

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

POLICY MANUAL

POLICY TITLE:

Home Instruction

SECTION/CODE:

Program B – 8

APPROVAL DATE:

December 5, 2022

SUPERSEDES:

March 6, 2017

NUMBER OF PAGES:

Page 1 of 4

REVIEW DATE:

December 2026

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 as permitted by *The Education Act, section 21 (2) (b)* and *Regulation 298, section 11(11)* and in the manner as outlined in the Administrative Procedures.

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 Supervisory Officer, in accordance with Education Act.

ADMINISTRATIVE PROCEDURES

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; a re-entry plan has been developed for the student.
2. The Board will provide up to three hours of instruction per week. The principal 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.
3. 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.

ENVIRONMENTAL CONDITIONS FOR HOME INSTRUCTION:

- Where possible a public location will be provided for instruction e.g. public library, hospital setting where child is a patient
- Where it is necessary for instruction to occur within the home:
 - ensure that safety factors are followed outside of and inside the home e.g. cleared walkways, removal of allergens such as smoke, pets not required as service or therapy, and any known contagious infections/diseases

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- a suitable instruction location made available (quiet, clean, appropriate work surface, etc.)
- presence of a responsible adult at all times when the home instruction teacher is in the home. This requirement also applies to remote instruction.

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 further ensure a safe working environment. The Principal will inform the home instruction teacher of the results of the risk assessment prior to the commencement of the home instruction.

INSTRUCTIONAL PROGRAM

RESPONSIBILITIES OF PRINCIPAL:

- 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. (Appendix A)
- Upon application approval by the Supervisory Officer, appoint a teacher for home instruction
- Establish the schedule of visits after consultation with the parent(s)/guardian(s) and/or the doctor and/or hospital authorities.
- Submit a bi-weekly time-sheet to the Manager of Finance and Treasurer with a copy to the Supervisory Officer. (Appendix C)
- Facilitate communication between the regular classroom teacher and the home instruction teacher.
- Supervise the students' program and facilitate communication between the regular classroom teacher and the home instruction teacher.
- Ensure that the educational requirement for a student receiving home instruction, including delivery of curriculum expectations, assessment, and the reporting progress to the parent(s)/guardian(s), are met.
- When applicable, for students who have a safety plan in place, share pertinent sections of this plan with the prospective home instruction teacher prior to the commencement of home instruction and modify the plan as needed. A teacher who accepts an assignment does not lose their right to a Work Refusal under the Occupational Health & Safety Act.

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RESPONSIBILITIES OF HOME INSTRUCTION TEACHER:

- 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;
- Contact Principal or designate to obtain instructional resources, academic history and other pertinent information;
- Provide the instructional program to the student in a location as previously determined between the principal and the parent/guardian;
- Communicate the educational program to parents and students at the first visit;
- Report to the Principal, regarding program planning and program delivery (Appendix B)
- Collaborate with the regular classroom teacher and carry out any responsibility for assessment and evaluation as determined by the Principal;
- Participate in communications about the student's progress as appropriate;
- Report any unexplained student absences to the principal;
- Contact parent/guardian if unable to attend at arranged time/place;
- Submit, on a bi-weekly basis, a report of the actual instruction time; (Appendix C)
- Return borrowed instructional resources to school when home instruction is completed.

RESPONSIBILITIES OF 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.);
- Where possible and under direction from the Principal, provide the home instruction teacher with the first 3 hours of work for the student;

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- Maintain and promote communication with the student's home instruction teacher;
- In a manner as determined by the Principal, collaborate with the home instruction teacher to collect an assessment and/or evaluation summary.

TERMINATION OF INSTRUCTION

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);
- The student misses three scheduled appointments with the Home Instruction teacher without advanced notification. Ongoing rescheduling of sessions will be reviewed by the Principal and Home Instruction may be terminated.

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

Home Instruction can only be extended with the approval of the Supervisory Office under the following conditions:

- An updated medical note is provided; and
- The student is achieving academic success in the Home Instruction.



Policy B8 Home Instruction - Appendix A

HOME INSTRUCTION REQUEST FORM

STUDENT INFORMATION:

Name: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Phone Contact Number: _____ Classroom Teacher: _____

REASON FOR REQUEST:

Please indicate below the reason why you are requesting Home Instruction for your child. Note that the maximum number of Home Instruction is 3 hours per week.

We require medical documentation supporting the need for home instruction signed by a physician/nurse practitioner.

Reason for request: _____

HOME INSTRUCTION INFORMATION:

Start Date: _____ Expected End Date: _____

Home Instruction Teacher's Name: _____

Home Instruction Contact Information: _____

Teacher's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Supervisory Officer's Signature: _____ Date: _____



Policy B-8 Home Instruction - Appendix B

HOME INSTRUCTION TEACHER LOG FORM

Student:		Home School:	Week of:
Date:	Duration of Lesson:	Lesson Plan:	
Home Instruction Teacher: (Please Print)		Home Instruction Teacher Signature:	
School Principal: (Please Print)		School Principal Signature:	

☐ Please submit this form(s) (original) to the Principal bi-weekly with the *Home Instruction Remuneration Claim Form*



HOME INSTRUCTION REMUNERATION CLAIM FORM

PART E: BOARD OFFICE (Information for Payroll)

School Name: Date:

Student's Name: Grade: Age: Student's Address:

Teacher's Name: Teacher's Address:

MAXIMUM HOURS OF INSTRUCTION FOR STUDENTS:

ELEMENTARY: 3 hours per week

Teacher Qualifications: Teachers must be qualified permanent or supply teacher staff with PSSBP

Submit Bi-Weekly:

Dates											Total Hours
Hours Worked											

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

Teacher's Signature

Parent/Guardian Signature

Approval for Payment:

Principal's (or Designate) Signature Date

For Board Office Use:

Supervisory Officer Approval: Date:

Payment Date: