



**MOOSONEE DISTRICT
SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE STUDENTS: NO. 398	
Effective	February 23, 2016
Last Revised	August 20, 2023
Last Reviewed	August 20, 2023

HOME-SCHOOLING

PURPOSE

This administrative procedure recognizes the right of parents to provide “satisfactory instruction at home or elsewhere” as specified in the Education Act, subsection 21 (2). Maintenance of “satisfactory instruction” is mandatory and will be further assured by direction from the Ministry of Education if the need arises.

This administrative procedure sets out the process to be followed when parents provide home schooling.

DEFINITIONS

Home Schooling: Home schooling must not be confused with home instruction. In home schooling the child is removed from the school register, and the parents take on the responsibility for instruction. The child may attend school if the parents decide to enroll or re-enroll the child.

In home instruction the child receives instruction at home or elsewhere for medical reasons that satisfy the principal that home instruction is required. The student in this case shall not be removed from the school register and will return to school once the medical situation has improved sufficiently.

Parents: Every reference to “parents” in this administrative procedure includes a reference to guardians or to a single parent or guardian.

PROCEDURES

1. The Home-Schooling Program

1.1. Moosonee District School Area Board recognizes the right of parents to educate their children in the home or elsewhere. It also recognizes the need to describe the expected working relationship and communication between the staff of the Board and parents of home-schooled children.

1.2. It is the responsibility of the Board to excuse children from attendance at school when home schooling is provided, in accordance with subsection 21(2), clause (a), of the Education Act.

1.3. Where the Board has reasonable grounds to be concerned that the instruction provided in the home may not be satisfactory, the Board will take steps as described in this administrative procedure to investigate the matter.

2. Initiating the Home-Schooling Program

- 2.1. At any time during the school year, the parents have the right to pursue home schooling for their child.
- 2.2. The parents will make a written request for home schooling to the principal of Moosonee Public School. Form ADMIN 398-01 Notice of Intent to Home School will be used for this purpose.
- 2.3. When a request for home schooling is received, the principal may discuss possible day-school modifications with the parents. These modifications could include:
 - different placement;
 - varied approaches to teaching, learning, evaluating, and reporting;
 - an enrichment program;
 - partial withdrawal; and/or
 - Identification, Placement, and Review Committee (IPRC) proceedings.
- 2.4. The parents should be given an opportunity to consider possible day-school program modifications. If home schooling is still desired, the principal shall notify the supervisory officer and attendance counsellor.
- 2.5. The supervisory officer or designate will invite parents to a meeting. The intention of the meeting is:
 - a) to acquire a completed Notice of Intent to Home School, if the parents have not submitted one;
 - b) to request an instructional plan;
 - c) to explain the staff's supervisory role;
 - d) to discuss responsibilities of the parents or the instructor of the home school; and
 - e) to explain the legal implications.

3. Resources and Supports for Parents

- 3.1. Parents will be given information about their right to access Ministry of Education curriculum resource materials. Parents then become responsible for these resources. [Note: The resources of Moosonee Public School are exclusively for students enrolled in the school.] Parents will also be given a copy of this administrative procedure and Policy/Program Memorandum No. 131 Home Schooling.
- 3.2. Parents who have given written notification of their intent to provide home schooling may request access to the Grades 3, 6, and 9 provincial assessments, all of which are administered by the Education Quality and Accountability Office (EQAO).
- 3.3. Parents must contact the school by September 30 of the school year in which the assessments/tests are being conducted for information about the dates, times, and locations.
- 3.4. It is the responsibility of the parents to provide transportation to and from the site. The school will provide space for the home-schooled children at the time and on the dates assessments/tests are being administered to the regular day school students.
- 3.5. The school will request sufficient assessment/test materials from the EQAO so that the children who are receiving home schooling can participate.

3.6. Schools will send assessment/test results to the home. Note: 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 school and board.

4. Parent Responsibilities

4.1. Parents will provide written notification to the principal of Moosonee Public School where the student is currently attending or is eligible to attend, of their decision to home school.

4.2. The notification shall include the name, date of birth, telephone number, and address of each child who is receiving home schooling. The letter will be signed by the parent. [See Form ADMIN 398-01 Notice of Intent to Home School.]

4.3. Parents will notify the principal of any change in address or telephone number.

4.4. Parents will provide written notification each year prior to September 1st to the principal, as evidence of provision of satisfactory instruction at home. The letter should include the same information as that in the initial letter described above.

4.5. Parents are responsible for planning and implementing the home-schooling program and for assessing and evaluating student achievement.

4.6. The home-schooling program should focus on the following:

- a) a plan for educating the child;
- b) plans to ensure literacy and numeracy at developmentally appropriate levels; and
- c) plans for assessing the child's achievement.

4.7. The home-schooling parents have access to the student's Ontario Student Record (OSR) through the principal.

4.8. Parents are encouraged to retain an open working relationship with the school, in the best interest of the child or children.

5. The Principal's Responsibilities

5.1. The principal will excuse the student from attendance at school, in accordance with subsection 21 (2), clause (a), of the Education Act, upon receipt of written notification of the intent to home school.

5.2. The principal will provide a written excusal from school attendance in the form of a letter of acknowledgment to the parents. The principal will ensure that parents have a copy of Ministry Policy/Program Memorandum No. 131 Home Schooling and of this administrative procedure.

5.3. The principal will accept annual written notification as evidence that satisfactory instruction is being provided. The annual notification letter will be filed in the OSR.

5.4. The principal will ensure that an Ontario School Record is on file for the home-schooled student. The OSR will be established in accordance with the OSR Guidelines. All related correspondence is to be filed in the OSR.

5.5. The OSR is to be transferred at age-appropriate times (e.g., grade 8 to grade 9).

5.6. The principal will establish a part time register for home schooled students who are participating in school programs on a part time basis (e.g., music, French).

5.7. The principal may invite home schooled students to participate in school-related activities as appropriate.

5.8. The principal will provide information about any home-schooled students to the supervisory officer. A copy of the list of these students will be filed in the school file. The principal will update this list throughout the school year and forward updates to the supervisory officer.

6. Investigation of Home Schooling

6.1. If the supervisory officer or principal has reasonable grounds to believe that the instruction being provided is not satisfactory, then an investigation will be initiated.

6.2. Reasons for an investigation include:

- a) refusal of a parent to notify the principal 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; and/or
- d) a history of absenteeism by the child prior to the parents notifying the principal of their intent to provide home schooling.

7. Guidelines for Conducting an Investigation

7.1. The principal, in consultation with the supervisory officer and attendance counsellor, will determine when an investigation should be initiated.

7.2. If an investigation is to be conducted the principal will contact the parents and express concerns in writing.

7.3. The principal will designate a person(s) to meet with the family. The parents will be requested to submit in writing information about the home schooling that focuses on the following:

- a) their plan for educating the child;
- b) plans to ensure literacy and numeracy at developmentally appropriate levels; and
- c) plans for assessing the child's achievement.

[See Form ADMIN 398-02 Evaluation of Home Schooling.]

7.4. The principal will inform the supervisory officer of the action taken.

7.5. If instruction is deemed to be unsatisfactory, further action may be taken in accordance with subsection 24 (2) of the Education Act, which involves an inquiry by the provincial attendance counsellor.

8. Reporting Unsatisfactory Instruction

- 8.1. In accordance with the Education Act, where the supervisory officer has determined that there is unsatisfactory instruction or is deterred by the home from investigating whether satisfactory instruction is occurring, the situation shall be reported to the provincial school attendance counsellor by registered mail. The letter will be co- signed by the school attendance counsellor.
- 8.2. The supervisory officer shall inform the principal of the intention to report.
- 8.3. The provincial school attendance counsellor is empowered to conduct a hearing and to appoint one or more persons who are not employees of the Board to conduct the hearing and report. Following the inquiry, the provincial attendance counsellor is authorized to direct the child to be excused from attendance at school, or to attend school as required.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 21 (1) Compulsory Attendance
Education Act, Section 21 (2) When Attendance Excused
Education Act, Section 21 (5) Parent Duty to Send Child to School
Education Act, Section 24 (2) Inquiry by Provincial Counsellor
Education Act, Section 30 Liability of Parent or Guardian: School Attendance
Education Act, Section 265 (1) (c) Duties of Principal: Record Attendance
Ontario Student Record Guideline
Ministry of Education Policy/Program Memorandum No. 131 Home Schooling

Board:

Administrative Procedure 304 School Registration Requirements
Administrative Procedure 305 Student Attendance

Appendices:

Form ADMIN 398-01 Notice of Intent to Home School
Form ADMIN 398-02 Evaluation of Home Schooling

Form ADMIN 398-01 Notice of Intent to Home School

**NOTICE OF INTENT TO HOME SCHOOL
MOOSONEE DISTRICT SCHOOL AREA BOARD**

I / We _____, parent(s)/guardian(s) indicate my/our intention to establish/continue a home-schooling situation for my/our children:

Child's Name	Date of Birth

I / We accept full responsibility for providing home schooling in compliance with the *Education Act* and Ministry of Education expectations.

Parent/Guardian Date: _____

Parent/Guardian Date: _____

Form ADMIN 398-02 Evaluation of Home Schooling

**EVALUATION OF HOME-SCHOOLING MOOSONEE
DISTRICT SCHOOL AREA BOARD**

Family: _____

Address: _____

Phone: _____

Child	Date of Birth	Academic Level

Home School: _____

Mother: _____

Father: _____

Guardian: _____

Date Home School Started: _____

Date of Evaluation: _____

A. THE LEARNING PROCESS

1. Location of Home Schooling:
2. Daily Planning
3. Monthly Planning
4. Program Materials

B. STUDENT ACHIEVEMENT

1. Discussion with Parent(s) and Student(s)
2. Examination of Written Work
3. Achievement Test Scores

C. ENVIRONMENTAL STIMULATION

D. SOCIALIZATION / PEER INTERACTION

E. OTHER (e.g., agency involvement, support services)