



ADMINISTRATIVE GUIDELINES

Title: Home Schooling

Effective Date: March 22, 2000

Responsibility: Superintendent of Program
and Schools (Elementary)

1.0 HOME SCHOOLING is a program provided by the parent(s) of a child. Home schooling is legal according to the Education Act 21(2) (a)...A child is excused from attendance at school if the child is receiving satisfactory instruction at home or elsewhere.

1.1 When a parent informs a principal that he/she will be providing a home schooling program or the principal learns that information through other means, the principal will ask the parent/guardian to complete the *Responsibility for Home Schooling* and forward to the Superintendent of Program and Schools indicating:

- 1.1.1 Name, and date of birth of each child
- 1.1.2 Address (including lot and concession numbers, if necessary)
- 1.1.3 Home telephone number
- 1.1.4 Name of school where the child is attending or would be attending
- 1.1.5 Indication of intent of the parent to assume sole legal responsibility for the education of each child they intend to home school.
- 1.1.6 Signature of parent(s)

The Principal will give a copy of “**The Basic Educational Rights of Every Child**” (*Appendix 2*) and “**Responsibility for Home Schooling Form**” (*Appendix 1*) to the parent or guardian.

1.2 Concurrent with 1.1, the principal will inform the attendance counsellor.

1.3 When the superintendent receives the completed form (*Appendix 1*) from the parent, it will be reviewed and forwarded to the attendance counsellor for action.

1.4 If a letter from the parent has not been received within 15 days, the attendance counsellor will contact the school to determine if the student is attending school.

- 1.5 If the student is not attending school and a letter has not been received from the parent, the attendance counsellor will follow up as a regular attendance referral.
- 1.5.1 If the attendance counsellor ascertains that the parent has determined to provide home schooling, the counsellor will:
- ◆ provide the parent with copies of, “**The Basic Educational Rights of Every Child**” (*Appendix 2*) and “**Responsibility for Home Schooling Form**” (*Appendix 1*)
 - ◆ request the parent to provide the information required in the “**Responsibility for Home Schooling Form**”
- 1.6 Upon receipt of the information as described in 1.3, the Attendance Counsellor shall write a letter to the parent acknowledging that a program is being provided. (*Appendix 3*). A copy of the letter will be sent to the principal and the Superintendent of Program and Schools. The student’s name will be entered in the “Home Schooling Registry” (*Appendix 5*). This registry will be completed and housed regionally.
- 1.7 As soon as the principal receives the copy of the letter from the attendance counsellor, the student’s name will be removed from the school register.
- 1.8 If a principal receives a report that a home schooling parent is not guaranteeing their child’s minimally acceptable educational rights, as identified in the paper “**The Basic Educational Rights of Every Child**”, he/she immediately inform the attendance counsellor.
- 1.9 Upon being informed that any home schooling child’s rights are being deprived, the attendance counsellor shall investigate. If there is reasonable concern, the attendance counsellor shall contact the parent to review the commitment made when signing the letter committing to the **Basic Educational Rights of Every Child**. (*Appendix 4*) He/she may inform the parents of their legal responsibility to provide an education for the child.
- 1.10 After the parent has had one month’s time to demonstrate their commitment to the responsibilities of Home Schooling and/or seek advice from another home schooling parent, the superintendent shall, make all necessary arrangements for an assessment of the child which may be based on:
- ◆ use of a standardized test,
 - ◆ evaluation of the growth of the child in Reading, Writing and Arithmetic,
 - ◆ examination of the written work of the child, and/or
 - ◆ discussions with the child and/or parent.

- 1.11 After the assessment has been completed, the superintendent or his/her designate shall inform the parent in writing of the status of the assessment. (*Appendix 6*)
- 1.12 Where assessment determines that “satisfactory instruction” does not exist, or where the parent refuses to co-operate, the superintendent shall instruct the Board’s attendance counsellor to forward the name of the parent to the Provincial School Attendance Counsellor with copies of all documentation.
- 1.13 Principals are not expected to provide resources or accommodation in a school building to any student being home schooled.
- 1.14 Upon re-entry of a home schooling child into a school, the principal shall determine the grade level or credit accumulation of the student in accordance with the program documentation provided by the parent, or failing documentation, on the basis of any formal assessment required by the principal.

Appendices

- Appendix 1* Responsibility for Home Schooling Form
Appendix 2 The Basic Educational Rights of Every Child
Appendix 3 Sample Letter to Parents from Attendance Counsellor Recognizing Intent to Home School
Appendix 4 Sample Letter to Parents from Attendance Counsellor Indicating Report of the Neglect of the Child’s Educational Rights
Appendix 5 Home Schooling Registry
Appendix 6 Suggested Framework for Letter to Parents Explaining Purpose, Time and Location of Meeting



Responsibility for Home Schooling Form

Date: _____

Parent(s) Guardian(s) Name _____

Address: _____

Telephone: (705) _____

I, _____, hereby assume sole legal responsibility for the
Print Name of Parent(s)/Guardian(s)
 education of my child(ren):

First and Last Name of Child (Please Print)	Date of Birth

By so doing, I guarantee that the rights as outlined in the Near North District School Board's copy "The Basic Educational Rights of Every Child" shall be maintained.

Currently student is attending _____
(Name of School)

Sincerely,

(Parent(s)/Guardian(s) Signature)

(Date)

This form is to be forwarded to:

Superintendent of Program & Schools
 963 Airport Road
 P.O. Box 3110
 North Bay, ON P1C 1A5

Superintendent's Signature _____



THE BASIC EDUCATIONAL RIGHTS OF EVERY CHILD

1. Parents who plan to provide instruction for their children at home shall guarantee that the rights of their children are being met by:
 - 1.1 Informing the School Board each year of the name and age of any child, between six and sixteen years inclusive, of their intent to instruct their child(ren) at home. This will enable the Board to meet its obligation to inform the Ministry of Education of any children under its jurisdiction who are not in attendance at school. [(Education Act: Section 170 Part (1) (15)]
 - 1.2 Providing appropriate instruction at the developmental level and capabilities of their child(ren).
 - 1.3 Providing appropriate learning opportunities and ongoing growth in the areas of Reading, Writing and Mathematics.
 - 1.4 Providing opportunities to practice social skills through interaction with a variety of people.
2. In cases where a report is received that a child is being denied these rights by a parent or guardian, the attendance counsellor shall investigate. If the attendance counsellor believes that concern is warranted, she/he shall:
 - Forward the parent's name to the appropriate superintendent, and
 - Inform the parent that a report has been received and that the superintendent or his/her designate will make contact to determine that the minimum rights of the child are being met.
3. Where the parent refuses to co-operate with the superintendent of his/her designate, the Board's Attendance Counsellor shall forward the parent's name to the Provincial School Attendance Counsellor for non-compliance. A recommendation shall be made that a Board of Inquiry should be established to ensure that the child's rights are being protected.



Date: _____

Mr. & Mrs. _____

Re: Your Child: _____

Date of Birth: _____

Head Office

P.O. Box 3110
963 Airport Road
North Bay, ON
P1C 1A5
Fax: 705.472.9927

Home Based Education

Dear Mr. & Mrs: _____:

**Parry Sound
Resource Centre**

111A Isabella Street
Parry Sound
ON P2A 1N2
Fax: 705.746.7367

I have been informed by _____, Superintendent of Program and Schools, that you have assumed sole legal responsibility for the education of your child, _____, at home. The Near North District School Board is committed to the goal of quality education for each child within its area and we expect that you will follow through with the same commitment.

You may also wish to obtain copies of the new Ontario Curriculum documents which can be obtained by calling 1-800-668-9938. (a shipping charge may apply but the documents are free) or via the Internet at the following site: <http://www.edu.edu.gov.on.ca> (once at the web site, **click on Publications; then click on Curriculum and Policy Development.**

Main switchboard
for all offices:
705.472.8170

Toll free:
1.800.278.4922

Web site:
www.nearnorthschools.ca

Yours truly,

Attendance Counsellor

cc: Superintendent of Program and Schools
Principal, _____
(Name of School)

Appendix #3



Head Office
P.O. Box 3110
963 Airport Road
North Bay, ON
P1C 1A5
Fax: 705.472.9927

Date: _____

Mr. \ Mrs. _____

Re: Your Child _____
Date of Birth _____

_____ **Parry Sound
Resource Centre**
111A Isabella Street
Parry Sound
ON P2A 1N2
Fax: 705.746.7367

Home Based Education

Dear Mrs. \ Mr. _____:

I have recently received a report indicating concern that your child is not receiving the basic educational rights to which every child is entitled. The Board investigates any case reported to it in order to ensure that the child's rights are protected.

We wish to give you an opportunity to meet these minimum standards before an investigation is made, and as such, wish to remind you at this time that these can be accomplished through.

- .Obtaining advice from other home schooling parents regarding programming, or
- .Obtaining curriculum documents by calling 1-800-668-9938) a shipping charge may apply but the documents are free) or via Internet at the following site. <http://www.edu.gov.on.a> (once at the web site, **click on** Publications; then click on Curriculum and Policy Development

You will be given one month to ensure that your program meets the basic rights of your child. After that time, you will be contacted by a Supervisory Officer or his/her designate to determine if your child's minimum educational rights are being met.

If you have further questions, please contact me, **(705) 472-7015, Ext.5031 for Karen Munro in North Bay Region) or (Ext. 7015 - for Penny Moffat in South River / Parry Sound Region)**

Yours truly,

Attendance Counsellor

cc: Superintendent of Program and Schools
Principal _____
(Name of School)

_____ Main switchboard
for all offices:
705.472.8170

Toll free:
1.800.278.4922

Web site:
www.nearnorthschools.ca



HOME SCHOOL REGISTRY

Superintendent's Name _____

Region _____

PARENT'S NAME	STUDENT'S NAME	STUDENT'S DATE OF BIRTH	SCHOOL STUDENT LAST ATTENDED	COMMENTS



Suggested Framework for Letter to Parents Explaining Purpose, Time and Location of Meeting

Head Office

P.O. Box 3110
863 Airport Road
North Bay, ON
P1C 1A5
Fax: 705.472.9927

Date: _____

Mr. \ Mrs. _____

Dear Mr. \ Mrs. _____:

Parry Sound Resource Centre

111A Isabella Street
Parry Sound
ON P2A 1N2
Fax: 705.746.7367

As indicated in the letter from the Board's Attendance Counsellor, the Near North Board attempts to ensure that the rights of every child under its jurisdiction are protected. A report indicating concern for your child's rights was recently received. When this occurs, the Board attempts to ensure that minimum standards for your child's education are being met. I have asked _____ to carry out an assessment to determine this.

These minimum standards are defined as recognizable growth in Reading, Writing and Mathematics. It is not our intent to assess your program. We believe that parents have the right to select the program that they feel is best for their child, providing the child is growing in his/her understanding of the above three areas.

To accomplish this, parents have the choice of three options:

- 1) Assessment of their child's achievement in Reading, Writing and Mathematics using a standardized test.
- 2) Assessment of their child's growth by having the child explain his/her progress using notebooks, workbooks, completed reports and tests.
- 3) Assessment of your child's growth by having you explain his/her progress using the child's notebooks, workbooks, completed reports and tests.

Main switchboard

for all offices:
705.472.8170

Toll free:
1.800.278.4922

Web site:
www.nearnorthschools.ca

I trust that this will clarify the reason for this appointment at (Time) on (Date) at (Location) (at Address). If the time, date or location are unsuitable, do not hesitate to request an alternative.

If I can be of any further assistance, please contact me at the Near North District School Board's office at (705) 472-7015 or 1-800-278-4922, Ext. _____.

Sincerely,

Superintendent of Program and Schools

cc: Attendance Counsellor
_____ Designate