

Toronto District School Board

Operational Procedure PR554

Title: **HOME INSTRUCTION**
Adopted: October 16, 2000
Effected: October 16, 2000
Revised: October 11, 2005, **August 22, 2019**
Reviewed: August 22, 2019
Authorization: Director's Council

1.0 RATIONALE

This Home Instruction Procedure supports implementation of the Home Instruction Policy (P060), in accordance with the Board's legislative duties and obligations under the *Education Act* and the corresponding Ontario Regulation 298 (Operation of Schools – General).

2.0 OBJECTIVE

To provide a process for home instruction services in accordance with the *Education Act* when eligible pupils are not able to attend for medical and/or social-emotional reasons.

3.0 DEFINITIONS

Home Instruction Services refers to short-term support at home for students from Kindergarten to 18 years of age who are registered in school and unable to attend for medical and or social-emotional reasons. A pupil who turns 18 years old while participating in Home Instruction may request to continue participating in Home Instruction.

Long-term Physical Circumstances refers to a long-term disability or illness (e.g., cancer treatment, brain injury) which prevents regular school attendance.

Short-term Physical Circumstances refers to a temporary physical condition (e.g., broken leg or surgery) which prevents regular school attendance.

Social-Emotional Reasons refers to a range of complex difficulties (e.g., severe anxiety, depression) which prevent regular school attendance.

Special Circumstances refers to social, emotional, behavioural or legal issues which prevent regular school attendance.

4.0 RESPONSIBILITY

Associate Director, Leadership, Learning and School Improvement and the Centrally Assigned Principal.

5.0 APPLICATION AND SCOPE

This Procedure applies to all full-time students of compulsory age (18 years old and below) who are registered in school with the TDSB.

A pupil who turns 18 years old while participating in Home Instruction may request to continue participating in Home Instruction.

Home Instruction cannot be provided to students who are on a “Refusal to Admit”. Principals must follow the Caring and Safe Schools Policy (P051) for Refusal to Admit.

6.0 PROCEDURES

6.1. Eligibility

Schools must provide remediation and academic support for the first 15 days of a student’s absence. After 15 consecutive days of absence, schools may initiate the Home Instruction process in the following circumstances:

Short-term Physical Circumstances: temporary physical condition (e.g., broken leg or surgery) which prevents regular school attendance.

Long-term Physical Circumstances: long-term disability or illness (e.g., cancer treatment, brain injury) which prevents regular school attendance.

Social-Emotional Reasons: complex difficulties (e.g., severe anxiety, depression) which prevent regular school attendance.

Special Circumstances: social, emotional, behavioural or legal issues which prevent regular school attendance. In special individual circumstances, and after all other alternatives have been considered by the local School Support Team (i.e. Guidance, Student Success, Mental Health & Addictions Nurse), students may be eligible for home instruction on a short-term basis, for less than 12 weeks on the recommendation of the Principal, in consultation with the Coordinator: Guidance, Career Development & Well-Being.

6.2. Admission

Referrals for home instruction are made by the home school principal or designate.

The principal or designate must submit the application for home instruction by email to homeinstruction@tdsb.on.ca with the following information:

- Student name and date of birth
- Parent/Guardian name, address, telephone number

- Current grade/program placement
- Special education status (if any)
- Nature of illness
- Medical documentation specifying anticipated duration of illness

This information permits the home instruction teacher to meet with staff, students and parent(s)/guardian(s) to plan the home instruction program.

Home instruction services cannot commence until the application has been approved by the Coordinator: Guidance, Career Development & Well-Being.

6.3. Program Delivery

Only Ontario Certified Teachers (contract or occasional) employed by the Toronto District School Board may be eligible to provide home instruction services.

Secondary school students may be provided home instruction services up to five (5) hours per week. Elementary school students may be provided home instruction services up to (3) hours per week. The subjects in which home instruction is offered are selected in consultation with the school and the student or parent(s)/guardian(s).

Home instruction teachers do not grant credits. The decision to grant credits rests with the secondary school principal who will make the determination based on the student's achievement of the overall expectations of a given course.

Home instruction services will not be provided to a student who is on a refusal to admit from their school. A student on a refusal to admit can attend a program offered through Caring and Safe Schools.

Home instruction will occur face-to-face, when possible, and may occur outside of the school day (e.g., evenings, weekends).

For attendance purposes, students are marked 'present' on the register during the period in which they are receiving home instruction services.

6.4. Responsibilities

(a) Home School Principal or Designate

- Informs the parent(s)/guardian(s) of eligible students of the availability of home instruction;
- Communicate to the parent(s)/guardian(s) that the home instruction teacher does not grant credits;
- Submits the application for home instruction to the Coordinator: Guidance, Career Development & Well-Being;
- After approval has been provided, contacts and recommends an appropriate home instruction teacher from school staff, if available;

- Contacts Coordinator: Guidance, Career Development & Well-Being if unable to find home instruction teacher from school staff;
 - Facilitates communication between the local school and the home instruction teacher;
 - Provides materials and equipment required by the home instruction teacher;
 - Provides home instruction teachers with access to relevant information about the student's program, including necessary accommodations.
 - Ensures that the student is marked present for attendance purposes during the period in which they are receiving home instruction services.
 - For secondary school students working towards an Ontario Secondary School Diploma or Certificate, determine whether a credit should be granted, based on the student's achievement of the overall expectations of a given course. See section 7.1 of Ontario Schools, Kindergarten to 12, Policy and Program Requirements, 2016.

 - Upon return to the school after an extended absence, including on a part-time basis, the student is no longer eligible to receive home instruction. The principal or designate will develop a transition plan to reintegrate the student and to provide remediation support.
- (b) Coordinator: Guidance, Career Development & Well-Being
- Maintains a list of elementary and secondary home instruction teachers (contract and occasional) employed by the TDSB;
 - Reviews documentation to ensure that a student is eligible for home instruction;
 - Assigns students to appropriate home instruction teachers;
 - Maintains regular communication with School Principal or designate and home instruction teacher.
- (c) Home Instruction Teacher
- Contacts the principal or designate to obtain necessary materials, academic information, and other relevant details;
 - Contacts the parent(s)/guardian(s) when home instruction is approved to explain the program and arrange a date and time for the first visit;
 - Maintains contact with the home school teacher(s) and participates in meetings related to the needs of the student, when necessary;
 - Provides a progress update for principal and Coordinator: Guidance, Career Development & Well-Being, when requested;
 - Reports educational progress to parent(s)/guardian(s) and the home school principal on a regular basis, including a summary report upon discontinuation of home instruction; and
 - Completes form 554C, Discontinuation of Home Instruction, at the conclusion of the teaching assignment.

(d) Parent/Guardian/Adult Student

- Requests home instruction and provides required medical authorization;
- Ensures that a responsible adult is at home during the teaching period;
- Provides an environment conducive to instruction;
- Informs the home instruction teacher of any relevant changes in a student's medical condition;
- Contacts the home instruction teacher if the student cannot take instruction on a particular day;
- Returns borrowed books, supplies and equipment to the home school when home instruction is discontinued.

6.5. Discontinuation of Home Instruction Occurs When:

- the student is able to return to school, including on a part-time basis;
- the student no longer benefits from home instruction due to deterioration of his/her condition and a physician confirms the assessment;
- the student moves to another educational jurisdiction; or
- the period of three (3) months has ended, subject to new medical documentation.

Temporary suspension of home instruction may be necessary when a satisfactory level of instruction cannot be maintained (e.g., scheduling conflicts, environmental concerns, teacher safety).

6.6. A Board employee interested in being a home instruction teacher, should complete the accompanying application form (554E) and payroll form (554G) and submit by email homeinstruction@tdsb.on.ca

6.7. Rate of Pay

The current rate of pay is \$38.32, which includes vacation pay and pay for statutory holidays.

6.8. Reporting of Hours

Home instruction teachers must submit their hours worked using Form 554F by email to homeinstruction@tdsb.on.ca every Wednesday by 3:30 p.m. so that it can be processed by Payroll in time for the pay period.

Home instruction teachers will only be paid for hours of instruction.

6.9. Pay Schedule

Remuneration for home instruction services will be included on the employee's statement of earnings, which is issued on a bi-weekly basis.

7.0 EVALUATION

This Procedure will be reviewed at minimum every four years or as required.

8.0 APPENDICES

N/A

9.0 REFERENCE DOCUMENTS

Policies:

- Home Instruction (P060)
- Caring and Safe Schools (P051)

Operational Procedures and Forms:

- Application for Home Instruction (554A)
- Confirmation From Coordinator: Guidance, Career Development & Well-Being (554B)
- Discontinuing Home Instruction (554C)
- Home Instruction Summary Report (554D)
- Home Instruction Teacher Information Form (554E)
- Confirmation to Home Instruction Teacher (554F)
- Home Instruction Teacher's Information for Payroll Purposes (554G)

Legislative Acts, Regulations and Other Documents:

- *Education Act*
- Ministry of Education: Ontario Schools: Kindergarten to Grade 12, Policy and Program Requirements, 2016
- Ontario Regulation 298 (Operation of Schools – General), s. 11 (11)