

ADMINISTRATIVE PROCEDURES	
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ADMINISTRATIVE PROCEDURE TITLE

Home Schooling

1.0 ADMINISTRATIVE PROCEDURE

1.1 WRITTEN NOTIFICATION

- (a) The parent/guardian will:
- (i) notify the principal of the school the child last attended, of his or her intent in writing. The name, gender, and date of birth of each student who will be receiving home schooling, and the telephone number and address of the home should be included. Parents may write their own letter or use a copy of Appendix A. The letter should be signed by the parent/guardian;
 - (ii) notify the principal of any change in address;
 - (iii) in subsequent years prior to September 1, provide written notification to the principal of the school the child last attended, of the intent to continue home schooling. The letter should contain the same information as that in the initial letter.
- (b) The principal will:
- (i) acknowledge, in writing, to the parent/guardian his or her initial request for home schooling, with reference to subsection 21(2)(a) of the Education Act, using Appendix B;
 - (ii) acknowledge, in writing, to the parent/guardian, receipt of written notification to continue home schooling each year, using Appendix B;

- (iii) provide a copy of the initial parent/guardian notification and written acknowledgement, and subsequent annual letter and acknowledgement, to the superintendent of schools.

1.2 SCHOOL RECORDS

- (a) The principal will:
 - (i) retire the student from the school register with the explanation: “home schooling”, effective as of the date of the letter of acknowledgement to the parent/guardian;
 - (ii) attach home schooling information to the school October Report;
 - (iii) ensure the Ontario Student Record is maintained at the last school attended and contains the information in 1.1 and 1.2.

1.3 ACCESS TO RESOURCES

- (a) Assessments and Tests Administered by the Education Quality and Accountability Office
 - (i) Parents providing home schooling may wish their child(ren) to participate in assessments for students in grades 3, 6, and 9, and/or the Ontario Secondary School Literacy Test. These parents must contact the home school in writing, by September 30 of the year in which the assessments/tests are being conducted, for information about the dates, times, and locations. No fees may be levied against parents for their children’s participation in any of these EQAO assessments/tests.
 - (ii) Schools that have been notified will provide space for these children at the time and on the dates when assessments/ tests are being administered to the school’s regular day students. The school will request sufficient assessment/test materials from the EQAO so that the children who are receiving home schooling can participate. The school will also inform the parent, in writing, of the date, time, and location of the assessment/test. It is the responsibility of the parent to provide transportation for the child to and from the site.

(iii) EQAO will send the results of children who are receiving home schooling to the school where they participated in the assessment/test. Schools will send these children's results directly to the children's homes. The results of children who are receiving home schooling will not be included in the school and Board reports generated by the EQAO or by the schools and Boards.

(b) Courses Offered Through the Independent Learning Centre

Parents may wish to enroll a child of compulsory school age in courses offered through the Independent Learning Centre (ILC). To enroll the child with the ILC, the parent must submit the enrollment form to the ILC, along with a letter from the Board indicating that the child is receiving home schooling and is excused from attendance at school.

(c) Ministry of Education Curriculum Material

Parents may download curriculum policy documents and curriculum support material produced by the Ministry of Education free of charge from the Ministry's website, <http://www.edu.gov.on.ca>, or obtain them from Publications Ontario.

(d) Support Services Offered by the Ministry of Health and Long-Term Care

Families in which children are receiving home schooling have access to Ministry of Health and Long-Term Care school health support and personal support services and equipment through the local Community Care Access Centres (CCAC) of the Ministry of Health and Long-Term Care. Parents must provide the local CCAC with a letter from the Board indicating that the child is excused from attendance at school because the child is receiving satisfactory instruction at home.

1.4 SATISFACTORY INSTRUCTION

Where a school principal, attendance counsellor, social worker, or superintendent of schools has reasonable grounds to be concerned that the instruction provided in the home may not be satisfactory, the Board will investigate the matter.

Guidelines for Conducting an Investigation

- (a) The principal will send Appendix C “Home Schooling Information” to the parents to complete.
- (b) The principal will meet with the family to discuss the “Home School Information”, Appendix C.

If the principal is unable to determine from this investigation whether the child is receiving satisfactory instruction at home, the principal, in conjunction with the superintendent of schools, may take further action by making an inquiry to the Provincial School Attendance Counsellor. The Provincial School Attendance Counsellor will appoint an inquiry officer to conduct an inquiry. If the inquiry determines that the child is not receiving satisfactory instruction and the Provincial School Attendance Counsellor orders that the child attend school, the Board must determine the appropriate action to be taken.

The Role of Home Schooling Support Associations in an Investigation:

When the Board is conducting the investigation, a member of a recognized support group for parents who provide home schooling may be present. These support groups include the Ontario Federation of Teaching Parents, the Ontario Christian Home Educators’ Connection, the Home School Legal Defence Association of Canada, and the Catholic Home Schoolers’ Association-Ontario.

- 1.5 Upon re-entry to a school within the Board, the principal will:
- (a) follow the regular procedure for admission;
 - (b) determine student placement/program on an age-appropriate basis;
 - (c) make arrangements for the student to participate in the Ontario Secondary School Literacy Test as a requirement for secondary school graduation.

1.6 CLARIFICATION OF RELATED POLICY

(a) Prior Learning Assessment and Recognition (PLAR)

Sections 4.3.2, 7.2.5.1 and Appendix 2, “Guide to Determining Diploma Requirements for Students Transferring into Ontario Secondary Schools”, of Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements, 2011 (OS) will apply to students enrolled in an Ontario secondary school who are entering into secondary school after having received home schooling.

(b) Enrollment Registers

A school will not record a child who is receiving home schooling on a full-time basis in the enrollment register for full-time day school students. If, however, a student is receiving some instruction at a school operated by a Board, the student’s enrollment for this instruction will be recorded in the appropriate register.

2.0 TERMS AND DEFINITIONS

2.1 HOME SCHOOLING

The parent(s)/guardian(s) are providing instruction to one or more of their children at home.

2.2 SATISFACTORY INSTRUCTION

(a) Relating to Process

- (i) availability of a written plan for instructing the student “at home or elsewhere” showing how the program is to be organized, scheduled, and evaluated;
- (ii) availability in the “home or elsewhere” of texts and other learning materials appropriate to the developmental growth of the student;
- (iii) availability of samples of the student’s work, of a quantity and quality to indicate a regular and suitable program for instruction.

(b) Relating to Achievement

- (i) assessment of educational growth of the student is based on:
- review of program and materials;
 - discussion with the student and parent/guardian;
 - examination of written work of the student;
 - evidence of socialization with peers in educational, social, or recreational settings.

2.3 PLACEMENT

It is understood that placement in a particular course or grade will not ensure successful completion of that course or grade.

3.0 REFERENCES/RELATED DOCUMENTS

Education Act, Subsections 21(1), 21(2), 21(5), 24(1), 24(2), 30(7)
Education Act, Sections 25, 26, 30
Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements, 2011 (OS)
Ontario Ministry of Education Policy/Program Memorandum No. 131

4.0 RELATED ADMINISTRATIVE PROCEDURES

Administrative Procedure AP-S-824, Instruction Out-of-School

5.0 RELATED FORMS

Notification of Intent to Provide Home Schooling (Appendix A)
Response to Parent/Guardian re Intent to Provide Home Schooling (Appendix B)
Home Schooling Information (Appendix C)
School Register
Board October Report
Ontario Student Record (O.S.R.)

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

January 2018

7.0 APPROVED BY BOARD

September 28, 2004

8.0 EFFECTIVE DATE

January 22, 2013

9.0 REVIEW BY

Learning Support Services

10.0 LAST REVISION DATE

January 22, 2013