



PROCEDURE

P106

Home Instruction

Board Received: January 29, 2018 Review February 2022

Accountability

1. Frequency of Reports – As needed
3. Criteria for Success – Students with legitimate absences (usually related to injury/illness) receive support
Supports are time limited to ensure re-entry into school

Procedures

Background

A child may be excused from attendance at school if "...the child is unable to attend school by reason of sickness or other unavoidable cause." On occasion, due to the anticipated length of an absence, it is deemed advisable to assist day school pupils in maintaining their program and progress throughout the duration of their absence.

"A principal, subject to the approval of the appropriate supervisory officer, may arrange for home instruction to be provided for a pupil where,

1. medical evidence that the pupil cannot attend school is provided to the principal; and
2. the principal is satisfied that home instruction is required." [Reg. 298, S.11(11)]

Home Instruction is not to be confused with "Home Schooling".

Home Instruction will be approved then coordinated by the appropriate Family of Schools Superintendent through the home school principal. The Superintendent will ensure that the required written documentation is complete and will notify the home school principal of students who are approved to receive Home Instruction.

Medical Evidence

"Medical evidence" is considered to be acceptable if it consists of a signed statement from an appropriately qualified medical practitioner. Appropriately qualified medical practitioners include, but are not limited to, psychologists, psychiatrists and medical doctors. Questions concerning appropriately qualified medical practitioners, other than those listed above, should be directed to the appropriate Family of Schools Superintendent.

"Medical evidence" should consist of the clear and simple signed statement that "(student's name) is unable to attend school for medical reasons", and the approximate dates between which the student will require Home Instruction.

Charges for the provision of medical certificates will not be assumed by the Grand Erie District School Board.

Procedure

Principals are asked to submit the “statement of medical evidence” along with a completed copy of the attached **“Application for Authorized Home Instruction”** form.

A maximum of four (4) hours per week will be available. In exceptional cases, the principal may request and, the student be approved for an additional hour per week, from the appropriate Family of Schools Superintendent.

In some instances, approval for Home Instruction may be given verbally, by telephone, by the appropriate Family of Schools Superintendent, prior to receipt of the necessary documentation. This would allow for a quick response to circumstances where the medical evidence is clear.

Home instruction will occur on instructional days as per the Grand Erie District School Board calendar and will cease on the last instructional day of the school year, or when the student returns to school.

Home instruction will not go beyond the end of the semester (secondary schools) or term (elementary schools) unless the principal re-submits the Application for Home Instruction Form with the Request to Continue Home Instruction section completed; and, receives authorization from the appropriate Family of Schools Superintendent. An updated “statement of medical evidence” shall be required in order for the extension to be approved. Principals must seek approval regarding extenuating circumstances from the appropriate Family of Schools Superintendent for home instruction to occur outside of the regular school year.

Application for extension must occur prior to the end of semester (secondary schools) or term (elementary schools).

Although rarely, there are occasions on which Home Instruction may be provided to students who are able to attend school, but only part-time or on an unpredictable schedule. These circumstances should be discussed in advance with the appropriate Family of Schools Superintendent.

Following approval, the original request and medical statement will be returned to the school and will be retained in the student’s O.S.R. A copy will be retained at the Office of the FOS Superintendent for a period of one year in accordance with freedom of information legislation.

When home instruction is discontinued, the principal/vice-principal shall complete the “Termination of Home Instruction” section on the “Application for Authorized Home Instruction” form and return it to the appropriate Family of Schools Superintendent.

In order to support student achievement, schools need to have a return to school plan in place for students returning after a period of home instruction.

The student shall be marked present for the course(s)/subjects for which they are receiving Home Instruction with a “H” in PowerSchool.

Home Instructors Selection and Responsibilities

The principal of the school is expected to make arrangements for providing a Home Instructor.

Home instructors should be board employees, thereby subject to the requirements of police reference checks/Vulnerable Sector screening that is required of all teaching employees. Home Instructors are usually teachers selected from the Occasional Teacher List; however, they may be the student's own teacher or another teacher from the staff of the student's school. If the student's own teacher, or another teacher from the staff of the student's school, is willing to provide home instruction, this instruction will occur **outside** the regular hours of the school day and will be tracked on the "**Record of Home Instruction**" form. Home Instructors maintain contact with the home school teacher(s) of record regarding the student's progress and, participates in meetings related to the needs of the student as necessary.

Note – teachers acting in the role of Home Instructors should be made aware of Procedure HR104 – Employee Safety Protocol at Non-Board Locations.

Classroom Teacher Responsibilities

Attendance:

Where possible the classroom teacher is to work with the Home Instruction teacher on the appropriate instruction materials, and assessment and evaluation methods for grading and marking course materials. The classroom teacher is responsible for the reporting of the student's achievement in PowerSchool, unless otherwise arranged through the Principal.

Payment of Home Instructors

A record of the home instruction which has been provided is to be forwarded to the appropriate Family of Schools Superintendent **monthly** on the attached form, "**Record of Home Instruction**". The Record of Home Instruction will be submitted to the Payroll Department, by the Superintendent's Office, for payment.

Payment to teachers delivering home instruction is for the actual time instructing the student.



GRAND ERIE DISTRICT SCHOOL BOARD APPLICATION FOR AUTHORIZED HOME INSTRUCTION

Surname	Given Name	Year/month/day D.O.B:	School
Address (Street /Lot/Con/Town/Postal Code)		Telephone	Grade
Parent / Guardian Signature			
Nature of Student's Inability to Attend School			
Medical Certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/> (Medical certificate must accompany initial application)			
Date Last Attended Schools:		Date Home Instruction to Commence	
Anticipated Date of Return	Course(s) / Subject(s)		
Teacher(s) recommended to deliver instruction			
Requested by:	Principal	Date:	
Authorized by	Superintendent of Education	Date:	

REQUEST TO CONTINUE HOME INSTRUCTION

Home Instruction **continuation** requested for the **above-named student** beginning:

Medical Certificate attached Yes ☐ No ☐ Anticipated Date of Return:

Nature of student's inability to attend school:

Principal's Signature	Date:
Superintendent's Signature	Date:

TERMINATION OF HOME INSTRUCTION

Home instruction has been **terminated/completed** for the **above-named student**.

Date completed: (i.e. date of last home visit)	
Principal's Signature	Date:
Superintendent's Signature	Date:

CC: Ontario Student Record
Superintendent of Education



GRAND ERIE DISTRICT SCHOOL BOARD
RECORD OF HOME INSTRUCTION
INSTRUCTOR - TIME SHEET

A. INSTRUCTOR:

Surname _____

Given Name _____

Address (Street / Town, Lot / Con., Postal Code) _____

Telephone _____

STUDENT'S NAME _____

SCHOOL _____

Course/Subject or Grade: _____

B. RECORD OF INSTRUCTION:

Curriculum Covered			Assessment/Evaluation		
Dates worked	# of hours	Parent initial	Dates worked	# of hours	Parent initial

Hourly Rate: _____

Total No. of Hours Worked: _____

Total Amount: _____

NOTICE: FAILURE TO SIGN BELOW WILL RESULT IN RETURN OF FORM AND DELAY IN PAYMENT

Personal information recorded on this form is collected and maintained under the authority of the Education Act and will be used by authorized Board personnel to determine eligibility for employment and if hired for the purposes consistent with and necessary to the proper administration of an employer-employee relationship such as information required for enrolment in benefit plans, preparation of payroll, compliance with provisions of the Income Tax Act, Worker's Compensation Act, collective agreements and for purposes of compliance with an act of the Ontario Legislature or the Parliament of Canada. Questions about this collection of personal information should be directed to the Superintendent of Education (Human Resources), Grand Erie District School Board, 349 Erie Avenue, Brantford, Ontario N3T 5V3

I hereby consent to the use of the personal information contained herein for the purposes set out in the above notice.

This record should be submitted regularly to the Superintendent of Education's Office – minimum, **on a monthly basis**, if the term of the Home Instruction is prolonged.

SIGNATURES:_____
Employee_____
Principal_____
Superintendent of Education

Date: _____