



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> Home Schooling	<i>Administrative Procedure Number</i> 306
<i>Directional Policy</i> 300 - Student Achievement and Well-being	

Title of Administrative Procedure:

Home Schooling

Date Approved:

October 17, 2023

Projected Review Date:

2028

Directional Policy Alignment: Student Achievement and Well-being

Alignment with Multi-Year Strategic Plan:

The Home Schooling Administrative Procedure supports our Vision for creating a culture of faith, hope and love to ensure equity and well-being and our Mission to accompany our students as we strive for excellence in Catholic Education. This Administrative Procedure supports the Board's Strategic Plan: Building a Community that Accompanies, as it is rooted in our Inspiring Faith pillar goal to enhance connections between the home, school, parish and community in order to provide outreach and see the face of God in each person we serve.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to a parent/guardian's right to provide home schooling for his or her child(ren). It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board that a student of compulsory age may be excused from

attendance at school if the student is receiving satisfactory instruction at home or elsewhere, in accordance with procedures outlined in the [Ministry of Education Policy/Program Memorandum No. 131](#).

Home Schooling Procedures

Parents who decide to provide home schooling for their child(ren) should notify the school board of their intent in writing. Parents should provide the name, gender, and date of birth of each child who is receiving home schooling, and the telephone number and address of the home. The letter should be signed by the parent(s). If the home address changes, parents should notify the school board of the change of address.

When parents give a board written notification of their intent to provide home schooling for their child, the board should consider the child to be excused from attendance at school, in accordance with subsection 21(2), clause (a), of the Education Act. The board should accept the written notification of the parents each year as evidence that the parents are providing satisfactory instruction at home. The board should send a letter each year to the parents, acknowledging the notification.

Guidelines for Conducting an Investigation

It is the responsibility of school boards to excuse children from attendance at school when home schooling is provided, in accordance with subsection 21(2), clause (a), of the [Education Act](#). However, where a board has reasonable grounds to be concerned that the instruction provided in the home may not be satisfactory, the board should investigate the matter.

Reasonable grounds may include:

- o refusal of a parent to notify the Board in writing of the intent to provide home schooling;
- o a history of absenteeism by the child prior to the parent's notifying the Board of the intent to provide home schooling;
- o evidence that the child was removed from attendance at school, not for the purpose of homeschooling, but because of ongoing conflicts with the school;
- o a credible report of concern by a third party with respect to the instruction being provided in the home.

In conducting an investigation, the board may have one of its officials meet with the family or it may ask the parent to submit information about the home schooling in writing.

Whether meeting with the family or reviewing information submitted in writing, board officials should recognize that the methodology, materials, schedules, and assessment techniques used by parents who provide home schooling may differ from those used by educators in the school system. For example, the parent may not be following the Ontario curriculum, using standard classroom practices in the home, or teaching within the standard school day or school year. Determining whether instruction is satisfactory should therefore focus on the following:

- a plan for educating the child
- plans to ensure literacy and numeracy at developmentally appropriate levels
- plans for assessing the child's achievement

Inquiries by the Provincial School Attendance Counsellor

When a school board is unable to determine whether a child is receiving satisfactory instruction, it may request that the Provincial School Attendance Counsellor inquire into the case under subsection 24(2) of the Education Act. The Provincial School Attendance Counsellor will appoint an inquiry officer to conduct the 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 school board must determine the appropriate action to be taken.

Before requesting an inquiry by the Provincial School Attendance Counsellor, the board should ensure that it has:

- taken appropriate steps to determine whether the child is receiving satisfactory instruction;
- retained documentation of its communication with the parents, including copies of written communication, notes on telephone calls and other verbal communication, a record of the types of communication (e.g., telephone call, registered letter), and a record of the number of attempts to communicate;
- retained documentation on the nature of the information and material provided by the parent in response to the board's investigation;
- prepared a factual summary of its investigation, including a conclusion, which will be forwarded to the Provincial School Attendance Counsellor.

Responsibilities:

The Board of Trustees is responsible for:

- reviewing this administrative procedure to ensure its alignment with the Student Achievement and Well-being Directional Policy;
- reviewing this administrative procedure as part of the regular policy and procedures review cycle.

The Director of Education is responsible for:

- ensuring that the Student Achievement and Well-Being Directional Policy, and all Administrative Procedures supporting it, are in line with, and expressive of, the PVNC Multi-year Strategic Plan: Vision, Mission and Strategic Priorities;
- overseeing implementation of this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- supporting investigations to ensure satisfactory instruction.

Principals and Vice-Principals are responsible for:

- reporting to the Board attendance counsellor and supervisory officer the names, ages and residences of all pupils of compulsory school age who have not attended school as required;
- furnishing the Board attendance counsellor with such other information as the counsellor requires for the enforcement of compulsory school attendance;
- reporting in writing to the Board attendance counsellor every case of expulsion and readmission of a pupil;
- forwarding a copy of parent/guardian notification (a letter or [Form LSS 22, Appendix A](#)) to the Family of Schools Superintendent;
- acknowledging, in writing, the parent/guardian's letter of intent to provide home schooling using [Form LSS 23, \(Appendix B\)](#) for students, and forwarding a copy of the acknowledgement to the Family of Schools Superintendent;
- filing the parent/guardian notification within the Ontario Student Record (OSR);
- housing the inactive Ontario Student Record (OSR) at the school, in a separate secure location reserved for inactive OSRs, for the duration of students' engagement in Home Schooling;
- providing a copy of [Policy/Program Memorandum No.131, "Home Schooling"](#), issued by the Ministry of Education to the parent/guardian;
- ensuring that the School Enrolment Register and Ontario School Record (OSR) indicate home schooling;
- ensuring that if the student is receiving some instruction provided by the school (e.g. classroom instruction, independent study, or e-learning), that this instructional time is recognized in the Ontario Student Information System (OnSIS) for grant purposes. These pupils must be recorded in the day school register or in the Independent Study and e-Learning Register for Day School Pupils by the school that is offering the course, in accordance with the type of instruction provided. The attendance of a pupil who is recorded in the day school register will be recorded in a Daily Attendance Record;

- recording transcript marks from the Independent Learning Centre (ILC) on the secondary student's transcript history;
- ensuring that if there are reasonable grounds to believe that the student is not receiving satisfactory instruction at home, taking initial steps to determine whether the instruction is satisfactory;
- investigating the matter, in the event that 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, by:
 - sending [Form LSS 24 \(Appendix C\) "Home Schooling Information"](#) to the parents to complete;
 - meeting with the family to discuss the "Home Schooling Information";
 - 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, in accordance with subsection 24(2) and/or section 30 of the Education Act, 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. 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.
- providing space for home-schooled students at the time and on the dates when EQAO assessments/ tests are being administered to the school's regular day students, upon request. 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; (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.)
- ensuring, upon a student's re-entry to a school within the Board, that they are:
 - following the regular procedure for student admission;
 - determining student placement/program on an age-appropriate basis;
 - making arrangements for the student to participate in the Ontario Secondary School Literacy Test as a requirement for secondary school graduation.

Board Attendance Counsellor is responsible for:

- receiving and logging [Appendix A - LSS 22: Notification of Intent to Provide Home Schooling](#) and [Appendix B - LSS 23: Response to Parent/Guardian Re: Intent to Provide Home Schooling](#) from school principals;
- providing support to the Principal if there are reasonable grounds to believe that the student is not receiving satisfactory instruction at home, by taking initial steps to determine whether the instruction is satisfactory. Reasonable grounds may include:
 - refusal of a parent to notify the Board in writing of the intent to provide home schooling;
 - a history of absenteeism by the child prior to the parent's notifying the Board of the intent to provide home schooling;
 - evidence that the child was removed from attendance at school, not for the purpose of homeschooling, but because of ongoing conflicts with the school;
 - a credible report of concern by a third party with respect to the instruction being provided in the home;
- providing support to the Principal during a Board-initiated investigation into the matter, in the event that 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, by:
 - supporting the Principal to send Form [LSS 24 \(Appendix C\) "Home Schooling Information"](#) to the parents to complete;
 - meeting with the family to discuss the "Home Schooling Information".
 - supporting the Principal to make an inquiry to the Provincial School Attendance Counsellor if the principal is unable to determine from this investigation whether the child is receiving satisfactory instruction at home, the principal, in AP #306 Page 4 of 6 conjunction with the superintendent.

Parents are responsible for:

- providing annual written notification to the principal of the intent to participate in home schooling, using [Form LSS 22 \(Appendix A\)](#) or their own letter. 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. The letter should be signed by the parent/guardian;
- notifying the principal of any change in address;
- if they wish for their child(ren) to participate in EQAO assessments in grades 3, 6, and 9, and/or the Ontario Secondary School Literacy Test, contacting 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;

- if they wish, enrolling a child (14 to 18 years of age) in courses offered through the [Independent Learning Centre \(ILC\)](#). To enroll the child with the ILC, the parent shall apply online, pay an administration fee per course and upload the following documents: proof of Canadian status, proof of Ontario residency, academic records (transcript and credit summary), along with the signed Acknowledgement Form [Appendix B - LSS 23: Response to Parent/Guardian Re: Intent to Provide Home Schooling](#) from the Principal indicating that the child is receiving home schooling and is excused from attendance at school;
- should they wish their child to enroll in school, providing the principal with a transcript from ILC showing successfully completed courses;
- if they wish, downloading curriculum policy documents and [curriculum support material](#) produced by the Ministry of Education free of charge from the Ministry's website;
- where applicable, accessing Ministry of Health and Long-Term Care school health support and personal support services (and equipment). Regulation 386/99 under the Long-Term Care Act sets out the eligibility criteria for these services. The first criterion is that "the person must be enrolled as a pupil at a school or be receiving satisfactory instruction at home in accordance with clause 21(2)(a) of the [Education Act](#)." For a child who is receiving home schooling to be eligible for these services, the parent must provide a letter from the school board indicating that the child is excused from attendance at school because the child is receiving satisfactory instruction at home.

Progress Indicators:

- The School Register and Ontario School Record (OSR), which reflect home schooling, where applicable, are supported with the appropriate documentation from the parents and from the school.

Definitions:

Home Schooling

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

Placement

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

Provincial School Attendance Counsellor

When a school board is unable to determine whether a child is receiving satisfactory instruction, it may request that the Provincial School Attendance Counsellor inquire into the case under subsection 24(2) of the Education Act. The Provincial School Attendance Counsellor will appoint an inquiry officer to conduct the 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 school board must determine the appropriate action to be taken.

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.

References:

- [Education Act Subsections 21\(1\), 21\(2\), 21\(5\), 24\(1\), 24\(2\), 30\(7\)](#)
- [Education Act Sections 25, 26, 30](#)
- [Enrolment Register Instructions for Elementary and Secondary Schools](#)
- [Ontario Ministry of Education Policy/Program Memorandum No. 131](#)
- [Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements, 2016](#)
- [Ontario Regulation 386/99: Provision of Community Services](#)

Related Forms:

- [Appendix A - LSS 22: Notification of Intent to Provide Home Schooling](#)

- [Appendix B - LSS 23: Response to Parent/Guardian Re: Intent to Provide Home Schooling](#)
- [Appendix C - LSS 24: Home Schooling Information](#)