



# PROCEDURE

PR-003

HOME INSTRUCTION	
<b>Superintendent Responsible:</b> Superintendent of Program K-12 (Teaching & Learning)	<b>Initial Effective Date:</b> 2022/05/30
<b>Last Updated:</b> 2023/06/16	<b>Next Review Date:</b> 2026/04/15

## Purpose

To outline the process Grand Erie District School Board (Grand Erie) employees will take to provide Home Instruction.

## Guiding Principles

A child may be excused from attendance at school if, in accordance with [O. Reg 298, S.11\(11\)](#) 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.

An administrator, subject to the approval of the appropriate Family of Schools Superintendent of Education, may arrange for home instruction to be provided for a pupil where:

- Medical evidence that the pupil cannot attend school is provided to the administrator; and
- The administrator is satisfied that home instruction is required.

Home instruction is not to be confused with Home Schooling. “Home schooling” is a commonly accepted term which is generally understood to mean that one (or more) of the parent(s)/caregiver(s) is providing instruction to one or more of their children.

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

### 1.0 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 of Education.

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 Grand Erie. Administrators are asked to submit the “statement of medical evidence” along with a completed copy of the attached “**Application for Authorized Home Instruction**” form to the Family of Schools Superintendent of Education.

Following approval, the original request and medical statement will be returned to the school and will be retained in the student's Ontario Student Record (OSR). A copy will be retained at the office of the Family of Schools Superintendent of Education for a period of one year in accordance with freedom of information legislation.

## 2.0 Parameters

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

In some instances, approval for home instruction may be given verbally, by telephone, by the appropriate Family of Schools Superintendent of Education, 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 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 administrator re-submits the Application for Authorized Home Instruction Form with the Request to Continue Home Instruction section completed; and receives authorization from the appropriate Family of Schools Superintendent of Education. An updated "statement of medical evidence" shall be required in order for the extension to be approved. Administrators must seek approval regarding extenuating circumstances from the appropriate Family of Schools Superintendent of Education 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 rare, 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 of Education.

When Home Instruction is discontinued, the administrator 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 of Education.

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.

## 3.0 Home Instructors Selection and Responsibilities

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

Home Instructors should be Grand Erie 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 employee of the student's school. If the student's own teacher, or another teacher from the employee 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.

#### 4.0 Classroom Teacher Responsibilities:

Where possible, the classroom teacher is to work with the Home Instructor to provide 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 administrator.

#### 5.0 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 of Education monthly on the attached form, "**Record of Home Instruction**". The completed form will be submitted to Payroll Services, by the Superintendent's Office, for payment.

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

#### Reference(s):

- [Education Act, R.S.O., 1990 Reg. 298 Operation of Schools, S.11\(11\)](#)
- Employee Safety Protocol at Non-Board Locations Procedure (HR-104)



# GRAND ERIE DISTRICT SCHOOL BOARD APPLICATION FOR AUTHORIZED HOME INSTRUCTION

Surname \_\_\_\_\_ Given Name \_\_\_\_\_ D.O.B: dd/mm/yyyy School \_\_\_\_\_

Address (Street /Lot/Con/Town/Postal Code) \_\_\_\_\_ Telephone \_\_\_\_\_ Grade \_\_\_\_\_

Parent / Caregiver Signature \_\_\_\_\_

Nature of Student's Inability to Attend School \_\_\_\_\_

Medical Certificate attached: Yes  No  (Medical certificate **must** accompany initial application)

Date Last Attended Schools: dd/mm/yyyy Date Home Instruction to Commence dd/mm/yyyy

Anticipated Date of Return dd/mm/yyyy Course(s) / Subject(s) \_\_\_\_\_

Teacher(s) recommended to deliver instruction \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrator

Authorized by \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent of Education

### **REQUEST TO CONTINUE HOME INSTRUCTION**

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

Medical Certificate attached Yes  No  Anticipated Date of Return: dd/mm/yyyy

Course(s) / Subject(s) \_\_\_\_\_

Nature of student's inability to attend school: \_\_\_\_\_  
Date: \_\_\_\_\_

Administrator'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) day/month/year Date: \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date: \_\_\_\_\_



**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:**

Overall Curriculum Expectations 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 Administrator Superintendent of Education

Date: \_\_\_\_\_