



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

**Regulation Name: Home Education: Home
Schooling and Home Instruction**

Regulation Code: ES-6.1.1

Section: Educational Services

Policy Code Reference: ES-6.1

Established: January 14, 2025

Revised or

Reviewed: January 28, 2025

1. OBJECTIVE

This administrative regulation is written in accordance with the guiding principles in Board Policy ES-6.1, Home Education: Home Schooling and Home Instruction.

The Kawartha Pine Ridge District School Board (KPR) recognizes the right of parent(s)/guardian(s) to provide home schooling for their children. A student may be excused from attendance at school if the student is receiving satisfactory instruction at home or elsewhere, as outlined in the Ministry of Education Policy/Program Memorandum 131: Home Schooling.

In support of student achievement and well-being, KPR also supports the provision of home instruction. As outlined in Ontario Regulation 298: Operation of Schools – General, home instruction may be provided to students for medical reasons or exceptional circumstances.

2. DEFINITIONS

Administrative Regulation

A document issued through the Director of Education, governing the implementation of a Board policy, or required to coordinate and control certain aspects of system operations.

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Designate

A person authorized to carry out certain and specific tasks on behalf of the Chairpersons, Vice-chairpersons, Director, or other employee, as appropriate.

Family of Schools

A group of schools consisting of one secondary school and the elementary schools that send graduated students to that secondary school. The family of schools is overseen by a superintendent of education who is responsible for providing advice and guidance to principals in carrying out their responsibilities.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

3. APPLICATION

This administrative regulation applies to students, staff, and parents/guardians.

4. RESPONSIBILITY

4.1

The Director of Education has oversight and jurisdiction in determining the parameters of this administrative regulation and the associated policy.

4.2

The Superintendent of Education overseeing home schooling and home instruction, or designate, is responsible for setting directives within this administrative regulation and the associated policy.

4.3

The family of schools superintendent, or designate, is responsible for providing advice and guidance to principals, or designates, in carrying out their responsibilities under this administrative regulation.

4.4

The principal, or designate, is responsible for carrying out their duties under this administrative regulation.

5. PROCEDURE

5.1 Home Schooling – Parent(s)/Guardian(s) Provided

Home schooling is the delivery of program instruction to a student by the child's parent(s)/guardian(s). This instruction is given outside the formal school setting and is in accordance with the Education Act. Section 21(2)a of the Education Act states: "A child is excused from attendance at school if he/she is receiving satisfactory instruction at home or elsewhere."

5.1.1 Procedure to Access Home Schooling

5.1.1.1

The principal of the school area in which a student under the age of eighteen resides, upon receiving notice that the parent(s)/guardian(s) wishes to conduct home schooling on a full-time basis, shall provide the parent(s)/guardian(s) with a blank Notice of Intent to Home School form, the Parent/Guardian's Guide to Home Schooling.

5.1.1.2

The principal shall indicate to the parent(s)/guardian(s) that the Notice of Intent to Home School form should be completed and returned to the principal.

5.1.1.3

The parent(s)/guardian(s) returns to the principal, the completed Notice of Intent to Home School form.

5.1.2

The principal forwards the completed Notice of Intent to Home School form to their family of schools superintendent. The Notice of Intent to Home School form will be accepted as evidence that the parent(s)/guardian(s) intend to provide satisfactory instruction at home, subject to the section below related to Board investigations.

5.1.3

The family of schools superintendent completes the designated section of the Notice of Intent to Home School form.

5.1.3.1

The family of schools superintendent will review, upon receiving a signed renewal Notice of Intent to Home School form.

5.1.3.2

The family of schools superintendent indicates on the Notice of Intent to Home School form, whether or not the parent(s)/guardian(s) signed the Notice of Intent to Home School form or if they submitted, in lieu of that, a written letter of intent to Home School.

5.1.3.3

The family of schools superintendent notifies their executive assistant to maintain a current list of students being home schooled in the superintendent's respective family of schools/superintendency.

5.1.4

The family of schools superintendent forwards the Notice of Intent to Home School form, to the school principal.

5.1.5

The family of schools superintendent will send a letter to the parent(s)/guardian(s) acknowledging and confirming the Notice of Intent to Home School.

5.1.6

The principal shall ensure that the Ontario Student Records (OSR) of home-schooled students remain in the Home School and that a copy of the Notice of Intent to Home School form is placed in the student's OSR.

5.1.6.1

The principal should maintain a record of students in the school area who are being home schooled, but who have never been registered in a school and therefore have no OSR on file.

5.1.7

The principal shall provide the parent(s)/guardian(s) with information to enable the parent(s)/guardian(s) to access the Ministry of Education curriculum documents, should the school not have these resources available.

5.1.8

The principal shall indicate to the parent(s)/guardian(s) that home schooling encompasses parameters whereby:

5.1.8.1

it is the parent(s)/guardian(s) responsibility to provide any supplemental programs (i.e., extra-curricular activities) and resources/materials (i.e., computers) that the child may have accessed in the school setting;

5.1.8.2

the parent(s)/guardian(s) is/are responsible for the assessment and/or evaluation of their child(ren)'s achievement during the period when the student is being home schooled with the exception of assessments administered by EQAO; and

5.1.8.3

parent(s)/guardian(s) who wish to have their children participate in the assessments for students in Grade 3, 6 or 9 and/or the Ontario Secondary School Literacy Test must contact the Board by September 30, of the year in which the assessment is to take place, for information about the dates, times, and locations.

5.1.9

The family of schools superintendent will review, upon receiving the signed Renewal Notice of Intent to Home School form and then contact the parent(s)/guardian(s).

5.1.9.1

The family of schools superintendent will forward a copy of the Renewal Notice of Intent to Home School form to the school principal for placement of the notice into the student's OSR.

5.1.9.2

The principal should maintain a record of students in the school area who are being home schooled, but who have never been registered in a school and, therefore, have no OSR on file.

5.1.10 Return or Entry to School Program

The principal shall determine the appropriate placement (credits, courses, age) based on the student's portfolio, work samples, informal assessment, etc. for a student who returns or enters the school from a home-schooling program.

5.1.11

Education Quality and Accountability Office (EQAO) Assessments and Testing

5.1.11.1

Parent(s)/guardian(s) who wish to have their child participate in EQAO testing must notify the Board by no later than September 30 of the year in which the child is to be tested.

5.1.11.2

The Board will provide the parent(s)/guardian(s) with information about the dates, times and locations of the assessment/test.

5.1.11.3

The Board will provide space for the child to take the assessment/test at a local school at the same time that the assessment/test is being administered to regular day school students and will provide notice of the date/time and location of the assessment/test. The Board will ensure that the local school includes the student in the EQAO assessment system for that school.

5.1.11.4

The parent(s)/guardian(s) is/are responsible for providing transportation for the child to and from the location at which the EQAO is being administered.

5.1.11.5

The EQAO will return the results to the school at which the child took the assessment/test and the school will send the test results directly to the parent(s)/guardian(s). The test results will not be included in school and Board reports generated by the Board or by EQAO

5.2. Board Investigation of Home Schooling

If the Board has reasonable grounds to believe that the instruction being provided in the home may not be satisfactory, the Board is required to investigate the matter.

5.2.1

The following is a non-exhaustive list of reasons that may give rise to an investigation:

5.2.1.1

The parent(s)/guardian(s) refuses to notify the Board in writing of the intent to provide home schooling;

5.2.1.2

There is a credible report of concern by a third party with respect to the instruction being provided in the home;

5.2.1.3

There is evidence that the child was removed from attendance at the school due to an ongoing conflict with the school and not for the purpose of home schooling; or

5.2.1.4

There is a history of absenteeism by the child prior to the parent(s)/guardian(s) providing notification to the school of the intention to provide home schooling.

5.2.2

In the event that there are reasonable grounds to believe that the child is not receiving satisfactory instruction, the principal will notify the family of schools superintendent of the concern. The family of schools superintendent will begin an investigation, which shall notify the school board mental health clinician of same.

5.2.3

The school board mental health clinician shall contact the family to arrange a meeting to review information about the home schooling being provided. In the alternative, the school board mental health clinician may request information about the home schooling being provided in writing.

5.2.4

The Board will assess whether the home schooling being provided to the child is satisfactory. The Board recognizes that the methodologies, materials, schedules and assessments used in home schooling may differ from those used in the school system, and parent(s)/guardian(s) may not follow the Ontario curriculum, the school day or school year. The Board will consider the following:

5.2.4.1

Whether the family has a plan for educating the child;

5.2.4.2

Whether the family has plans for assessing literacy and numeracy at developmentally appropriate levels; and

5.2.4.3

Whether the family has plans for assessing the child's achievement.

5.2.5

If a meeting is convened, the school board mental health clinician may ask the following questions:

- Do you have an instructional plan, regularly planned instructional time, and a daily work schedule? Please provide details.
- What subjects are you teaching?
- What do you expect to accomplish with your child in Language/English, mathematics, and other subjects this year?
- Is your instructional program based on the Ontario curriculum or on a different curriculum?
- If you follow the Ontario curriculum, which documents do you use?
- If you do not use Ontario curriculum documents, please describe the curriculum documents you do use.
- Please describe the typical kinds of activities that you provide for your child in the subjects you are teaching. Please provide samples of your child's work in each subject area.
- What types of materials do you use to assist you in accomplishing your plans (e.g., textbooks, online programs)?
- Please describe the techniques you use to assess your child's learning.
- Do you use community resources to support your instruction? If so, which ones?
- Do you network with other parents who provide home schooling? How?
- Please feel free to provide any other information that would help the Board determine whether instruction is satisfactory.

5.2.6

The school board mental health clinician shall retain copies and create a documentation file containing:

5.2.6.1

Copies of all communications with the parent(s)/guardian(s), including written communication, notes on telephone calls, meetings and other verbal exchanges, a record of types of communication and a record of the number of attempts to communicate; and

5.2.6.2

Documentation on the nature of the information and material provided to the Board in response to the investigation.

5.2.7

At the conclusion of the investigation, if the school board counsellor is unable to determine whether the home instruction is satisfactory, the school board mental health clinician may take further action in accordance with subsection 24(2) and/or section 30 of the Education Act, which may include referring the matter to the Provincial School Attendance Counsellor.

5.2.8

Before referring the matter to the Provincial School Attendance Counsellor, the school board counsellor will ensure the following have been completed:

5.2.8.1

A full investigation has been undertaken to determine whether the child is receiving satisfactory instruction;

5.2.8.2

The documentation file is complete; and

5.2.8.3

The school board mental health clinician has completed a factual summary of the investigation including a conclusion.

5.2.9

The Provincial School Attendance Counsellor will appoint an inquiry officer to conduct an inquiry. If the inquiry results in a determination that the child is not receiving satisfactory instruction and the child is ordered to attend school, the Board shall undertake the appropriate steps to register the child. If the family fails to register the child, the Board may consider undertaking a prosecution of the parent(s)/guardian(s) and/or child under the Education Act.

5.3 Home Instruction – Board Provided

Home instruction is a short-term intervention for students who are unable to attend school for medical reasons or exceptional circumstances.

Section 11(11) of Ontario Regulation 298: Operation of School – General states: “A principal, subject to the approval of the appropriate supervisory officer, may arrange for home instruction to be provided for a pupil where, (a) medical evidence that the pupil cannot attend school is provided to the principal; and (b) the principal is satisfied that home instruction is required.

5.3.1 Medical Reasons

The Board will assume responsibility for instruction of a student who is registered in school to a maximum of five hours per week for students who are hospitalized or homebound for medical reasons as documented by a physician. This instruction should be planned for a student who will be absent for a minimum of three weeks. Home instruction is a time specific intervention intended for short-term use while alternative planning is completed by school staff (initial review to occur within three weeks of home instruction commencing).

5.3.2 Exceptional Circumstances

On rare occasions, when the student is unable to attend school, the Board may provide instruction for a pupil to a maximum of five hours per week at a determined location. This instruction should be planned for a student who will be absent for a minimum of three weeks. Home instruction is a time specific intervention intended for short-term use while alternative planning is completed by school staff (initial review to occur within three weeks of home instruction commencing).

5.3.3

Home Instruction will include instruction provided by the Board in the home, a hospital setting and/or a neutral setting.

Note: A parent/guardian or responsible adult will be present/available when home instruction is provided.

5.3.4 Procedures to Access Home Instruction

5.3.4.1 Medical Reasons

5.3.4.1.1

The principal obtains a medical certificate provided by a medical practitioner external to the Board from parent(s)/guardian(s) which clearly indicates the medical reason(s) and duration for which home instruction is required.

5.3.4.1.2

The principal obtains approval from the family schools superintendent.

5.3.4.1.3

The principal organizes a home instruction teacher(s) from current staff or the occasional teacher list. The principal provides the program materials for the home instruction teacher(s).

5.3.4.1.4

The principal submits weekly timesheets from the teacher(s) providing home instruction to the Payroll Services Department.

5.3.4.1.5

The principal continues to plan with staff for the student's re-entry into the school. The initial review of home instruction must occur within three weeks of home instruction commencing. A request for an extension will be reviewed with the family of schools superintendent and will be based on an updated medical certificate from a medical practitioner external to the Board stating duration and the reason(s) for the need to extend.

5.3.4.2 Exceptional Circumstances

5.3.4.2.1

The principal consults with the family of schools superintendent on issues, needs and strategies used to date to meet the student's needs as the first phase of the request for home instruction.

5.3.4.2.2

The principal shall consult with the Principal of Special Education, or designate, to review other alternatives and determine that all Board resources have been exhausted.

5.3.4.2.3

The family of schools superintendent authorizes the request based on:

5.3.4.2.3.1

parental/guardian agreement,

5.3.4.2.3.2

the plan being time specific and of short duration, and

5.3.4.2.3.3

continued efforts of school staff to plan for re-entry.

5.3.4.2.4

The principal organizes a home instruction teacher(s) from current staff or the occasional teacher list. The principal provides the program materials for the home instruction teacher(s).

5.3.4.2.5

The principal submits weekly timesheets from the teacher(s) providing home instruction to the Payroll Services department.

5.3.4.2.6

The principal continues to plan with staff for the student's re-entry into the school. The initial review of home instruction must occur within three weeks of home instruction commencing. The family of schools superintendent will be kept informed of the student's progress. Any requests for extension of timelines must be reviewed with and re-submitted to the family of schools superintendent.

5.3.5 Home Instruction – Expectations for the Teacher

In consultation with the school principal, the home instruction teacher shall comply with the following expectations:

5.3.5.1

The home instruction teacher will arrange for a suitable time to meet with the student and parent(s)/guardian(s) for the home instructional period.

5.3.5.2

The home instruction teacher will review the student's program needs, instructional level(s) and current programming with school staff to ensure continuity of program, whenever possible.

5.3.5.3

The home instruction teacher will report hours of instruction to the school principal weekly.

5.3.5.4

The home instruction teacher will submit mileage on Board mileage forms, at the Board mileage rate for the return trip from the student's school to the student's location (e.g., home, hospital, neutral location) for each session.

5.3.5.5

The home instruction teacher will report back to the principal at the conclusion of the home instruction period with information on student program, progress and assessed/evaluated work.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policy:

[ES-6.1, Home Education: Home Schooling and Home Instruction](#)

Procedural Document:

Parent/Guardian Guide to Home Schooling (internal)

7. REFERENCE DOCUMENTS

Legislation:

[Education Act](#) sections 21(1), 21(2), 21(5), 24(1), 24(2), 25, 26, and 30
[Ontario Regulation](#) 298 (section 11(11) - Operation of schools – General)

Other Documents:

[Ministry of Education Policy/Program Memorandum 131: Home Schooling](#)