

Home Instruction	
Adopted: November 19, 2007	Last Reviewed/Revised: January 6, 2025
Next Scheduled Review: 2027-2028	
Associated Policies & Procedures: II-46 Assessment and Evaluation VI-55 Assessment and Evaluation - Academic Dishonesty and Plagiarism VI-56 Assessment and Evaluation - Late and Missed Assignments VI-29 Supervised Alternative Learning II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students VI-80 Prior Learning Assessment and Recognition (PLAR) For Day School Students	

Purpose

To provide a process for instruction in the home when pupils are not in attendance for medical reasons, or other absences as approved by the appropriate Family of Schools' Superintendent, in accordance with the *Education Act* and Halton Catholic District School Board (HCDSB) policy.

Application and Scope

This procedure applies to all students of the HCDSB.

References

[Education Act](#)

[Growing Success Assessment, Evaluation, and Reporting in Ontario Schools](#)

[Learning For All - A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12, 2013](#)

[O. Reg. 298](#)

Definitions

Home Instruction is defined as instructional support at home for students who are registered in school and who are unable to attend school for medical reasons, or other absences approved by the Family of Schools' Superintendent, or under special circumstances (as defined below).

Eligibility:

- a) *Short-term Physical*
Students who have a physical condition, which prevents regular school attendance, are eligible for Home Instruction on the written recommendation of a physician documenting their inability to attend school for a period of 15 school days or more.
- b) *Long-term Physical*
Students with a long-term disability or illness (e.g., cancer treatment) that are able to attend school some of the time, but require Home Instruction intermittently. New medical documentation may be required periodically.
- c) *Special Circumstances*
In special individual circumstances, and after all other alternatives have been considered by the local school team, students who have social, emotional, behavioural, or legal issues which prevent regular school attendance, may be eligible for Home Instruction on a short-term basis, on the recommendation of the School Principal, in consultation with the Family of Schools Superintendent.

Requirements

Admission:

Referrals for Home Instruction are made by the home school Principal, acting on information provided by parents/guardians and staff. Once the need for Home Instruction is known, the Principal or designate sends the application for Home Instruction to the appropriate Family of Schools Superintendent, providing the following information:

- Name and date of birth of student
- Name, address, telephone number of parent/guardian(s)
- Current grade/program placement
- Special education status (if any), nature, and anticipated duration of illness
- Doctor's certificate

Before regular Home Instruction is provided the application for Home Instruction must be submitted to the appropriate Family of Schools Superintendent.

This information permits the Home Instruction teacher to meet with staff, the student and parent/guardian(s) to plan the Home Instruction program.

Program Delivery:

Home Instruction is offered by certified (qualified by the Ontario College of Teachers) teachers. The subject(s) in which Home Instruction is offered are selected in consultation with the school and the student and/or parent/guardian(s). Home Instruction can be offered in person or virtually; this determination will be made in consultation with the school administration and parent/guardian(s). Home Instruction teachers are not eligible for mileage reimbursement for their distinct Home Instruction assignment.

Responsibilities:

a) *Home School Principal or Designate:*

- Informs parent/guardian(s) or eligible students of the availability of home instruction;
- Contacts the appropriate Family of Schools Superintendent to initiate the application process and determine the hours of instruction;
- Contacts and recommends an appropriate Home Instruction teacher from school staff, if available;
- If an appropriate Home Instruction teacher from school staff cannot be secured, contacts Human Resources Services;
- Facilitates cooperation between the local school and the Home Instruction teacher;
- Provides materials and equipment required by the Home Instruction teacher;
- Provides the Home Instruction teacher with access to relevant information;
- Students are marked 'present' on the register during the period they are receiving home instruction;
- Maintains regular communication with Home Instruction teachers.

b) *Family of Schools Superintendent:*

- Reviews documentation to ensure that a student is eligible for home instruction;
- Signs applications that are approved;
- Provides secondary approval of Home Instruction timesheet and submits to Payroll Services for payment.

c) *Human Resources Services:*

- Assists Home School Principal or designate in securing an appropriate Home Instruction teacher if one cannot be secured from school staff;
- Sends communication to Home Instruction teacher to confirm the assignment.

d) *Home Instruction Teacher:*

- Contacts the Principal or designate to obtain necessary materials, academic information, and other relevant details;
 - Contacts the parent/guardian(s) once Home Instruction has been 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 (when necessary) related to the needs of the student;
 - Provides assessment data for Principal and Program Coordinator, Guidance, and Student Success Coordinator, as requested;
 - Reports educational progress to parent/guardian(s) and the home School Principal on a regular basis, including a summary report upon discontinuation of home instruction;
 - Informs parent/guardian(s) of criteria for discontinuation of Home Instruction (see below);
 - Submits to the home School Principal a record of hours of instruction for approval and signature. The home School Principal forwards the record of instructional hours to the appropriate Family of Schools Superintendent for secondary approval and submission to Payroll Services for payment;
 - Consult with classroom (elementary), subject specific (secondary) teacher, where possible, to acquire direction, resources, assessment tools, etc. The Home Instruction Teacher is responsible for planning and assessment while student is under their academic direction.
- e) *Parent/Guardian/Adult Student:*
- Requests Home Instruction and provides required medical authorization;
 - Ensures that a responsible adult is at home/at the instruction location during the teaching period;
 - Provides a quiet, low distraction environment conducive to instruction;
 - Ensures that family pets are secured in a location away from the instruction location;
 - Informs the Home Instruction teacher of any relevant changes in the student's medical condition;
 - Contacts the Home Instruction teacher if the student cannot take instruction on a particular scheduled day;
 - Returns borrowed books, supplies, and equipment to the home school when Home Instruction is terminated.

Discontinuation of Home Instruction:

Home Instruction will be discontinued if/when one of the following criteria has been met:

- The student is able to return to school; or

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- The student no longer benefits from Home Instruction due to deterioration of their condition and a physician confirms the assessment; *or*
- The student's residence moves within a different educational jurisdiction.

Temporary suspension of Home Instruction may be necessary when a satisfactory level of instruction cannot be maintained due to a lack of cooperation with the Home Instruction on the part of the student or parent/guardian(s).

If a Home Instruction teacher attends at a student's home location, or virtually, at the appointed time and is not received and/or a responsible adult is not in attendance, the following applies:

- The instruction does not take place;
- The Home Instruction teacher is paid for the scheduled appointment hour(s);
- Home Instruction ceases until the parent/guardian(s) sign a schedule of future appointments;
- A second failed appointment will result in the termination of Home Instruction.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board