

Student absence – School/classroom(s) provide supports (academic and connection) support during first 15 days of absence.

When a student is unable to attend school for more than six weeks due to medical (physical or mental health), social emotional or other special circumstances, home instruction may be considered in collaboration between school and family.

Note: Student must be an actively enrolled Durham District School Board student. For secondary students, this includes registration in course sections; approved hours per week is based on course registrations.

Consideration may include consultation with professionals such as:

- Social Work
- System Lead – Inclusive Student Services or Family of Schools
- Superintendent of Education – Inclusive Student Services

Principal requests medical documentation relevant to the request for home instruction (note or letter). Documentation must be provided by a Regulated Health Professional (community based or may include Psychological or Services or Social Work if there is active informed consent that is part of student's supports).

Principal sends (through encrypted email) the Home Instruction Request Form and Relevant Medical Documentation to the Superintendent of Inclusive Student Services.

Circumstances **do not** support approval of home instruction
School team, with central supports, continues to work with student and family to support return to school

Home Instruction approved

Approval notification will be sent to the Principal including:

- Hours/week approved
- Timeline of approval/review date (typically 3 months)
- Home Instruction Guidelines
e.g., (instructional days, time sheet template)

Principal arranges and confirms teacher for home instruction. If no teacher can be confirmed within the school team and/or through reach out to Family of Schools/neighbouring schools, central team (Recruitment) may be contacted to support.

Principal reviews expectations with the home instruction teacher and the student's classroom teacher(s) (if not same individual). This includes discussion of home instruction location. **Note:** Most home instruction occurs in schools outside of instructional hours or in a community building (e.g, public library). – *Home Instruction Procedure 3.13*

Principal supports the provision of needed learning materials – *Home Instruction Procedure 3.15*

Teacher co-plans with student and family for home instruction (location/times).

Principal remains program lead for home instruction delivery ensuring learning and assessments through support of the student and home instruction teacher.

Home Instruction Teacher provides assessment information to student's classroom teacher(s) for inclusion in summative reporting documents (i.e., report cards)

Student's support team (family, community team school & any central team members directly involved) continue to support towards return to school planning. Home Instruction may be concluded at any point where student returns to in school learning.

Provision of Home Instruction support will be reviewed between the Principal and Superintendent or System Lead of Inclusive Student Services for decision-making re: concluding home instruction or extension considerations.
– *Home Instruction Procedure 3.20*

Home Instruction Concluded

Any further assessment information provided to in class teacher(s) and final time sheet submitted

Extension of Home Instruction Considered

Note: Updated medical may be required to support extension of Home Instruction.