



## HOME SCHOOLING

### ADMINISTRATIVE PROCEDURES MINISTRY POLICY/PROGRAM MEMORANDUM NO. 131

Adopted: February 18, 2003

Revised: September 29, 2008

#### - No Policy -

#### A. BACKGROUND

The Director of Education has established Administrative Procedures for the implementation of Home Schooling. Policy Program Memorandum No. 131 is available at the following website address: <http://www.edu.gov.on.ca/extra/eng/ppm/131.html>.

#### B. ADMINISTRATIVE PROCEDURES

##### Parents

- Parents, who decide to provide Home Schooling, must notify the Board of their intent in writing to the Superintendent of Education, with a copy to the School Principal on an annual basis prior to September 1 of the school year.
- The name(s), gender, and date of birth, telephone number and address of the home are to be included.
- Parents will sign the letter.
- Parents may use the attached *Appendix B: Sample Parent/Guardian Letter - Indicating Notification of Intent to Provide Home Schooling to notify the Board*.

##### Niagara Catholic District School Board

- When parents have provided written notification of their intent to provide Home Schooling, the Board shall consider the child to be excused under 21(2) clause (a) of the Education Act (see *Appendix A*).
- The Board shall accept the written notification of the parents each year as evidence that the parents are willing to provide "satisfactory instruction at home", until there are reasonable grounds to suspect otherwise.
- The Board shall send a letter each year to the parents, acknowledging the notification.
- The Board shall use the *attached Appendix C: Sample Letter - In Response to a Parent's Notification*.

##### Investigation of Home Schooling

If there are reasonable grounds to suspect that the child is not receiving "satisfactory instruction" at home, the Board shall investigate to determine whether instruction is satisfactory.

## **Possible Reasons for an Investigation of Home Schooling**

- A parent has not notified the Board in writing of the intent to provide Home Schooling.
- A credible report has been received from a third party regarding the instruction.
- Evidence has been provided that the child was removed because of ongoing conflicts.
- The student has a history of absenteeism.

*In this document, parents refer to parent(s) and guardian(s).*

## **Guidelines for Conducting an Investigation**

The Board may arrange an official meeting with the family or ask the parent to submit information about Home Schooling in writing. A member of a recognized support group for parents, from one of the Home Schooling Support Associations, may be present when a Board is conducting an investigation.

If a Board chooses a written submission from the parent/guardian, board officials may ask the parent to complete a form such as the attached *Appendix D: Sample Form for Gathering Information in an Investigation*.

## **C. GENERAL INFORMATION**

### **Key Contacts**

For specific questions regarding program and service matters, please contact:

Yolanda Baldasaro	Superintendent of Education	905-735-0240 ext. 227
Ted Farrell	Superintendent of Education	905-735-0240 ext. 230
Lee Ann Forsyth-Sells	Superintendent of Education	905-735-0240 ext. 229
Mark Lefebvre	Superintendent of Education	905-735-0240 ext. 231

### **Curriculum**

The Niagara Catholic District School Board provides access to all parents to the Ministry of Education Ontario curriculum. It is also available at the Ministry of Education website [www.edu.gov.on.ca](http://www.edu.gov.on.ca).

Requests for Ministry of Education materials and Religion and Family Life resources are processed through the Board at extension 222.

### **Part-Time Enrolment**

It is preferred for students to be enrolled full-time. If a parent requests part-time enrolment, arrangements must be made with the Principal of the student's community school. Part-time student expectations in regards to attendance, course work, and assessment and evaluation, are the same as for all students. The student will be enrolled on the part-time register.

### **Full-Time Enrolment / Return to School**

Should a home schooler wish to return to school on a full-time basis, parents need to meet with the Principal of the home school. The principal will determine whether an assessment will be required for educational placement.

For secondary placement, the Ministry of Education's General Educational development (GED) is a testing service for high school equivalency and is available by visiting the [Independent Learning Centre \(ILC\) website](#) or by telephone at 1-800-575-7022.

## APPENDIX A

### LEGISLATION

The sections and subsections of the *Education Act* relevant to Home Schooling are:

- Subsection 21(1) requires every child to attend school from the age of six until the age of sixteen.
- Subsection 21(2) lists the legal reasons that a child may be excused from attending school. One of the reasons is that "the child is receiving satisfactory instruction at home or elsewhere", stated in clause (a).
- Subsection 21(5) requires parents to send children to school.
- Subsection 24(1) deals with the appointment of the Provincial School Attendance Counsellor, and subsection 24(2) sets out the authority and mandate of the Provincial School Attendance Counsellor to conduct an inquiry into the reasons for, and other circumstances related to, a child's non-attendance at school.
- Section 25 deals with the appointment by school boards of school attendance counsellors, and authorizes a school attendance counsellor to enforce compulsory school attendance.
- Section 26 sets out the duties and powers of school attendance counsellors
- Section 30 deals with prosecution of parents or guardians for a child's non-attendance at school.
- Subsection 30(7) authorizes a court to order an inquiry under subsection 24(2).

## APPENDIX B

### PARENT/GUARDIAN SAMPLE LETTER - INDICATING NOTIFICATION OF INTENT TO PROVIDE HOME SCHOOLING

To the \_\_\_\_\_ (District) School Board:

I/We herewith provide the names, gender, and date of birth for each child of compulsory school age for whom I/we intend to provide home schooling.

First and Last Names	Gender	Date of Birth

Name of parent/guardian:

Home address:

Mailing address (if different from home address):

Telephone:

I/We live in the school boundary of \_\_\_\_\_ Catholic Elementary/Secondary School.

I/We wish to notify the \_\_\_\_\_ (District) School Board that I/we will be providing home schooling for our child(ren) starting in \_\_\_\_\_.

I/we understand our responsibility under the Education Act to provide satisfactory instruction for our school-age child(ren) and do hereby declare our intent to do so.

Signature of parent/guardian:

Date:

Please send to: Superintendent of Education  
Niagara Catholic District School Board  
427 Rice Road, Welland, ON  
L3C 7C1

File: School Superintendent  
OSR

## APPENDIX C

### SAMPLE LETTER IN RESPONSE TO A PARENT'S NOTIFICATION

Dear \_\_\_\_\_,

Thank you for notifying the \_\_\_\_\_ (District) School Board of your intent to provide home schooling for your child(ren): \_\_\_\_\_

Your child(ren) is excused from attendance at school for the school year under subsection 21(2), clause (a), of the Education Act, because you have indicated that you understand your responsibility under the Education Act to provide satisfactory instruction for your school-age child(ren) and that you have declared your intent to do so.

If you would like your child(ren) to participate in the assessments for students in Grades 3, 6, and 9, and/or in the Ontario Secondary School Literacy Test (normally given to students in Grade 10), that are administered by the Education Quality and Accountability Office (**EQAO**), you should contact the school board by September 30, for information about the dates, times and locations.

Enclosed please find a copy of the Policy/Program Memorandum No. 131, "Home Schooling", issued by the Ministry of Education and a copy of the Board's "Home Schooling Administrative Procedures".

Sincerely,

Signature of school board official:

Name of school board official:

Title of school board official:

Date:

Attachments:

- Ministry of Education Policy/Program Memorandum No. 131, "Home Schooling"
- Niagara Catholic District School Board, "Home Schooling: Administrative Procedures"

Copy: Home School Principal  
OSR

## APPENDIX D

# SAMPLE FORM FOR GATHERING INFORMATION IN AN INVESTIGATION

Dear \_\_\_\_\_

Please complete this form and return it to the school board, along with the additional material requested below. If you need more space, attach additional sheets.

Name of Parent/Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

### PROGRAM PLANNING

This section is intended to give the board information on your short and long-range plans for your child's education.

Please describe your plan for your child's learning by answering the following questions:

Do you make instructional plans?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you spend regularly planned instructional time with your child?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have a daily work schedule for your child's home schooling?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If yes, please describe it.

\_\_\_\_\_

What subjects are you teaching? \_\_\_\_\_

What do you expect to accomplish with your child in Religion and Family Life, English, Mathematics, and other subjects this year? \_\_\_\_\_

### INSTRUCTIONAL PROGRAM

This section is intended to give the board information on the curriculum you follow.

Does your instructional program include Religion and Family Life?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is your instructional program based on any of the elementary or secondary curriculum policy documents published by the Ontario Ministry of Education?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If yes, please check the appropriate boxes below.

## ELEMENTARY CURRICULUM POLICY DOCUMENTS

Language  
Mathematics  
Science and Technology  
Social Studies/History and Geography  
The Arts  
Health and Physical Education  
French As a Second Language  
Secondary Curriculum Policy Documents

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please specify: \_\_\_\_\_

**Note:** Ministry of Education curriculum policy documents and curriculum support material may be downloaded free of charge from the ministry's website, at <http://www.edu.gov.on.ca>. This material may also be obtained through Publications Ontario. Contact Publications Ontario by using its toll-free telephone number, 1-800-668-9938, or visit its website, at <http://www.publications.gov.on.ca>, for more information.

Please include Religion and Family Life resources, and any other curriculum documents and materials that you use to help you design your instructional program.

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## INSTRUCTIONAL ACTIVITIES

This section is intended to give the board information on the types of planned activities that you provide for your child to help him or her meet the learning expectations you have established.

Please describe the typical activities you use to help your child learn. For example, what types of activities does your child do while learning English, Mathematics, and other subjects? Please include samples of your child's work in each subject area.

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## INSTRUCTIONAL MATERIALS

This section is intended to give the board information on the types of materials you use to help your child meet the learning expectations you have established.

Please indicate the resources you use to support your instruction.

Encyclopaedias/reference books (please list):

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### Textbooks:

English   
Math   
Other Subjects  Please list \_\_\_\_\_

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	Very Often	Often	Seldom	Never
Magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newspapers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Science Kits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Films	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tape Recordings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Models/mock-ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Television programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other supplementary materials (please specify):

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### ASSESSMENT OF STUDENT LEARNING

This section is intended to give the board information on how you evaluate your child's progress in learning.

What techniques do you use to assess student learning? Please describe them.

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### RESOURCES

This section is intended to give the board information on the resources you use to support your instructional program.

Please indicate the community and other resources you use.

- Public Library
- YMCA/YWCA
- Community Centre
- Local gym facilities
- Public swimming pool
- Museums
- Art galleries
- Recreational/education/social groups (e.g. Scouts, Guides)
- Nature interpretive centres
- Camping areas
- Youth groups  Please specify: \_\_\_\_\_

Networking with other families that provide home schooling can offer valuable support. Please indicate if you are a member of any of the following provincial associations.

- Ontario Federation of Teaching Parents
- Ontario Christian Home Educators' Connection
- Catholic Home Schoolers' Association - Ontario
- Other organizations or groups  Please specify: \_\_\_\_\_