



## HOME INSTRUCTION

Responsibility: *Superintendent, Student Achievement & Well-Being*

Legal References: *Education Act, 1990, Reg. 298, S. 11 (11)*

Related References: *IS-07-K Home Instruction*

Revisions: *March 2016*

Reviewed: *March 2016*

### 1. Preamble

- 1.1 The procedures that follow provide guidelines and expectations for initiating a request for, and the administration of, home instruction.

### 2. Provincial School Law

- 2.1 Provincial school law provides that a child may be excused from attendance at school if unable to attend because of illness. In such case, Home Instruction may be undertaken by the Board if:
- There is medical evidence that a student cannot attend school;
  - The principal is satisfied that Home Instruction is required; and
  - Approval has been granted by the Superintendent, Student Achievement & Well-Being.

### 3. Supervision

- 3.1 The Superintendent, Student Achievement & Well-Being will supervise Home Instruction.

### 4. Initiating the Request

- 4.1 The parent(s) or guardian(s) or the student (if of age) should inform the appropriate principal of the student's inability to attend school due to medical reasons. Home Instruction should only be considered if the **anticipated** length of absence is 15 or more consecutive school days, or there are ongoing or frequent absences because of persistent illness or physical disability. The principal or designate is responsible for the establishment, administration and monitoring of Home Instruction for students in the school.
- 4.2 The principal or designate will:
- 4.2.1 Obtain a physician's statement from the parents, which include a description of the medical situation, a recommendation for Home Instruction and an approximate indication of the length of time required at home. In order to ascertain the appropriateness of the continuation of Home Instruction from one school year to the next, an up-dated physician's statement and IS-07-K form are required;
  - 4.2.2 Retain the physician's statement in the student's Ontario School Record folder;
  - 4.2.3 Forward a completed Home Instruction form (IS-07-K) to the Superintendent, Student Achievement & Well-Being;
  - 4.2.4 Communicate to the parents, the disposition of the request and the details of its administration;
  - 4.2.5 Obtain a teacher to teach the Home Instruction by first approaching the regular classroom or subject teachers; other teachers on staff or supply teachers may be approached, if necessary. The rate of pay will be in accordance with the teacher's

collective agreement. If instructors are other than classroom or subject teachers, close contact must be maintained with the student's teachers. The maximum number of students per teacher is eight. The teacher employed for the purposes of Home Instruction should not be a parent of the child taught. Mileage expenses will be covered for home instruction;

- 4.2.6 Ensure that instruction time does not exceed 180 minutes per week, given in at least three sessions, unless a change has been approved by the Superintendent, Student Achievement & Well-Being;
- 4.2.7 Ensure that a parent will be present in the home/apartment while the teacher is instructing the student;
- 4.2.8 The instructor must complete on-line timesheets by using their PAL username and password to log into the On-line Timesheets program, located on the WRDSB staff website;
- 4.2.9 Ensure that Home Instruction does not occur on designated school holidays;
- 4.2.10 Monitor the general progress of the student;
- 4.2.11 Ensure that the student returns to school as soon as it is medically feasible;
- 4.2.12 Communicate any concerns promptly to the Superintendent, Student Achievement & Well-Being.
- 4.2.13 **Note:** The above procedures supersede those contained in separate Home Instruction Booklets.