Northeastern Catholic District School Board

HOME SCHOOLING

Administrative Procedure Number: APE015

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to working in partnership with parents and guardians to provide the highest quality of Catholic education to all students. Should parents/guardians choose to provide home schooling for their children, the NCDSB will excuse a student of compulsory age from attendance at school so long as the student is receiving satisfactory instruction at home or elsewhere. If there are reasonable grounds to suspect that this is not occurring, it is the duty of the NCDSB to investigate.

REFERENCES

Education Act
Policy Program Memorandum (PPM)
131 Home Schooling
Enrolment Register Instructions for Elementary and Secondary Schools
NCDSB Policy
E-15 Home Schooling

DEFINITIONS

Home schooling
Understood to mean that one or more of the parents/guardians are providing instruction to one or more of their children.

PROCEDURES

1.0 PROCEDURES FOR PARENTS/GUARDIANS

1.1 A child must be registered in a NCDSB school before parents/guardians can advise of their intent to provide home schooling.

1.2 Parents/Guardians must notify the NCDSB of their intent to provide home schooling in writing, and provide the following information for each child to be home schooled:

i) legal name;
ii) date of birth;
iii) gender;
iv) grade;
v) the parent/guardian telephone number; and
vi) home address.

A sample letter of intent is included in these administrative procedures.

1.3 Parents/guardians should notify the NCDSB of a change in contact information.

1.4 If the parents/guardians decide to continue to provide home schooling in subsequent years, they should give notification each year, in writing, prior to September 1 to the school board. The notification should contain the same information outlined in 1.2.

2.0 SCHOOL BOARD RESPONSIBILITIES

2.1 Upon receipt of notification, the Superintendent of Education will accept the letter of intent and return correspondence within 10 days to the parents/guardians. (See Appendix B for an example).

2.2 The Superintendent of Education will communicate the intent for home schooling with the Principal of the student's home school.

2.3 The NCDSB will maintain a current list of students receiving home schooling every school year.

3.0 SCHOOL RESPONSIBILITIES

3.1 The School Principal shall direct parent/guardian inquiries and notifications for home schooling to the Office of the Superintendent.

3.2 Upon receiving notification from the Superintendent of the intent to home school, the Principal shall ensure that the student is registered at the school, has an Ontario Education Number (OEN) and an Ontario Student Records (OSR) is created at the time of registration.

3.3 Correspondence relating to home schooling will be filed in the Documentation File of the student's Ontario Student Record.

3.4 Once the intent to home school has been confirmed, the Principal or designate will note the last day of attendance at the school on the OSR.

3.5 The student's Ontario Student Record will remain at the school last-attended by the student and will not move until a request for an OSR is received.

4.0 EQAO ASSESSMENTS

4.1 Parents/guardians 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 (OSSLT – normally given to students in Grade 10).

4.2 Parents/guardians must contact the school board by September 30 (or another date specified by the school board) of the year in which the assessments/tests are being conducted.

4.3 The Principal shall communicate with the parents/guardians as required to share information about dates, times, and locations of EQAO assessments.

4.4 The Principal must ensure provisions are made for these students (i.e. space in classroom, arrival and dismissal scheduling, etc.).

4.5 Materials may be requested from EQAO so that students receiving home schooling can participate accordingly, if desired by parents/guardians.

4.6 Parents/guardians shall be responsible for all related transportation requirements for students who are home schooled to participate in EQAO assessments at the local school.

4.7 Upon receipt of EQAO results, the Principal will send such results directly to the home of the student being home schooled.

4.8 The results of children who are receiving home schooling will not be included in school and board reports generated by the EQAO or by the schools and boards.

5.0 ATTENDANCE MANAGEMENT

5.1 The provisions of the *Enrolment Register Instructions for Elementary and Secondary Schools* shall be used for all matters relating to attendance.

5.2 A school will not record a child who is receiving home schooling on a full-time basis in the enrolment register for full-time school students.

5.3 If a student is receiving some instruction at a school operated by the NCDSB, the student's enrolment for this instruction will be recorded in the appropriate register. In all such cases, the Principal will consult with the appropriate Superintendent of Education to ensure enrolment is recorded appropriately.

6.0 INVESTIGATION

6.1 In the event that there are reasonable grounds to be concerned about the instruction being provided through home schooling, the Superintendent of Education will conduct an investigation in accordance with PPM 131 *Home Schooling*. Reasons giving cause to investigate include, but are not limited to:

a) Refusal of a parent/guardian to notify the board in writing of the intent to provide home schooling;
b) A credible report of concern by a third party with respect to the instruction being provided in the home;
c) Evidence that the child was removed from attendance at school because of ongoing conflicts with the school, not for the purpose of home schooling;
d) A history of absenteeism by the child prior to the parent's notifying the board of the intent to provide home schooling.

6.2 The Superintendent of Education may schedule a meeting with the family and/or have the provider of home schooling complete a standard report using the document entitled *Home Schooling Investigation and Information Gathering*.

6.3 If the Superintendent of Education is unable to determine from the investigation whether a child is receiving satisfactory instruction at home, they may take further action in accordance with the *Education Act* and PPM 131 *Home Schooling*, including but not limited to the request for assistance from the Provincial School Attendance Counsellor.

7.0 RELATED FORMS AND DOCUMENTS

LETTER: Sample Notification of Intent to Provide Home Schooling
LETTER: Sample Letter in Response to Parent Notification
FORM: Home Schooling Investigation and Information Gathering

Chief Executive Officer: *Tricia Stefanic Weltz*
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