



YORK REGION DISTRICT SCHOOL BOARD

Procedure #NP336.0, Home Instruction

The Home Instruction procedure outlines the steps to be taken when a student requires home instruction.

Who has responsibilities?

- Director of Education
- Superintendents
- Principals
- Home Instruction Teachers
- Parents/Guardians

How is this policy and/or procedure related to Board priorities?

The Home Instruction supports the delivery of effective and sustainable educational programs by providing differentiated and relevant learning opportunities, resources and programs.

Board Procedure #NP336.0

Home Instruction

This procedure outlines the steps to be taken when a student requires home instruction.

Definitions

Home Instruction

Home instruction is a short-term intervention for students who are unable to attend school for medical or social emotional reasons.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the Home Instruction procedure.

The Associate Directors of Education shall:

- support the implementation of the Home Instruction procedure in schools.

Superintendents of Education shall:

- consult with the principal regarding any requests for home instruction;
- provide approval for home instruction up to four hours; and
- ensure each area maintains a list of students who are accessing home instruction including name of teacher assigned and end date.

Principals shall:

- discuss the student's needs with the parent/guardian;
- determine if the student's needs can be met through e-learning or other means;
- consult with the superintendent;
- ensure the appropriate documentation is completed including;
 - the Home Instruction Parental Consent form,
 - the Home Instruction: A Guide for Parents and Physicians,
 - the consent to exchange student personal information form to allow the sharing of student health information with the home instruction teacher,
 - the consent to exchange student personal information form to allow the obtaining of information from the doctor;
- determine;
 - the length of time (including end date),
 - number of hours for home instruction up to four hours, and
 - location of the home instruction;
- arrange for a home instruction teacher;
- ensure the teacher signs the Home Instruction Teacher Agreement;
- forward the Home Instruction Superintendent Approval Request form to Superintendent of Schools;
- process the home instruction teacher's time sheets; and
- review the need for home instruction at the end date and further consult with superintendent regarding continued need for home instruction.

Home instruction teachers shall:

- consult with the principal about the number and length of sessions required, based on the needs of the student;
- sign a Home Instruction Teacher Agreement;
- contact the family and arrange dates and times for home instruction;
- coordinate work with the student's home school to ensure continuity of learning and minimize disruption to the student's achievement or provide a suitable program for the student based on their needs;
- regularly update the principal on the student's progress;
- provide the student's marks to the school when available; and
- maintain records of hours worked and provide timesheets on a bi-weekly basis to the principal.

Parent(s)/guardian(s) shall:

- complete all appropriate forms;
- ensure there is an adult present in the home for the duration of the home instruction;
- ensure there is a quiet location for instruction;
- support the completion of assigned homework; and
- understand that home instruction is an annual process.

Department

Student Services

Procedure History

Approved: December 2000

Revised: April 2009; December 2016

Working Document: June 2014; March 2015

Current Status: Final