



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

HOME SCHOOLING ADMINISTRATIVE GUIDELINES MINISTRY POLICY/PROGRAM MEMORANDUM NO. 131

Adopted Date: February 18, 2003

Latest Reviewed/Revised Date: September 15, 2020

~ NO POLICY ~

A. BACKGROUND

The Director of Education has established Administrative Operational 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:

Kimberley Kinney	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
Gino Pizzoferrato	Superintendent of Education	905-735-0240 ext. 228

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.

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.

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).

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

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

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 your child(ren) is/are receiving satisfactory instruction at home

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

SAMPLE OF 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 No

Do you spend regularly planned instructional time with your child? Yes No

Do you have a daily work schedule for your child's home schooling? Yes No

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 No

Is your instructional program based on any of the elementary or secondary curriculum policy documents published by the Ontario Ministry of Education Yes Yes

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

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.

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.

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):

TEXTBOOKS:

English

Mathematics

Other subjects

Please list:

Names of textbooks used:

Supplementary materials used:	<i>Very Often</i>	<i>Often</i>	<i>Seldom</i>	<i>Never</i>
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"/>
Slides	<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 Charts 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):

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.

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:

OTHER INFORMATION

Please provide below any other information that would help the board determine whether the instruction is satisfactory.

Name of Parent/Guardian: _____

Date: _____