

Halton District School Board

Operational Policy

NUMBER:	<i>to be determined</i>
TOPIC:	Application for Home Instruction (Elementary and Secondary)
EFFECTIVE:	November 2005
CROSS-REFERENCE:	Halton District School Board School Attendance Manual.
REVISION DATE:	Annually
RESPONSIBILITY:	School Operations

POLICY STATEMENT:

The Halton District School Board offers home instruction to meet the needs of the student(s) who, for medical reasons which have been authenticated by a member of the Ontario College of Physicians and Surgeons, cannot attend regular day school classes.

PROCEDURES:

Home Instruction is recommended by the school Principal/Vice-Principal. The Principal/Vice-Principal shall complete the CTR 28 and send it with Medical Certificate to their Superintendent.

A medical certificate from a member of the Ontario College of Physicians and Surgeons must be attached to form CTR 28.

The completed recommendation (CTR 28) must be approved by the appropriate Superintendent of Education prior to the hiring of the Home Instruction Instructor.

The home school shall provide support for the Home Instruction.

A maximum of three hours per week will be available. In exceptional cases the Principal may request an extension of up to five hours and receive signed approval from the appropriate Superintendent.

Home instruction will not exceed six weeks unless the Principal requests an extension and receives authorization from the appropriate Superintendent.

Home instruction may begin following a student absence of 5 school days. A review of the Home Instruction Unit will occur within 6 weeks after commencement of the instruction. Application for extension must occur prior to end of the six week period.

Home instruction will normally occur on instructional days as per the Halton District School Board calendar and will cease on the last instructional day of the school year.

Home instruction may occur at hours other than the regular school day where mutually agreed upon by the student/student's family and teacher.

In all cases, Home Instruction will cease on the last instructional day of the school year (June 30th) or when the student returns to school.

Home instruction is not available when the student is in full or part-time attendance at school or if the student is currently suspended or expelled from the Halton District School Board.

Instruction must be provided by a member of the Ontario College of Teachers.

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The Home Instruction teacher will hold Special Education qualifications if required.

The regular classroom teacher(s) of the student shall be given first opportunity to be the home instruction teacher.

Where a teacher other than the regular classroom teacher is employed for home instruction, the Principal shall ensure that adequate arrangements are made between the classroom teacher and the home instruction for the supervision and any evaluation of the student's work.

The following process applies:

1. The Principal/Vice-Principal will receive notification by return copy of the application that the Home Instruction request has been approved or not approved.
2. The Principal/Vice-Principal will advise Human Resources of the name and details of assigned Home Instruction Teacher.
3. The Principal/Vice-Principal shall provide the Home Instruction teacher with form CTR 29 (Elementary and Secondary Application Remuneration for Home Instruction Services) to record instruction time. The time sheet will be signed by the Principal verifying the hours of instruction provided each week and forwarded to the appropriate Superintendent of Education for payment.
4. The hourly rate for Home Instruction is paid for work directly with an individual child and does not include preparation time and mileage.
5. The student remains on the register of the school wherein he/she was enrolled prior to home instruction.
6. When home instruction is discontinued, the Principal/Vice-Principal shall complete the "Termination of Home Instruction" section on the CTR 28 and return it to the appropriate Superintendent of Education.

Application (CTR 28) attached

Time Sheet (CTR 29) attached

APPLICATION FOR HOME INSTRUCTION

Student's Name: _____ OEN: _____ School: _____

Address: _____ City _____ Postal Code _____

Tel. No. _____ Birth date: _____ Grade: _____ Male _____ Female _____

Name of Parent/Guardian: _____ Tel. No. _____

Nature of Student's Inability to Attend School: _____

Medical Certificate Attached: Yes _____ No _____ (Medical certificate **must** accompany initial application.)

Date Last Attended School: _____ Date Home Instruction to Commence: _____

Anticipated Date of Return: _____

Date: _____ Signature of Principal or Vice-Principal: _____

Name of Superintendent: _____

Signature of Superintendent: _____ Date: _____

REQUEST TO CONTINUE HOME INSTRUCTION

Home instruction **continuation** requested for the **above-named student** beginning: _____

Medical Certificate attached: Yes _____ No _____ Anticipated Date of Return: _____

Nature of student's inability to attend school: _____

Date: _____ Signature of Principal or Vice-Principal: _____

Name of Superintendent: _____

Signature of Superintendent: _____ Date: _____

TERMINATION OF HOME INSTRUCTION

Home instruction has been **terminated/completed** for the **above-named student**.

Date completed: (i.e. date of last home visit) _____

Date: _____ Signature of Principal or Vice-Principal: _____

Name of Superintendent: _____

Signature of Superintendent: _____ Date: _____

**ELEMENTARY AND SECONDARY APPLICATION
REMUNERATION FOR HOME INSTRUCTION SERVICES**

Name of student instructed: _____

Enrolled in: _____
(Name of School) (Subject(s) Taught)

NAME OF TEACHER:	DATES WORKED	HOURS PER DATE
ADDRESS:		
SOCIAL INSURANCE NUMBER:		
	TOTAL HOURS	

Signed by _____
(Parent or Student if 18 or over)

Certified Correct _____
(Principal or Vice-Principal)

Approved for Payment: \$. per hour x _____ (Total Hours) = \$ _____

 Superintendent of Education

 Date

Notes:

1. To be submitted to the appropriate Superintendent of Education monthly, or on termination of the Home Instruction Unit.
2. The Superintendent of Education will forward the completed and approved CTR 29 to the Payroll Department. This form must reach the Payroll Department by the 10th of the calendar month in order to be paid in that month.