student and the school;
 - 4.2.9 submit an assessment summary to the classroom teacher upon completion of home instruction;
 - 4.2.10 return borrowed instructional resources to home school when home instruction is completed; and,
 - 4.2.11 submit, on a bi-weekly basis, time sheet and report student attendance to the principal.

5. Termination of Instruction

- 5.1 A student can be removed from receiving home instruction for the following reasons:
- 5.1.1 the physician has stated that the student is able to return to school;
 - 5.1.2 the student no longer benefits from the instruction due to deterioration in their health or medical condition as confirmed by the physician or parent(s)/guardian(s); or,
 - 5.1.3 the student and/or parent(s)/guardian(s) refuse to co-operate in following home instruction or providing a safe work environment (e.g. harassment, violence).

- 5.2 On termination of home instruction, the principal will advise the superintendent of education and at the same time return the school copy of the original application to them.

6. Extension or Renewal of Home Instruction

- 6.1 If it is necessary to renew or extend home instruction beyond the discontinuation date, updated medical documentation will be required.

Revised March 2, 1992; September 1, 1992; April 5, 2000; May 17, 2002;
November 2012, June 21, 2016, February 4, 2022

Issued under the authority of the Director of Education

REQUEST FOR HOME INSTRUCTION

(Please complete and forward to the superintendent of education.)

CRITERIA: Home instruction provides three to five hours (three for elementary, three to five for secondary) per week of direct academic instruction by certified teachers for students meeting the following criteria:

- unable to attend school for medical reasons for a period of 15 days, not to exceed three months without review;
- renewal of home instruction beyond three months will require updated medical documentation;
- the medical condition does not prevent the student from benefitting from home instruction;
- the attending physician supports home instruction as per Section B; and,
- the principal is satisfied that home instruction is required.

A. TO BE COMPLETED BY THE PARENT(S)/GUARDIAN(S)

Student Name:		Date of Birth Day/Month/Year
Address:		
Parent(s)/Guardian(s) Name:	Home Phone:	Alternate Number:
On behalf of the above-named student, I request that home instruction be provided and authorize _____ to complete Section B below. Physician's Name (please print)		
Parent/Guardian Name:		
Parent/Guardian Signature:	Date:	

B. TO BE COMPLETED BY PHYSICIAN

This is to certify that the above-named student is currently under my care. It is my medical opinion that this student meets the criteria for home instruction.	
Expected absence from school: _____ to _____.	
<input type="checkbox"/> The medical condition prevents the student from attending school during the regular school day; therefore, home instruction will occur at the student's residence or at an approved location.	
<input type="checkbox"/> The medical condition does not present a risk to the visiting teacher.	
Physician's Name:	
Physician's Address:	Phone Number:
Physician's Signature:	Date:

C. TO BE COMPLETED BY THE SCHOOL

Course Requested:	Grade Level:
School Name:	
<p>I hereby recommend home instruction be established for the above-named student. I am aware of my supervision responsibilities for this program, that payroll submission forms are required bi-weekly (FORM A7650 - 2) and that I must advise the superintendent of education when the home instruction is discontinued, by signing and returning the original request.</p> <p><input type="checkbox"/> A re-entry plan has been developed for the student.</p>	
Principal's Name:	
Principal's Signature:	Date:

D. TO BE COMPLETED BY THE SUPERINTENDENT OF EDUCATION

<p>I hereby authorize the establishment of home instruction from: _____ to _____.</p>	
Superintendent's Name:	
Superintendent's Signature:	Date:

Administrative Use

Copy to principal: To be returned to superintendent of education upon completion/termination of home instruction.

Program completed/terminated

Principal (signature)

Date

HOME INSTRUCTION BI-WEEKLY TIME SHEET

PAYROLL SUBMISSION FORM

ORIGINAL to be sent directly to Payroll for payment
COPY to be sent to the superintendent of education

Teacher's Name

Identification Number (I.D. #)

School

Contract Teacher
or
Elementary and/or Secondary Supply Teacher

Number of Hours

Retired

Week One	Day	Date	Hours	Week Two	Day	Date	Hours
	Monday				Monday		
	Tuesday				Tuesday		
	Wednesday				Wednesday		
	Thursday				Thursday		
	Friday				Friday		
	Saturday				Saturday		
	Sunday				Sunday		

Student's Name: _____

Student attendance has been reported to the principal.

Teacher's Signature _____

Principal's Signature _____

1. All employees are responsible for ensuring that they have provided Human Resource Services with a Vulnerable Sector Check, completed within a six-month period prior to commencing employment.
2. New employees will receive their ID # on their first pay advice. It will be required on all future time sheets.
3. Direct deposit is the board's method of payment. If after your initial pay you are not set up with a bank account, your payment will be delayed.
4. If time sheets are received in Payroll after cut-off, payment **will not** be made until the next scheduled pay.

***PLEASE REFER TO SUPPLY TEACHING PAY CALENDAR FOR SUBMISSION DATES.**