



P060, Home Instruction Policy: Phase 5

To: Governance and Policy Committee

Date: 26 March, 2019

Report No.: 04-19-3613

Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the revised Home Instruction Policy (P060), Phase 5, as presented in this report, be approved.

Context

On June 21, 2017, upon recommendation of the Governance and Policy Committee, the Board of Trustees approved a work plan for the review of the Home Instruction Policy (P060) (the “Policy”). The proposed revisions to the Policy (Appendix A), as presented in this report, support the Board's commitment to providing home instruction services for all eligible pupils in accordance with the requirements of Ontario Regulation 298, Operation of Schools – General under the *Education Act*. The Policy review was implemented in accordance with the work plan (Appendix B).

The TDSB’s current Home Instruction Policy (P060) was adopted on May 25, 2005 (Appendix B). The revised Policy, Phase 5, is presented to the Committee for consideration and approval. Public consultations were conducted from January 18 to March 15, 2019 and included targeted outreach to families accessing home instruction.

Action Plan and Associated Timeline

Based on the Governance and Policy Committee's recommendation, this report will be presented to the Board of Trustees for final approval. Subject to the Board's approval, the revised Home Instruction Policy (P060) will be posted on the Board's public website and communicated to staff through System Leaders' Bulletin. Leadership, Learning and School Improvement staff will provide staff with training as appropriate.

Resource Implications

Not applicable.

Communications Considerations

The decision of the Board of Trustees will be communicated through the System Leaders' Bulletin

Board Policy and Procedure Reference(s)

- Home Instruction Procedure (PR554)

Appendices

- Appendix A: Home Instruction Policy (P060) – Revised Clean
- Appendix B: Home Instruction Policy (P060) – Current
- Appendix C: Home Instruction Policy (P060) - Policy Review Work Plan

From

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Toronto District School Board

Policy P060

Title: **HOME INSTRUCTION**

Adopted: May 25, 2005
 Effected: May 25, 2005
 Revised: [Insert new date]
 Reviewed: [Insert new date]
 Authorization: Board of Trustees

1.0 RATIONALE

The Home Instruction Policy (the ‘Policy’) was developed in support of the Board’s legislative duties and obligations under the *Education Act* and the corresponding Ontario Regulation 298 (Operation of Schools – General) to provide access to curriculum programming and/or remediation for students who are of compulsory school age (18 years old and below) and who are unable to attend school full-time for medical and/or social-emotional reasons. These reasons include short-term physical, long-term physical, and special circumstances.

2.0 OBJECTIVE

To establish the Board's commitment to providing home instruction services for all eligible pupils in accordance with the requirements of Ontario Regulation 298 (Operation of Schools - General).

3.0 DEFINITIONS

Board refers to the Toronto District School Board, which is also referred to as “TDSB.”

Home Instruction Services refers to support at home for students from Kindergarten to 18 years of age who are registered in school and unable to attend for medical and or social-emotional reasons.

Long-term Physical Circumstances refers to a long-term disability or illness (e.g., cancer treatment, brain injury) which prevents regular school attendance.

Short-term Physical Circumstances refers to a temporary physical condition (e.g., broken leg or surgery) which prevents regular school attendance.

Social-Emotional Reasons refers to a range of complex difficulties (e.g., severe anxiety, depression) which prevent regular school attendance.

Special Circumstances refers to social, emotional, behavioural or legal issues which prevent regular school attendance.

TDSB refers to the Toronto District School Board, which is also referred to as the “Board”.

4.0 RESPONSIBILITY

The Director of Education holds primary responsibility for overseeing this Policy. Within the Director’s Office, the responsibility for the day-to-day management and coordination of the Policy is assigned to the Associate Director: Leadership, Learning and School Improvement, and subsequently, the Centrally Assigned Principal: Leadership, Learning and School Improvement.

5.0 APPLICATION AND SCOPE

This Policy applies to all students from Kindergarten to 18 years of age who are registered in school with the TDSB.

6.0 POLICY

- 6.1. Home instruction services will be provided to students from Kindergarten to 18 years of age who are registered in a TDSB school but who are unable to attend school full-time for medical and/or social-emotional reasons. These reasons include short-term physical, long-term physical and special circumstances.
- 6.2. Home instruction services may be suggested by the school principal, or designate, after a student has been absent for 15 consecutive days.
- 6.3. Home instruction will not be permitted for students who are attending school on a part-time basis.
- 6.4. Home instruction services will not be provided to a student who is on a refusal to admit from their school. A student on a refusal to admit can attend a program offered through Caring and Safe Schools.
- 6.5. Only Ontario Certified Teachers (contract or occasional) employed by the TDSB may be eligible to provide home instruction services for TDSB students.
- 6.6. Home Instruction will occur face-to-face, when possible, and may occur outside of the school day (e.g., evenings, weekends).
- 6.7. Schools principals, or designates, are responsible for initiating the home instruction application.

- 6.8. Home instruction services are not credit granting. The decision to grant credits rests with the secondary school principal who will make the determination based on the student's achievement of the overall expectations of a given course.
- 6.9. Home instruction teachers will only be paid for hours of instruction.
- 6.10. Home instruction services may be provided for a maximum of three (3) months. A review, including new medical documentation, may be conducted to extend home instruction services.
- 6.11. Home instruction services will only be provided if a qualified teacher on the home instruction roster accepts the assignment.

7.0 SPECIFIC DIRECTIVES

The Director of Education is authorized to issue operational procedures to implement this Policy.

8.0 EVALUATION

This Policy is to be reviewed and updated as required, but at minimum, every four (4) years.

9.0 APPENDICES

Not Applicable

10.0 REFERENCE DOCUMENTS

Legislation:

- *Education Act*
- Ontario Regulation 298 (Operation of schools – General), s. 11 (11)

Procedures:

- Home Instruction (PR554)

Toronto District School Board

Policy P.060 SCH

Title: **HOME INSTRUCTION**

Adopted: **May 25, 2005**

Revised:

Review:

1.0 OBJECTIVE

To establish the Board's commitment to providing home instruction for all pupils registered in its schools, in addition to the requirements of R.R.O. 1990, Reg. 298 (Operation of Schools - General)

2.0 DEFINITIONS

Home instruction Support at home for students registered in schools who are of compulsory school age and who are unable to attend for medical reasons

3.0 RESPONSIBILITY

Associate Director

4.0 POLICY

4.1. Home instruction services shall be provided to Kindergarten students who are registered in school

5.0 SPECIFIC DIRECTIVES

The Director is authorized to issue operational procedures to implement this policy.

6.0 REFERENCE DOCUMENTS

Operational Procedure PR.554 SCH: Home Instruction

R.R.O. 1990, Reg. 298 (Operation of Schools – General), s. 11 (11)

POLICY REVIEW WORK PLAN

Date: 23 May 2017

All policies will be reviewed to ensure consistency with the TDSB's *Mission and Value (P002)* policy, including the principles within the TDSB's Integrated Equity Framework that promote equity and inclusion.

POLICY INFORMATION

Policy Title and Policy Number: Home Instructions (P060)

Review during fiscal year: 2016/17

Last revised or reviewed: Not available

Adopted: May 25, 2005

Executive Council member responsible for this Policy review: Associate Director, Equity and Achievement, and Executive Superintendent, Teaching and Learning, Alternative and International Education

Phase I. PLANNING AND OBTAINING TRUSTEES' DIRECTIONS

This Policy Review Plan has been discussed with the Policy Coordinator:

- Yes
 No

This Policy Review Plan will be discussed at the Governance and Policy Committee meeting held on: June 7, 2017

Phase II. REVISIONS

Formatting Changes

The Policy will be reformatted to ensure alignment with the current Policy Template (see Operational Procedure PR501, Policy Development and Management):

- Yes
 No

Content Changes

The Policy requires content revisions:

- Yes
 No

The content changes are due to the following reason(s):

- Legislation
 Government directives/policies

- Board decisions
- Operational requirements (updating/revising procedures based on feedback/requests)
- Simplify and/or update using plain language
- Alignment with Integrated Equity Framework
- Other –

Detailed information on the proposed content changes:

- a clear definition of long-term physical absence
- specific details of the responsibility of the Superintendent of Education
- specific details of the responsibility of the Home School Principal
- specific details of the responsibility of the Home Instruction teacher
- a clear statement of the eligibility criteria for Home Instruction (e.g., under the age of 18)
- a statement on the allotted number of hours per week for Home Instruction related to a student's grade (e.g., elementary is 3 hrs/week and secondary is 5 hrs/week)
- a statement on the time of day that instruction will occur (e.g., evenings, weekends and if possible, during the day)
- a requirement that the number of minimum days absent prior to receiving Home Instruction is 15 consecutive days
- a specification that only Ontario Certified Teachers (contract or supply) may be Home Instruction teachers
- a stipulation that Home Instruction teachers will only be paid for hours of instruction

A review of leading practices for similar policies across other school boards has been completed and is included with this Work Plan.

Phase III. INTERNAL REVIEWS AND SIGN-OFFS

The Policy review will include TDSB divisions affected by the Policy:

- Equity and Achievement
- Facilities, Sustainability and Employee Services
- Finance and Operations

In addition, the following departments will be required to sign-off on the proposed Draft Policy:

- Legal Services
- Governance and Board Services
- Government, Public and Community Relations

A sign-off from the Director of Education will be obtained before proceeding with external consultations and/or Committee/Board approval.

- Director of Education

Phase IV. EXTERNAL CONSULTATIONS

Are external consultations applicable to this Policy?

Yes

No (*Ministry of Education mandated policy or corporate policy without external stakeholders*)

Mandatory external consultations will include, at a minimum:

1. Posting of the working draft Policy on TDSB website for public feedback (30 days minimum): September 11, 2017
2. Extending invitations for consultation to all Advisory Committees of the Board and conducting consultations with the Advisory Committees that expressed interest (either individually with each interested committee or collectively with representatives of all interested committees): September 2017
 - Aboriginal Community Advisory Committee
 - Alternative Schools Advisory Committee
 - Black Student Achievement Community Advisory Committee
 - Community Use of Schools Advisory Committee
 - Early Years Advisory Committee
 - Environmental Sustainability Community Advisory Committee
 - Equity Policy Advisory Committee
 - French as a Second Language Advisory Committee
 - Inner City Advisory Committee
 - Parent Involvement Advisory Committee (PIAC)
 - Special Education Advisory Committee (SEAC)
 - Student Nutrition Advisory Committee

In addition to mandatory consultations, other external participants and projected dates of consultation(s) include:

Student SuperCouncil

School Councils

Other: TSAA

The following methods will be applied in the external consultations:

Public meeting

Facilitated focus group

Call for public delegations

Expert panel discussion/round table

Survey

Posting on the TDSB website

- Other: Through email communication/submissions and/or one presentation to a Committee as an agenda item

Phase V. COMMITTEE/BOARD APPROVALS

Following external consultations and revisions, the working draft Policy will be presented to the Governance and Policy Committee on the following date:

October 25, 2017

Following recommendation by the Governance and Policy Committee, the revised Policy will be presented to the Board on the following date: November 22, 2017. Once approved, the revised Policy will replace the existing policy on the TDSB website.

Phase VI. IMPLEMENTATION

Following Board approval, the final revised Policy will be communicated through:

- Posting of the revised Policy on the TDSB website through the Policy Coordinator
- Sharing with staff through the System Leaders' Bulletin
- Informing departments at staff meetings and channeling information to the school principals through respective superintendents
- Implementation of a broad communication plan for internal and external audiences

Policy implementation will include:

- Conducting information/training sessions to TDSB staff affected by the Policy

December to March 2018

The projected time period for conducting information/training sessions to staff will be:

- Review of associated procedures or initiate development of new procedures
- January 2018