



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Educational Services

- **Student Welfare**

**Regulation: SAFE, CARING AND RESTORATIVE
SCHOOLS: HOME EDUCATION**

**Regulation Code: ES-1.1.7
Policy Code Reference: ES-1.1
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. ES-1.1, Safe, Caring and Restorative Schools, and establishes procedures for Home Schooling which is provided by parent(s)/guardian(s) and the provision of Home Instruction by the Board for medical or exceptional circumstances. Principals will use the Home Education Handbook provided, for appropriate forms and procedures.

1. Home Schooling – Parent(s)/Guardian(s) Provided

Home schooling is the delivery of program instruction to a student(s) 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.

1.1 Procedure to Access Home Schooling

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, the Parent/Guardian's Guide to Home Schooling (as provided in the Home Education Handbook) and a copy of Policy Program Memorandum 131; Home Schooling.

1.1.2 The principal shall indicate to the parent(s)/guardian(s) that the Notice of Intent to Home School should be completed and returned to the principal. The parent(s)/guardian(s) must indicate the name, gender and date of birth of each child receiving home instruction, and the telephone number and address of the home.

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

1.3 The principal forwards the completed Notice of Intent to Home School to the appropriate superintendent of student achievement. The Notice of Intent to Home School will be accepted as evidence that the parent(s)/guardian(s) are providing satisfactory instruction at home, subject to the section below related to Board investigations.

1.4 The superintendent of student achievement completes the designated section of the Notice of Intent to Home School.

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- 1.4.1 The superintendent of student achievement indicates on the Notice of Intent to Home School, whether or not the parent(s)/guardian(s) signed the Notice of Intent to Home School or if they submitted, in lieu of that, a written letter of intent to Home School.
- 1.4.2 The superintendent of student achievement notifies their executive assistant to maintain a current list of students being home schooled in the superintendent's respective family of schools/superintendency.
- 1.4.3 The superintendent of student achievement will review, upon receiving a signed renewal Notice of Intent to Home School.
- 1.5 The superintendent of student achievement forwards the Notice of Intent to Home School, to the school principal.
- 1.6 The superintendent of student achievement will send a letter to the parent(s)/guardian(s) acknowledging and confirming the Notice of Intent to Home School.
- 1.7 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 is placed in the student's OSR.
- 1.7.1 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.
- 1.8 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.
- 1.8.1 It is the parent(s)/guardian(s) responsibility to provide all other learning materials, texts, etc.
- 1.9 The principal shall indicate to the parent(s)/guardian(s) that home schooling encompasses parameters whereby:
- 1.9.1 it is the parent(s)/guardian(s) responsibility to provide any supplemental programs (i.e. extra-curricular activities, resources/materials, computers and library) that the child may have accessed in the school setting; and

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- 1.9.2 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.
- 1.9.3 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.
- 1.10 The superintendent of student achievement will review, upon receiving the signed Renewal Notice of Intent to Home School and then contact the parent(s)/guardian(s).
- 1.10.1 The superintendent of student achievement will forward a copy of the Renewal Notice of Intent to Home School to the school principal for placement of the notice into the student's OSR.
- 1.10.2 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.
- 1.11 Return or Entry to School Program
- The principal shall determine the appropriate placement (grade, level, program and/or credits) 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.
- 1.12 Education Quality and Accountability Office (EQAO) Assessments and Testing
- 1.12.1 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.
- 1.12.2 The Board will provide the parent(s)/guardian(s) with information about the dates, times and locations of the assessment/test.
- 1.12.3 The Board will not charge the parent(s)/guardian(s) a fee or charge.

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1.12.4 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 request sufficient copies of test materials to enable the child to participate.

1.12.5 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.

1.12.6 The EQAO will return the results to the school at which the child took the assessment/test and the school will send the tests 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

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.

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

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

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

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

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.

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 superintendent of student achievement of the concern. The superintendent of student achievement will begin an investigation, which shall notify the school board counsellor of same.

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- 2.3 The school board counsellor shall contact the family to arrange a meeting to review information about the home schooling being provided. In the alternative, the school board counsellor may request information about the home schooling being provided in writing.
- 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:
- 2.4.1 Whether the family has a plan for educating the child;
- 2.4.2 Whether the family has plans for assessing literacy and numeracy at developmentally appropriate levels; and
- 2.4.3 Whether the family has plans for assessing the child's achievement.
- 2.5 If a meeting is convened, the school board counsellor shall 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 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., encyclopaedias, textbooks, magazines, newspapers, television programs, materials on the internet, computer programs)?
 - Please describe the techniques you use to assess your child's learning.

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- 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.
- 2.6 The school board counsellor shall retain copies and create a documentation file containing:
- 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
- 2.6.2 Documentation on the nature of the information and material provided to the Board in response to the investigation.
- 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 counsellor may refer the matter to the Provincial School Attendance Counsellor and/or undertake a prosecution of the parent(s)/guardian(s) and /or child pursuant to the Education Act.
- 2.8 Before referring the matter to the Provincial School Attendance Counsellor, the school board counsellor will ensure the following have been completed:
- 2.8.1 A full investigation has been undertaken to determine whether the child is receiving satisfactory instruction;
- 2.8.2 The documentation file is complete; and
- 2.8.3 The School Board Counsellor has completed a factual summary of the investigation including a conclusion.
- 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.

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3. Home Instruction – Board Provided

3.1 Definition of Home Instruction – Board Provided

3.1.1 Medical Reasons

The Board will assume responsibility for instruction of a student who is registered in school to a maximum of five hours/week for students who are hospitalized or homebound for medical reasons documented by a physician. This instruction should be planned for a student who will be absent for a minimum of three weeks.

3.1.2 Exceptional Circumstances

On rare occasions, when the Board is unable to temporarily meet a student's needs, the Board will provide instruction for a pupil to a maximum of five hours/week at a determined location. This is a time specific intervention intended for short-term use while alternative planning is completed by school staff.

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

Note: It is anticipated that a parent/guardian or responsible adult will be present/available when home instruction is provided.

3.2 Procedures to Access Home Instruction – Board Provided

3.2.1 Medical Reasons

3.2.1.1 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.

3.2.1.2 The principal organizes a home instruction teacher(s) from current staff, the occasional teacher list, or the listing of teachers available for home instruction provided by Human Resource Services. The principal provides the program materials for the home instruction teacher(s).

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- 3.2.1.3 The principal completes the appropriate form for home instruction as provided in the Home Education Handbook, and indicates the medical certificate is on file at the school and forwards the form to the appropriate superintendent of student achievement.
- 3.2.1.4 The superintendent of student achievement authorizes the home instruction for medical leave and forwards the information to the Payroll section of Human Resource Services.
- 3.2.1.5 The principal submits weekly timesheets from the teacher(s) providing home instruction to the Payroll section of Human Resource Services.
- 3.2.1.6 A request for an extension will be reviewed with the superintendent of student achievement 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.
- 3.3 Exceptional Circumstances
- 3.3.1 The principal consults with the appropriate superintendent of student achievement on issues, needs and strategies used to date to meet the student's needs as the first phase of the request for home instruction.
- 3.3.2 The superintendent of student achievement may consult with the Principal of Special Services, or designate, to review other alternatives and determine that all Board resources have been exhausted.
- 3.3.3 The superintendent of student achievement authorizes the request based on:
- 3.3.3.1 parental/guardian agreement,
- 3.3.3.2 the plan being time specific and of short duration, and
- 3.3.3.3 continued efforts of school staff to plan for re-entry.
- 3.3.4 The principal organizes a home instruction teacher(s) from current staff, the occasional teacher list, or the listing of teachers available for home instruction provided by Human Resource

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Services. The principal provides the program materials for the home instruction teacher(s).

3.3.5 The principal completes the appropriate form provided in the Home Education Handbook and forwards it to the superintendent of student achievement.

3.3.6 The superintendent of student achievement authorizes the request and forwards the information to the Payroll section of Human Resource Services.

3.3.7 The principal submits weekly timesheets from the teacher(s) providing home instruction to the Payroll section of Human Resource Services.

3.3.8 The principal continues to plan with staff for the student's re-entry into the school. The superintendent of student achievement will be kept informed of the student's progress. Any requests for extension of timelines must be reviewed with and re-submitted to the superintendent of student achievement and should clearly include what school staff have done to date and are planning for in the near future to accomplish re-entry.

3.4 Home Instruction – Expectations for the Teacher

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

3.4.1 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.

3.4.2 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.

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

3.4.4 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.

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3.4.5 There will be two rates of pay for home instructors – a certified hourly rate and an uncertified hourly rate.

3.4.6 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 corrected/evaluated work.