

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Home Instruction

Program B – 8

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

REVIEW DATE:

March 6, 2017

February 12, 2007

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POLICY STATEMENT

It shall be the policy of The Protestant Separate School Board of the Town of Penetanguishene (PSSBP) to provide home instruction for students in the manner as outlined in the Administrative Regulations.

BACKGROUND

A student is excused from attendance at school if the student is unable to attend school by reason of sickness or other unavoidable cause. *The Education Act, section 21 (2) (b)* and *Regulation 298, section 11(11)* provides further direction as follows:

A Principal, subject to the approval of the appropriate Supervisory Officer, may arrange for home instruction to be provided for a student where:

- medical evidence that the student cannot attend school is provided to the principal; and,
- the Principal is satisfied that home instruction is required.

The Protestant Separate School Board of The Town of Penetanguishene (PSSBP) may provide home instruction, for a period of time not to exceed three months, to serve the needs of students who are hospitalized, confined to home, or unable to attend school due to illness or injury. Home instruction is not an alternative educational program. Home instruction may be provided in collaboration with medical intervention in order to maintain the student in his/her regular school program.

ADMINISTRATIVE REGULATIONS

1. In order for home instruction to be established the principal must be satisfied that:
 - 1.1.1 a program cannot be provided for the student with their assigned classroom teacher;
 - 1.1.2 a re-entry plan has been developed for the student.
2. Where a Principal determines that home instruction is required, the Principal shall submit the Request for Home Instruction to the Supervisory Officer. This form must include a parent/guardian signature, medical documentation supporting the need for home instruction signed by a physician, and an expected date of return to school.

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3. Upon application approval by the Supervisory Officer, the Principal is authorized to appoint a teacher and to establish the schedule of visits after consultation with the parent(s)/guardian(s) and/or the doctor and/or hospital authorities.
4. A teacher appointed to provide home instruction will be:
 - a teacher currently employed as a teacher by the board; or
 - a teacher currently on the occasional teachers' list of the board; or
 - a retired teacher of the board who is a member in good standing of the Ontario College of Teachers (OCT) and is able to supply a Criminal Records Check – Vulnerable Sector Screening completed within the six month requirement, prior to commencing employment; or
 - a current employee of the board, qualified as a teacher and a member in good standing of the OCT.
5. The teacher shall submit, on a bi-weekly basis, a report of the actual instruction time, as well as any unexplained student absences, to the principal.
6. The teacher will be paid at the current established hourly rate which covers actual instruction time only.
7. The Principal shall submit a bi-weekly time-sheet to the Manager of Finance and Treasurer with a copy to the Supervisory Officer.
8. Students receiving home instruction must remain on the school's enrolment register with an appropriate explanatory note. The principal should seek advice from the Supervisory Officer regarding recording attendance.

OPERATING PROCEDURES

1. The supervision of the student's program, while receiving home instruction, is the responsibility of the Principal. The Principal will facilitate communication between the regular classroom teacher and the home instruction teacher.
2. The Principal must ensure that the educational requirement for students receiving home instruction, including delivery of curriculum expectations, assessment, and the reporting of progress to the parent(s)/guardian(s), are met.

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3. For students who have a safety plan in place, pertinent sections of this plan will be shared with the prospective home instruction teacher by the Principal prior to the commencement of home instruction and modified as needed. It is the teacher's choice whether or not to accept a home instruction assignment. A teacher who accepts an assignment does not lose their right to a Work Refusal under the Occupational Health & Safety Act.
4. Teachers shall provide the instructional program to students at home only when the parent(s)/guardian(s) or a responsible adult designated by the parent(s)/guardian(s), is present in the residence and the medical condition prevents the student from leaving the home (as confirmed by the physician). Otherwise, instruction will take place at a mutually agreed upon public location as approved by the Principal.
5. The Principal will have a discussion with the parent(s)/guardian(s) to assess the safety of a site for home visit and inform parent(s)/guardian(s) of practices to be followed to ensure a safe working environment (e.g., moving pets to another room, keeping walkways clear, removing allergens such as smoke, identifying any known contagious diseases [e.g., Fifth Disease]). The Principal will inform the home instruction teacher of the results of the risk assessment prior to the commencement of the home instruction.
6. The Board will provide up to three hours of instruction per week. Principals must address each case individually and consider the student's needs and medical condition. In a situation where a treatment plan (e.g., chemotherapy) will result in alternating periods of attendance and non attendance, or a modified school day, the Principal may recommend home instruction for the student after consulting the Supervisory Officer.

. Responsibilities of Teachers

7. Responsibility of regular classroom teacher:
 - communicate with the home instruction teacher;
 - provide the home instruction teacher with instructional resources (e.g., curriculum expectations/course of study, sample assessment instruments, textbooks, teacher guides where available, etc.);
 - provide the home instruction teacher with the first 3 hours of work for the student;
 - maintain and promote communication with the student's home instruction teacher; and,
 - collect an assessment summary from the home instruction teacher.

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8. Responsibility of home instruction teacher:
- contact Principal or designate to obtain instructional resources, academic history and other pertinent information;
 - be aware of the contents of all shared portions of the safety plan in place for the student and provide written acknowledgement to the Principal that the plan has been reviewed;
 - communicate the educational program to parents and students at the first visit;
 - instruct and assess the student's progress;
 - maintain and promote communication with the student's regular classroom teacher;
 - participate in communications about the student's progress as appropriate;
 - contact parent/guardian if unable to attend at arranged time/place;
 - provide feedback to the parent(s)/guardian(s) and the school;
 - submit an assessment summary to the classroom teacher upon completion of home instruction;
 - return borrowed instructional resources to home school when home instruction is completed; and,
 - submit, on a bi-weekly basis, time sheet and report student attendance to the Principal.

Termination of Instruction

9. A student may be removed from receiving home instruction for the following reasons:
- the physician has stated that the student is able to return to school;
 - the student no longer benefits from the instruction due to deterioration in condition as confirmed by the physician or parent(s)/guardian(s);
 - the student and/or parent(s)/guardian(s) refuse to co-operate in following home instruction or providing a safe work environment (i.e., harassment, violence).
10. On termination of home instruction, the Principal will advise the Supervisory Officer and at the same time return the school copy of the original application to the Board office.

Extension or Renewal of Home Instruction

11. If it is necessary to renew or extend Home Instruction beyond the discontinuation date, updated medical documentation will be required.