



## HOME INSTRUCTION

### 1.0 Procedures

- 1.1 A Home Instruction program may be provided for a pupil where,
- The pupil will be absent from school because of serious illness, injury or exclusion;
  - A medical certificate or documentation is furnished stating why the student is unable to attend school;
  - The student is able to benefit from the tutorial given; and
  - The Principal, in consultation with the appropriate Superintendent, is satisfied that home instruction is required;
  - The pupil must be registered in a DSB Ontario North East school;
  - The pupil must have attended a minimum of 1 day of school.
- 1.2 Every pupil given home instruction shall receive a minimum of five (5) hours of instruction each week, given in at least two periods. Additional time is at the discretion of the Superintendent of Education who holds the home instruction portfolio, in consultation with the school Principal.
- 1.3 The Home Instruction Program will be created in consultation between the classroom teacher and the home instruction teacher. This program of instruction will consist of both instruction and student support. The program will be identified on the home instruction form. **(Appendix A)**
- 1.4 A teacher employed for the purpose of home instruction shall have a current Vulnerable Sector Screening and be registered and in good standing with the Ontario College of Teachers and the Board.
- 1.5 When a teacher, who is currently employed by the Board, accepts the home instruction assignment, the instruction must be given outside of the teacher's contracted school day.
- 1.6 A home instruction teacher will be registered with the Ontario College of Teachers and will be reimbursed at 1/1000 of the minimum salary of Category 1, Year 0 (plus 4% vacation) in accordance with the appropriate teacher collective agreement.
- 1.7 When an OCT qualified teacher is unable to fill a home instruction teaching assignment, an unqualified person may be considered for the position in consultation with the Principal and Superintendent of Education responsible for Home Instruction.

- 1.8** Home instruction shall not be given on those days designated as school holidays.
- 1.9** The Superintendent of Education responsible for Home Instruction must authorize home instruction and any modification of same.
- 1.10** After authorization, the Superintendent of Education responsible for Home Instruction will notify the payroll department of the following details of an approved program;
- a) Effective date of home instruction program,
  - b) Expected duration of program, and
  - c) Minimum instruction time and number of periods per week.
- 1.11** Whenever possible, a neutral site should be agreed upon by the parent/guardian and the school Principal, for the Home Instruction to take place.
- 1.12** Kilometrage to the neutral site from the student's school will be paid at the approved Board rate. The teacher shall submit their Travel Expense Form (found in Docushare under '[Forms >> Business and Financial Forms](#)' – sample shown in **Appendix D**) to the Principal for approval and processing.
- 1.13** The Principal shall:
- Meet with the parent to discuss the student's needs;
  - Ensure the appropriate documentation is completed;
  - Determine the length of time and number of hours that are required;
  - Send copies of documents to the Superintendent of Education responsible for Home Instruction for approval (**Appendix A**);
  - Obtain Superintendent of Education with Home Instruction responsibility approval for any unusual requests, such as;
    - Home instruction more than five (5) hours per week, and/or
    - Home instruction occurring during school holidays;
  - First offer the student's classroom teacher the opportunity to provide the home instruction to offer continuity in the delivery of instruction;
  - If the classroom teacher is unavailable to do so, then offer the assignment to another teacher of the same school;
  - In the case where a teacher of the home school cannot be secured to deliver the program, the Principal will then seek a teacher elsewhere in the Board.
  - When no teacher can be found, a person who is unqualified may be hired by the Principal in consultation with the Superintendent of Education with Home Instruction responsibility.

- Sign the home instruction teacher's time sheets and forward to the payroll office (**Appendix C**);
- Sign the Travel Expense Form (found in DocuShare under '[Forms >> Business and Financial Forms](#)' – sample shown in **Appendix D**), identifying that it was for Home Instruction purposes, and forward to the appropriate Superintendent of Education with Home Instruction responsibility.
- Supervise the work of the teacher/individual employed for the purpose of home instruction; and
- Make clear, to the home instruction teacher, that at all times a parent or guardian must be present in the agreed upon location and in sight when the teacher is delivering instruction to the student.

**1.14** The Home Instruction Teacher shall:

- Consult with the principal about the number of sessions and lengths of the sessions based on the needs of the student;
- Contact the family and arrange the dates and times for the home instruction;
- Create, in consultation with the classroom teacher(s), the program of instruction and student support;
- Keep the principal and classroom teacher(s) updated regularly (as determined by the school Principal) as to the progress of the student;
- Provide the student's marks to the school when available; and
- Maintain time records of hours worked and provide timesheets on a regular basis to the principal.

**1.15** The Parent shall:

- Provide the school with the signed Home Instruction form (**Appendix A**);
- Sign a Release of Information form, providing the home instruction teacher with information required for effective instruction (**Appendix B**);
- Ensure that there is an adult present in the agreed upon location and in sight for the duration of the home instruction;
- Ensure that there is a quiet location for instruction; and
- Ensure that assigned homework is completed.

**Appendices**

**Appendix A: Request for Home Instruction**

**Appendix B: Authorization to Release or Obtain Information**

**Appendix C: Home Instruction Timesheet**

**Appendix D: Statement of Travel Expense**

## Appendix A

**Request for Home Instruction****Parental/Guardian Request:** I request that my child be enrolled in a Home Instruction Unit.

Student Name: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name\_\_\_\_\_  
Parent/Guardian Signature\_\_\_\_\_  
Date**Medical Certificate for Home Instruction** To be completed where a child is unable to attend school due to serious illness or injury, and can still benefit from home instruction. (Any cost associated with the medical certificate is at the expense of the parent/guardian.)I have attended this patient and find that because of (*reason for absence*) \_\_\_\_\_

he/she will be confined to their home for \_\_\_\_\_ weeks. \_\_\_\_\_

Date

\_\_\_\_\_  
Doctor's Name (*Please print*)

If there is an address stamp, please place here:

\_\_\_\_\_  
Doctor's Signature\_\_\_\_\_  
Address:**OR****Documentation for Other Reasons for Home Instruction**

Reason for Home Instruction: \_\_\_\_\_

Details: \_\_\_\_\_

\_\_\_\_\_  
Authorized By\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**Home Instruction Program Decision** **Application Approved:** No. of Hours/Weeks: \_\_\_\_\_ Teacher Assigned: \_\_\_\_\_

Program of Instruction – detailed description: \_\_\_\_\_

-- OR --

 **Application Denied:** Reason for Denial: \_\_\_\_\_\_\_\_\_\_  
Principal Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Superintendent Signature\_\_\_\_\_  
Date

Copies to: School, Payroll, Parent/Guardian

Appendix B

**AUTHORIZATION TO RELEASE OR OBTAIN INFORMATION**

Student's current school: \_\_\_\_\_

District School Board Ontario North East is hereby authorized **to release or obtain** any social, educational, medical or other pertinent data from/to

\_\_\_\_\_  
(Name of agency, individual or authority)

as may be necessary or desirable for developing an appropriate educational program for

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Date of Birth (YYYY MMM DD)

Specifics of request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This release of information form will be in effect from \_\_\_\_\_ to \_\_\_\_\_

Name of Parent/Guardian (please print): \_\_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian      **AND/OR**      \_\_\_\_\_  
Signature of Student      Date  
(if 16 years or older)

\_\_\_\_\_  
Signature of Witness      \_\_\_\_\_  
Date

## Appendix C

**Home Instruction Timesheet (ETFO & OSSTF)**

DSB1 – Payroll & Benefits Office  
 198022 River Road, New Liskeard, ON P0J 1P0

Scan/Email to: [Payroll@dsb1.ca](mailto:Payroll@dsb1.ca)

NAME: (print) \_\_\_\_\_

EMPLOYEE ID #: \_\_\_\_\_

Student Name	
Address	
School Attended	

	DATE mm/dd/yy	SHIFT START Time	SHIFT FINISH Time	HOURS WORKED (i.e.: 2.75)	LESSONS TAUGHT or TOPICS COVERED *SIGNED BY PARENT/GUARDIAN
SUN					
MON					
TUE					
WED					
THU					
FRI					
SAT					
<b>Total Hours Worked</b>					

**INSTRUCTIONS:**\_\_\_\_\_  
*Employee Signature*\_\_\_\_\_  
*Approved By*\_\_\_\_\_  
*Payroll Batch #***Comments:**

- **Timesheets will be returned** if not fully completed and signed by the appropriate Principal / Supervisor. Pay will not be issued from an incomplete or unauthorized timesheet.
- **Salaried Teacher Doing Home Instruction:** All hours will be paid with the regular bi-weekly pay. Please fax timesheet to the Payroll Office each Friday by 4:00 p.m.
- **All Others:** You are paid according to the bi-weekly schedule for Timesheet Employees. Please fax your timesheet to the Payroll Office each Monday by 9:00 a.m.

