



YORK REGION DISTRICT SCHOOL BOARD

Procedure #NP357.0, Satisfactory Instruction at Home (Home Schooling)

Application

Procedure #NP357.0, Satisfactory Instruction at Home (Home Schooling) addresses educating a child at home or elsewhere apart from registration in a school, as defined by the Ministry of Education.

Stakeholder Groups with Responsibilities Under this Policy

- Chief of Social Work and Attendance Services
- Principals
- Parents/guardians, students

Relationship to Board priorities

Supports the Board commitment to student achievement and well-being, and delivery of effective and appropriate educational programs.

Implementation Timelines

Immediate

Summary of Changes

Overview of Major Changes to the Document	Minor changes to update language.
Who is affected by these changes and what is the impact on current practice?	There is no change to current practice.
Feedback, Timelines and Next Steps	<p><u>RECOMMENDATION FOR CONSIDERATION BY THE SENIOR TEAM AT ITS MAY 27, 2014 MEETING</u></p> <p>That in accordance with Board Policy #285.0, Board Policies, Procedures and Supporting Documents, Working Document Procedure #NP357.0, Satisfactory Instruction at Home (Home Schooling) be circulated to the system for comment for six school months.</p> <p><u>COMMUNICATION PLAN:</u></p> <p>At the May 27, 2014 Senior Team meeting this procedure was approved and will be adopted by the system as a working document. Comments will be received for six school months and will be considered by the Policy and Procedure Review Committee in February 2015.</p> <p>The following information will be included in the weekly summary,</p> <p><i>The procedure outlines the responsibilities and process for notification of home schooling, request for part-time enrolment and investigations of home schooling. There are no changes to current practice.</i></p>

Questions about the content of the Satisfactory Instruction at Home (Home Schooling) procedure should be raised with your principal, manager or supervisor. If additional clarification is required, principals, managers and supervisors may contact Steven Reid, Superintendent of Student Services.

In accordance with Board Policy #285.0, [Board Policies, Procedures and Supporting Documents](#), the Board welcomes all comments and suggestions on Board policy.

Input is an important component of the review process. If you feel a policy and/or procedure needs to be revised, it is most helpful if you **outline clearly the specific section(s) of the policy and/or procedure in which you are not comfortable, the reason(s) for your concern(s) and also suggest specific alternate wording to reflect your position.**

Specific recommendations should be submitted via e-mail to policy.committee@yrdsb.ca, or to the attention of the Assistant Manager, Board and Trustee Services by fax at 905-727-3984 or in hard copy at the following mailing address:

*York Region District School Board
The Education Centre – Aurora
Attention: Assistant Manager, Board and Trustee Services
60 Wellington Street West, Box 40
Aurora, ON L4G 3H2*

Questions regarding the [policy and procedure review process](#) can be directed to the Assistant Manager, Board and Trustee Services at policy.committee@yrdsb.ca or 905-727-0022 extension 2217.

Document History and Previous Versions

Revised May 2003

Revised March 2009

Working Document May 2014

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure NP#357.0 Satisfactory Instruction at Home (Home Schooling) Document Integration Project Format

The procedure outlines the responsibilities and process for notification of home schooling, request for part-time enrolment and investigations of home schooling.

Definitions

Home Schooling - Satisfactory Instruction at Home

Satisfactory Instruction at Home is the educating of a child “at home or elsewhere” apart from any registration of that child in a school as defined by the Ministry of Education. 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.”

Investigation of Home Schooling

An investigation of home schooling is an investigation to determine whether or not a child is receiving the appropriate education in the home setting. Reasons for an investigation may include:

- parents/guardians refusing to notify the Board in writing of their intent to home school their child;
- a third party reporting credible concerns with respect to the quality of home instruction being provided;
- evidence that the child was removed from the school due to conflict with the school rather than for the purpose of home schooling; or
- evidence that the child had a history of absenteeism before being removed from the school.

Part-time student

For the purposes of home schooling, a part-time student refers to students in Grade 1-12 who are registered for classroom instruction for an average of less than 210 minutes per school day. The Ministry of Education provides funding to school boards for students who attend school on a part-time basis.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the Satisfactory Instruction at Home (Home Schooling) procedure.

The Chief of Social Work and Attendance Services shall:

- once a [notification of intent to home school](#) has been received, send [an acknowledgement letter](#) to the parent(s)/guardian(s) along with a copy of the [Home Schooling Guidelines for Parents](#);
- maintain a record of the number of students identified by parents/guardians as home schooled for the purpose of the October Board report;
- respond to concerns from administrators or the public regarding home schooling, as appropriate;
- if an investigation is necessary, notify the area school social worker and [initiate an investigation](#) in conjunction with the superintendent of schools;

- if an investigation is necessary, notify the area school social worker and [initiate an investigation](#) in conjunction with the superintendent of schools;
- if unable to determine satisfactory home schooling, request the Provincial Attendance Counsellor to inquire into the case under subsection 24(2) of the *Education Act* only after;
 - taking appropriate steps to determine if home schooling is satisfactory,
 - retaining all documentation of communication with the parent(s)/guardian(s), including copies of *written* communication, notes on telephone calls and other verbal communication, including attempts to communicate,
 - retaining documentation on the information provided by the parent(s)/guardian(s) in response to the investigation, and
- if unable to determine satisfactory home schooling, request the Provincial Attendance Counsellor to inquire into the case under subsection 24(2) of the *Education Act* only after;
 - taking appropriate steps to determine if home schooling is satisfactory,
 - retaining all documentation of communication with the parents, including copies of *written* communication, notes on telephone calls and other verbal communication, including attempts to communicate,
 - retaining documentation on the information provided by the parent in response to the investigation, and
- if the Provincial Attendance Counsellor completes an inquiry and orders that the child attend school;
 - determine the action to be taken in consultation with the school social worker, the principal (if applicable) and the Superintendent of Curriculum and Instructional Services, and
 - give consideration to proceeding to court with respect to section 30 of the *Education Act* and/or referring the matter to the Children's Aid Society.

Principals shall:

- forward the [notification of intent to home school](#) received from the parents, to the Chief of Social Work and Attendance Services;
- understand that there is no requirement to meet with the family once notified of the family's intention to home school their child;
- if the student has an Ontario Student Records (OSR), maintain the OSR in a separate location as per the Attendance Register;
- for elementary students re-entering regular school after home schooling, place the child in an age-appropriate grade;
- for secondary students re-entering regular school after home schooling;
 - consider age-appropriate placement, or
 - consider referring a student to the Reception Centre for grade equivalency, at parent/guardian request;
- if a student requests that credits be granted for home schooled work;
 - assess the student's work to determine if the credit(s) can be granted; or
 - consider requesting the guidance department or Reception Centre to conduct the assessment, if necessary;
- for requests for part-time enrolment;
 - ensure the request is made in writing before considering the request,
 - consider class size, teacher and school timetables, and availability of resources,
 - consult with the superintendent of schools, if necessary,
 - consider allowing parents/guardians and students to use library and computer resources where local resources are not available; and
- once a part-time student has been accepted;
 - advise parents/guardians that part-time students must abide by Board and school policies and procedures, and
 - advise parents that their child's attendance is compulsory and subject to the same expectations of full-time students as per the *Education Act*, Section 21 (1).

The Reception Centre shall:

- determine grade equivalency for students as referred to by the principal; and
- assess student's work to determine if the credit(s) can be granted, where required.

Parent(s)/Guardian(s) shall:

- if the child is registered in school, send completed [notification of intent to home school](#) to the child's local school before the beginning of the school year;
- if the child is not registered in school, send completed [notification of intent to home school](#) to the Chief of Social Work and Attendance Services;
- understand that there is no requirement for the principal to meet with the family nor to provide resources once notified of the family's intention to home school their child;
- in subsequent years, provide notification in writing before the beginning of the school year, including contact information and student's date of birth, to the Board if they choose to continue home schooling;
- if they would like their child to be enrolled part-time, submit the request in writing to the principal of the local school;
- understand that once their child has been accepted as a part-time student;
 - their child must abide by Board and school policies and procedures,
 - they may be required to provide supervision for their child, such as but not limited to, while using a computer lab or library facilities, and would be considered volunteers during such time and must comply with Board [Policy #280.0, Volunteers in our Schools](#), and
 - their child's attendance would be compulsory and subject to the same expectations of full-time students as per the *Education Act*, Section 21 (1); and
- be responsible for any costs associated with a request to determine their secondary school-aged child's grade equivalency.

Students shall:

- understand that once they have been accepted as a part-time student;
 - they must abide by Board and school policies and procedures,
 - they may be required to be supervised by their parents, such as but not limited to, while using a computer lab or library facilities, and
 - their attendance would be compulsory and subject to the same expectations of full-time students as per the *Education Act*, Section 21 (1).

Department

Student Services

Procedure History

Revised May 2003

Revised March 2009

Working Document May 2014