



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>2014</b>	<i>Replacing</i> <b>All Previous Procedures</b>
<i>Review Date</i> <b>2019</b>	<i>Page</i> <b>1 of 13</b>
<i>Contact Person/Department</i> <b>Superintendent of Learning</b>	<i>Identification</i> <b>ES-5540</b>

## **HOME INSTRUCTION**

### **1.0 PURPOSE**

Home Instruction will be provided for currently registered TLDSB students where health or other concerns prevent that student from attending school.

### **2.0 REFERENCES/RELATED DOCUMENTS**

- 2.1 Education Act: Section 21
- 2.2 Trillium Lakelands District School Board Special Education Plan

### **3.0 TERMS AND DEFINITIONS**

#### **3.1 ILLNESS AND INJURY**

For the purpose of Home Instruction, illness and injury applies when, with supporting documentation from a professional (Medical Doctor, Nurse Practitioner, Psychiatrist or other medical professional as considered on a case by case basis), a student is unable to attend school for a prolonged period due to medical or mental illness or physical injury.

#### **3.2 HOME PROGRAM**

An ongoing Home Instruction program that is provided in exceptional circumstances to students whose complex needs cannot be met within other programs provided by the Board. A Home Program is initiated in consultation between the school, family, Specialized Services Department Staff and the Superintendent of Learning.

#### **3.3 PROLONGED PERIOD**

For the purpose of home instruction, prolonged period means an absence that has lasted or is expected to last more than 5 (five) consecutive school days.

## **4.0 ADMINISTRATIVE PROCEDURE**

### **4.1 AUTHORITY**

A child is excused from attendance at school if the child is unable to attend school by reason of sickness or other unavoidable cause. (Ed. Act S.21 (2) (b)) Ministry of Education Regulation 298, Section 11(11) provides further direction as follows:

4.1.1 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;
- b) The Principal is satisfied that Home Instruction is required.

4.1.2 In a small number of unique situations, Home Instruction may be used for a special education program, and is a placement outlined in the Trillium Lakelands DSB Special Education Plan.

### **4.2 BACKGROUND**

Students may require Home Instruction for periods of time when an illness or injury prevents their attendance at a school. Home Instruction arrangements are set up for a period of time as approved by the Superintendent.

In some circumstances, Home Instruction may also be considered as a temporary placement for students with exceptional circumstances. In a very small number of unique circumstances, a long-term Home Instruction arrangement, called a "Home Program", may be required.

### **4.3 APPROVAL FOR HOME INSTRUCTION**

Home Instruction approvals can be granted for the current school year only. Re-application must be made each school year if further support is needed.

4.3.1 Home Instruction can be considered when the following conditions apply:

- a) The length of the expected absence due to illness, injury or other exceptional circumstances is more than 5 (five) consecutive school days OR;

- b) A medical condition exists that significantly impacts a student's ability to consistently attend school. In these circumstances, the overall impact on attendance is considered and the requirement of 5 (five) consecutive school day absences may be waived with approval of the Superintendent;
  - c) The parent/guardian requests Home Instruction;
  - d) Medical evidence that the student cannot attend is provided, in writing, to the Principal;
  - e) All Home Instruction arrangements must be approved by the Superintendent responsible for Home Instruction;
  - f) The Principal is satisfied that the Home Instruction is necessary;
  - g) The Principal requests Home Instruction by submitting the attached form, "*Request for Home Instruction*" to the Superintendent;
  - h) The school and payroll department are notified of the approval for Home Instruction via the Superintendent's office.
- 4.3.3 If Home Instruction is being considered for an exceptional circumstance, the Superintendent of Learning should be contacted prior to making the request. The requirement for a Doctor's certificate may be waived, or other documentation to support need can be accepted, at the discretion of the Superintendent of Special Education.
- 4.3.4 Students on Home Instruction remain on the school register with an explanatory note. Schools are to follow the PowerSchool rules for coding Home Instruction.

#### 4.4 SETTING UP THE HOME INSTRUCTION PLAN

Due to the variety of circumstances in which Home Instruction is used, some flexibility in individual arrangements is required. It is important for safety and liability purposes that the following areas are considered for each plan.

##### 4.4.1 LOCATION OF THE HOME INSTRUCTION

Home Instruction typically takes place outside of the school setting. Locations may include but are not limited to: in the student's home, at a public space (library or other) or in a hospital. In some circumstances, due to the lack of a suitable environment or safety issues or as part of a transition plan, Home Instruction can be arranged at the school or at another location approved by the Principal.

#### 4.4.2 CONDITIONS OF HOME INSTRUCTION

The following conditions must be agreed to by the family prior to the commencement of Home Instruction:

- a) A responsible adult must be present at all times when the home instruction provider is in the home.
- b) A suitable instructional environment must be available, (quiet, clean, appropriate work surface).
- c) No smoking can take place in the home during Home Instruction times.
- d) The home instruction provider must be notified in advance if instruction is cancelled. There will be a written agreement as part of the 'Request for Home Instruction' regarding agreed-upon cancellation time frames and method of cancellation notice.
- e) Home Instruction will be discontinued at the discretion of the Principal if the above arrangements are not in place. (see 8.0 Concerns)

#### 4.5 EMPLOYMENT OF HOME INSTRUCTION PERSONNEL

##### 4.5.1 HIRING AND PAYMENT OF PERSONNEL

Teachers of Home Instruction must be qualified teachers from one of the following:

- a) On TLDSB regular staff (permanent or LTO).
  - b) On TLDSB Occasional Teacher Rosters.
  - c) In some circumstances, where the program for the student is more oriented to life skills or care, an educational assistant may provide Home Instruction.
    - i) Educational assistants for Home Instruction must be on current staff or the Trillium Lakelands DSB Educational Assistant Supply List. When an E.A. is delivering the instruction due to alternative curriculum expectations, the program must be under the direction of the Principal in consultation with a Special Education Teacher.
  - d) Due to the difficulty of staff availability in some locations, the Area Superintendent may approve other personnel arrangements, in the event that staff in the above groups cannot be found.
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- e) Personnel employed for the purpose of Home Instruction shall not be an immediate family member of the student.
- f) The Attached form, "*Home Instruction Remuneration Claim*" should be submitted bi-weekly to the Principal and then to the Superintendent of Learning for approval. Approved forms are signed by the Superintendent and then forwarded to the payroll department.

#### 4.6 HOURS OF INSTRUCTION AND DURATION OF ARRANGEMENTS

- 4.6.1 Home Instruction is provided for up to 5 hours a week. The Principal will consult with the family regarding the time of Home Instruction. The sessions should take place a minimum of 2 times per week. The final time arrangements must be approved by the school Principal. Any variations to the arrangements must be approved by the Superintendent responsible for Home Instruction.
- 4.6.2 If Home Instruction is delivered by an Educational Assistant per 4.5.1 c), up to 10 hours per week of instruction can be accessed.

#### 4.7 HOME INSTRUCTION PROGRAM CONTENT AND REPORTING ON STUDENT PROGRESS

The supervision of the student's program, while on Home Instruction, is the responsibility of the Principal of the school for program direction, feedback on progress, or concerns. While Home Instruction arrangements are in place, the teacher or educational assistant must report to the Principal of the school for program direction, feedback on progress, or concerns.

- 4.7.1 Due to the number of hours available for Home Instruction, it is important to make each session as productive as possible.
- 4.7.2 The Home Instruction program and educational priorities should be developed in consultation with SERT or Special Education Head (where applicable) and the Classroom Teacher(s).
- 4.7.3 Students are expected to complete homework as much as their health permits in between Home Instruction sessions.
- 4.7.4 It is the responsibility of the student's home school to provide instructional materials. It is expected that the Home Instruction teacher will co-ordinate with the regular class teacher regarding materials and curriculum content.
- 4.7.5 The Home Instruction provider will plan daily work and carry out assessment and evaluation of the work.

- 4.7.6 Progress updates will be shared with the Principal at least monthly. Reports shall be prepared and submitted to the Principal according to normal reporting time frames.
- a) A review date will be established by the Principal at the time of approval by Superintendent Responsible for Home Instruction. The review period will not extend beyond 3 (three) months.
  - b) The review meeting will be a case conference convened by the Principal or designate which may include: the parent/guardian, Home Instruction Teacher and Special Education Consultant, Student Services Attendance Counselor, Community Partners as applicable or required.
  - c) At this review meeting, renewal of Home Instruction will be recommended to the Superintendent when:
    - i) Pre-existing conditions leading to the initial Home Instruction are still present at the review meeting.
  - d) Home Instruction will be discontinued when:
    - i) The physician or other professional (i.e. mental health agency therapist) has stated that the student is able to return to school;
    - ii) In consultation with Special Education central staff, a plan for transition back into school had been developed prior to reintroduction of the student.

#### 4.8 HOME PROGRAM

In some circumstances, Home Instruction is provided as an ongoing placement due to significant unique needs of a student.

- 4.8.1 In these situations, the program is under the direction of the Principal and is carried out by an educational assistant. Principals may designate a special education teacher or a resource teacher in the school to carry out the preparation responsibilities associated with programming for these circumstances.
- 4.8.2 As with other students on Home Instruction, a minimum of a monthly progress update must take place. A formal written report must be prepared for each reporting period. The Alternative Report Card may be used for students with alternative program expectations or for students who have received Home Instruction for all, or the majority of a reporting period.
- 4.8.3 Each home program arrangement must be planned in collaboration with and approved by the Superintendent of Learning.

#### 4.9 CONCERNS

It is the duty of the Home Instruction teacher or educational assistant to inform the Principal of any concerns related to Home Instruction.

Home Instruction will be discontinued for the following reasons:

- a) The physician or other professional has stated that the student is able to return to school;
- b) The student no longer benefits from the instruction due to deterioration in condition as confirmed by the physician or other professional;
- c) The student and/or parents refuse to co-operate;
- d) The conditions of instruction and/or family co-operation are unacceptable.

The Principal will advise the Superintendent of Special Education and Payroll Department when Home Instruction arrangements are finished.

#### 4.10 REPORTING

A database of students on Home Instruction will be maintained by the Superintendent responsible for Home Instruction.

#### 4.11 TRAVEL

4.11.1 It is the responsibility of the parent/guardian to provide transportation to and from Home Instruction locations where applicable. Home Instruction Teachers/Educational Assistants should not be transporting students for this purpose.

### 5.0 APPENDICES

#### 5.1 APPENDIX 1 - Request for Home Instruction Package

**REQUEST FOR HOME INSTRUCTION PACKAGE**

Instructions:

- 1) Home Instruction can be arranged for the following reasons
  - a. Illness (medical or mental) or Injury (supported with a doctor's note);
  - b. Exceptional Circumstances (Home Program).
  
- 2) The Request for Home Instruction is to be completed in coordination with staff, student, Home Instructor and parent/guardian.
  
- 3) Please complete all sections.
  
- 4) Request for Home Instruction Packages next steps are as follows:
  - a. After completing the package and obtaining all signatures, package is forwarded to Superintendent of Learning
  - b. Once Superintendent signs off, Principal will be notified of approval and advise the home instructor; instruction can then commence ASAP
  - c. Superintendent's Office will send
    - i. A copy to the Principal for the OSR
    - ii. A copy to Payroll
    - iii. Keep a copy on file

<b>STUDENT INFORMATION</b>	
<b>DATE</b>	
<b>STUDENT NAME</b>	
<b>STUDENT DOB</b>	
<b>SCHOOL</b>	
<b>GRADE</b>	
<b>PARENT/GUARDIAN NAME</b>	
<b>REASON FOR HOME INSTRUCTION REQUEST</b>	<input type="checkbox"/> Illness/Injury/Medical (please attach supporting medical documentation) <input type="checkbox"/> Exceptional Circumstances  Referred by: _____ Has Superintendent been consulted (required for exceptional circumstances only)? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>SCHOOL LEAD CONTACT</b>	
<b>CENTRAL STAFF INVOLVED (if applicable)</b>	

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## HOME INSTRUCTION PLAN

<b>Student will be working with</b>	<input type="checkbox"/> Teacher - 5 hrs./week. <input type="checkbox"/> EA - 10 hrs./week. <input type="checkbox"/> Other (per SO approval; please specify)	<b>Home Instructor Name and position:</b>  (LTO teacher, Perm Teacher, Supply Staff or Educational Assistant)	
<b>The student is anticipated to be on home instruction for the following timeframe:</b>		<b>The following people are responsible for monitoring the Home Instruction Plan</b>  (e.g. Principal and/or Classroom Teacher and/or SSAC etc.)	
<b>Home Instruction will take place:</b>  (Location of Home Instruction)		<b>Student will be working on:</b>  (list courses and/or other activities)	
<b>A review of the Home Instruction Program will occur:</b>		<b>Student has an IEP</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

### CONTACT INFORMATION FOR SCHEDULING, CHANGING OR CANCELLING A SESSION

<b>Timeframe agreed upon by Family and Instructor for cancellation in advance of session:</b>		<b>In case of unavoidable circumstances wherein the Family OR Instructor has to cancel a session:</b>  (Instructor contact # can be personal number OR via Principal)	Instructor Contact #	
			Family Contact #	

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<p style="text-align: center;"><b>AGREEMENT</b></p> <p>The following outlines roles and responsibilities regarding home instruction programs. By initialing to the right, all parties are indicating understanding of the terms and conditions for the Home Instruction Plan</p>	<p style="text-align: center;">PARENT/ GUARDIAN Initials</p>	<p style="text-align: center;">STUDENT Initials</p>	<p style="text-align: center;">P/V/P Initials</p>	<p style="text-align: center;">HOME INSTRUTOR Initials</p>
<b>TRANSPORTATION</b>				
<p>It is the parent/guardian responsibility to transport a student to and from the Home Instruction location.</p>				
<p>TLDSB Staff should not be transporting students in their personal vehicles to or from a Home Instruction location.</p>				
<b>HOME INSTRUCTION LOCATION</b>				
<p><b>ALLOWABLE LOCATIONS</b></p> <p>Home Instruction may occur in a library, hospital, community location, at home, or in an alternate location (with Superintendent approval).</p> <p>If Home Instruction is taking place in the home:</p> <ul style="list-style-type: none"> <li>• There will be no smoking in the home while instruction takes place;</li> <li>• A responsible adult will be present at all times;</li> <li>• A clean and safe work-space will be available for the Instructor/student to work at.</li> </ul>				
<b>HOME INSTRUCTION SESSIONS</b>				
<p><b>DAYS AND TIME</b></p> <p>Arrangements can be made between families and the Instructor regarding the days and timing for instruction to occur.</p> <p>Instruction must occur when an instructor is not scheduled to be working at their regular placement/position. Home Instruction can occur during the day or during evenings or on weekends.</p> <p>Home Instruction will not occur on Christmas or March Break or during Statutory Holidays.</p>				

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<h2 style="text-align: center;">AGREEMENT</h2> <p>The following outlines roles and responsibilities regarding home instruction programs. By initialing to the right, all parties are indicating understanding of the terms and conditions for the Home Instruction Plan</p>	PARENT/ GUARDIAN Initials	STUDENT Initials	P/V/P Initials	HOME INSTRUCTOR Initials
<p><b>PERSONAL INFORMATION</b></p> <p>Home Instructors should not be providing personal information, with the exception of a contact number to be used to schedule, change or cancel sessions, to the family.</p> <p>The relationship between Home Instructor and student should follow the same boundaries as the relationship between an in-school educational professional and student.</p>				
<p><b>PAYMENT FOR HOME INSTRUCTION</b></p> <p>It is the responsibility of the Home Instructor to submit their timesheet on a bi-weekly basis.</p> <p>Timesheets should include parent/guardian, Principal and tutor signature.</p> <p>Home Instruction is to occur for no longer than the maximum hours per week as outlined in the Home Instruction Plan (or a combination of hours over a <i>bi-weekly</i> period. Example 5 Hours in week one and 5 hours in week two OR 3 hours in week one and 7 hours in week two)</p>				
<h3>HOME INSTRUCTION PLAN</h3>				
<p><b>LENGTH OF HOME INSTRUCTION</b></p> <p>Home Instruction is meant to be a short-term arrangement except in exceptional circumstances; the goal is for stakeholders to work together to transition the student back to the school setting when possible.</p>				
<p><b>SESSIONS</b></p> <p>Students and Instructors are expected to arrive at the Home Instruction sessions on time and prepared for the session. Homework may be assigned to the student.</p>				
<p><b>REVIEW OF HOME INSTRUCTION</b></p> <p>Regular review meetings and monitoring, including issuing progress reports in the case of longer-term instruction, will occur.</p>				

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<b>AGREEMENT</b>	<b>PARENT/ GUARDIAN Initials</b>	<b>STUDENT Initials</b>	<b>P/V/P Initials</b>	<b>HOME INSTRUCTOR Initials</b>
The following outlines roles and responsibilities regarding home instruction programs. By initialing to the right, all parties are indicating understanding of the terms and conditions for the Home Instruction Plan				
<b>DURATION OF PLAN</b>  Home Instruction approvals are only valid for the current school year; new applications must be made if instruction is required to bridge into the following school year.				
<b>RETURNING TO SCHOOL</b>  The parent/guardian must notify the Principal if/when a medical professional has suggested a return to school.				
<b>TRANSITION PLANS</b>  In cases of Home Instruction for Exceptional Circumstances or home instruction for reasons related to Mental Health or Anxiety, the school will be required to work with the Special Education Consultant and/or SSAC and other stakeholders to create a transition plan for student transition back to school.				

*I have read and agree to the Home Instruction Plan and Agreements as outlined on pages above in the Home Instruction Request Package:*

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<b>(Principal or Designate)</b>		
<b>(Parent)</b>		
<b>(Instructor)</b>		
<b>(Superintendent of Learning)</b>		

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## ***Transition Plan to/ from Home Instruction***

*The transition plan can outline steps to be taken to assist a student who is beginning a home instruction program, (such as a student who has suffered injuries as a result of a serious accident), or to plan a student's entry into a community school after being on a home instruction program.*

Goal:		
Action	Person Responsible	Timeline



## HOME INSTRUCTION REMUNERATION CLAIM

**To be submitted bi-weekly. After obtaining parent and principal signatures, please submit to the Superintendent of Learning. Please do NOT submit directly to payroll; after Superintendent's signature is obtained, it will be forwarded by that office to the payroll department.**

School Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Instructor Name: \_\_\_\_\_

Address \_\_\_\_\_

**Maximum of 5 hours per week (or 10 hours over a two- week period).  
Please allow 2-3 weeks for payment.**

	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	
<b>Dates</b>															<b>Total Hours</b>
<b>Hours Worked</b>															

**Approvals: I certify that the above hours are correct:**

1) Home Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2) Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3) Principal's (or Designate's) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4) Superintendent of Learning Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Superintendent Office Use:**

**Original – File with Central Home Instruction Database**

**Fax – Payroll. Date faxed: \_\_\_\_\_**

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