

Topic:	Home Instruction – Elementary and Secondary
Effective:	March 2014
Revision Date:	March 2017, October 2019
Review Date:	December 2024
Responsibility:	Superintendent of Education

INTENDED PURPOSE:

The Halton District School Board offers home instruction to meet the needs of the student(s) who, for medical reasons that have been authenticated by a member of the Ontario College of Physicians and Surgeons, cannot attend regular day school classes.

PROCEDURES:

1. Home Instruction may be considered when:
 - a. A student is absent for five (5) consecutive school days and is not able to return to school for a duration of time. Home instruction is not available when the student is in full or part-time attendance at school, or if the student is currently suspended or expelled from the Halton District School Board.
 - b. A medical certificate from a member of the Ontario College of Physicians and Surgeons confirms the absence and duration.
 - c. It is recommended by the school principal/vice-principal.
2. To apply for Home Instruction:
 - a. The principal/vice-principal shall complete the Home Instruction Application Form and send it with a medical certificate to their Superintendent of Education.
 - b. The completed Home Instruction Application Form must be approved by the appropriate Superintendent of Education prior to the hiring of the home instruction teacher.
3. Once approved, the principal/vice principal will:
 - a. Receive notification by return copy of the application that the home instruction request has been approved or not approved.
 - b. Initiate the process of securing a teacher to provide home instruction.
 - i. Request three (3) to five (5) hours a week depending on needs of the student.
 - ii. Ensure instruction is provided by a member of the Ontario College of Teachers. The home instruction teacher will hold Special Education qualifications, if required.
 - iii. Give first opportunity to the regular classroom teacher(s) of the student to be the home instruction teacher.
 - iv. Advise Human Resources of the name and details of the assigned home instruction teacher.
 - v. Ensure adequate arrangements are made between the classroom teacher and the home instruction teacher for the supervision and any evaluation of the student's work.
 - vi. Provide the home instruction teacher with the Elementary and Secondary Application for Remuneration for Home Instruction Services Timesheet to record instruction time. The timesheet will be signed by the principal verifying the hours of instruction provided each week and forwarded to the appropriate Superintendent of Education for payment.

NOTE: The hourly rate for home instruction is paid for work directly with an individual child and does not include preparation time and mileage.

- c. Complete a review of the Home Instruction Unit within six (6) weeks after commencement of the instruction.
- d. Request an extension, if deemed necessary, by completing the appropriate section on the Home Instruction Application Form prior to the end of the six (6) week period.
- e. Ensure home instruction does not exceed six (6) weeks unless the principal requests an extension and receives authorization from the appropriate Superintendent.
- f. Ensure home instruction occurs during the school year, as defined by the school year calendar.

NOTE: Home instruction may occur at hours other than the regular school day where mutually agreed upon by the student/student's family and teacher.

- g. Ensure the student remains on the register of the school wherein he/she was enrolled prior to home instruction and is marked "present" on the daily attendance record. The student's attendance record must be maintained by the secretarial staff during the period of home instruction, not the classroom teacher.
- h. Complete the "Termination of Home Instruction" section on the Home Instruction Application Form and return it to the appropriate Superintendent of Education when home instruction is discontinued.

The following forms can be found on myHDSB –

Home Instruction Application Form

Elementary/Secondary Application for Remuneration for Home Instruction Services Timesheet