



PROCEDURE

PR-004

HOME SCHOOLING	
Superintendent Responsible: Superintendent of Education, Safe Schools	Initial Effective Date: 2020/02/24
Last Updated: 2023/05/15	Next Review Date: 2024/05/15

Purpose

To outline the responsibilities of Grand Erie District School Board (Grand Erie) employees regarding home schooling, and to support home schooling experiences.

Guiding Principles

Children between the ages of 6 and 18 are required to attend school. A child may be excused from attendance at school if “the child is receiving satisfactory instruction at home or elsewhere” [Education Act, S.21(2)(a)]

Home Schooling is an option available to students of compulsory school age. It is one of the legitimate excuses from compulsory attendance.

Parent(s)/caregiver(s) who wish to school their child(ren) at home are required to notify Grand Erie of their intention to do so.

1.0 Legislation

- 1.1 “Elsewhere” commonly refers to a school setting. Most private secondary schools are inspected by the Government; few, if any, private elementary schools are inspected by the Government.
- 1.2 “Satisfactory instruction” is not defined in the Education Act or its Regulations. The courts have not defined it. However, the Ministry of Education website www.edu.gov.on.ca contains information for parent(s)/caregiver(s).
- 1.3 “Home schooling” is a commonly accepted term which is generally understood to mean that one (or more) of the parent(s)/caregiver(s) is providing instruction to one or more of their children.
- 1.4 Home schooling is a choice any parent(s)/caregiver(s) may make for a child. A board has no power to deny the exercise.

2.0 Home School Process

- 2.1 Parent(s)/Caregiver(s)
 - 2.1.1 Parent(s)/caregiver(s) who decide to provide home schooling for their child(ren) will notify the Superintendent of Education with responsibilities for home schooling of their intent in writing. Parent(s)/caregiver(s) should provide the name, gender, and date of birth of each child who is receiving home schooling, and the telephone number, home address and email address. The letter should be signed by the parent(s)/caregiver(s). Appendix A is the letter parent(s)/caregiver(s) will use to notify the Superintendent of Education with responsibilities for home schooling.
 - 2.1.2 If parent(s)/caregiver(s) decide to continue to provide home schooling in subsequent years, they should give notification each year in writing prior to September 1st to the Superintendent of Education with responsibilities for home schooling. Appendix A should contain the same information as that in the initial letter described above.

- 2.2 Grand Erie
 - 2.2.1 Upon receiving written notification from the parent(s)/caregiver(s) expressing their intent to provide home schooling for their child, Grand Erie will consider the child to be excused from attendance at school, in accordance with section 21(2)(a), of the Education Act. Grand Erie will accept the written notification of the parent(s)/caregiver(s) each year as evidence that the parent(s)/caregiver(s) are providing satisfactory instruction at home. A letter each year to the parent(s)/caregiver(s) from the Superintendent of Education with responsibilities for home schooling (Appendix B) will acknowledge receipt of the parent(s)/caregiver(s) notification.
- 3.0 **Grand Erie Investigation of Home Schooling**
 - 3.1 Reasons for an Investigation

Where the Administrator(s), Social Worker, School Attendance Counselor or Superintendent of Education has reasonable grounds to be concerned that the instruction provided in the home may not be satisfactory, Grand Erie will investigate the matter.

The following is a list of some of the reasons that may give Grand Erie cause to investigate a particular instance of home schooling:

 - 3.1.1 Refusal of a parent(s)/caregiver(s) to notify Grand Erie in writing of the intent to provide home schooling.
 - 3.1.2 A credible report of concern by a third party with respect to the instruction being provided in the home.
 - 3.1.3 Evidence that the child was removed from attendance at school because of ongoing conflicts with the school, not for the purpose of home schooling.
 - 3.1.4 A history of absenteeism by the child prior to the parent(s)/caregiver(s) notifying Grand Erie of the intent to provide home schooling.
 - 3.2 Guidelines for Conducting an Investigation

In conducting an investigation, the Administrator(s) will meet with the family or ask the parent(s)/caregiver(s) to submit information about the home schooling in writing (Appendix C).

Determining whether instruction is satisfactory should therefore focus on the following:

 - 3.2.1 A plan for educating the child.
 - 3.2.2 Plans to ensure literacy and numeracy at developmentally appropriate levels.
 - 3.2.3 Plans for assessing the child's achievement.

If the Administrator(s) is unable to determine from this investigation whether the child is receiving satisfactory instruction at home, the Superintendent of Education with responsibilities for home schooling may take further action by making an inquiry to the Provincial School Attendance Counsellor (see Section 6 of this procedure).
 - 3.3 The Role of Home Schooling Support Associations/Outside Agencies in an Investigation

When the Administrator(s) is conducting the investigation, a member of a recognized support group for parent(s)/caregiver(s) who provide home schooling, advocate, or a representative of an outside agency may be present.
- 4.0 **Access to Resources for Parent(s)/caregiver(s) Providing Home Schooling:**
 - 4.1 Assessments and Tests Administered by the Education Quality and Accountability Office

- 4.1.1 Parent(s)/caregiver(s) providing home schooling may wish their child(ren) to participate in assessments for students in Grades 3, 6, and 9, and/or the Ontario Secondary School Literacy Test. These parent(s)/caregiver(s) will contact the Superintendent of Education with responsibilities for home schooling by September 30 of the year in which the assessments/tests are being conducted for information about the dates, times, and locations. No fees may be levied against parent(s)/caregiver(s) for their children's participation in any of these EQAO assessment/tests. Schools that have been notified by the Superintendent of Education with responsibilities for home schooling will provide space for these children at the time and on the dates when assessments/tests are being administered to the school's regular day students. The school will request sufficient assessment/test materials from the EQAO so that the children who are receiving home schooling can participate. The school will also inform the parent(s)/caregiver(s) of the date, time, and location of the assessment/test. It is the responsibility of the parent/caregiver to provide transportation for the child to and from the site.
- 4.1.2 EQAO will send the results of children who are receiving home schooling to the school where they participated in the assessment/test. Schools will send these results directly to the childrens' homes. The results of children who are receiving home schooling will not be included in reports generated by EQAO or by the school/Grand Erie.
- 4.2 Courses Offered Through the Independent Learning Centre
 - 4.2.1 Parent(s)/caregiver(s) may wish to enrol a child of compulsory school age in courses offered through the Independent Learning Centre (ILC). To enrol the child with the ILC, the parent/caregiver will submit the enrolment form to the ILC, along with a letter from Grand Erie (Appendix B) indicating that the child is receiving home schooling and is excused from attendance at school.
- 4.3 Ministry of Education Curriculum Material
 - 4.3.1 Parent(s)/caregiver(s) may download curriculum policy documents and curriculum support material produced by the Ministry of Education free of charge from the ministry's website, at www.edu.gov.on.ca. This material may also be obtained through Publications Ontario.
- 4.4 Support Services Offered by the Ministry of Health and Long-Term Care
 - 4.4.1 Families in which children are receiving home schooling have access to Ministry of Health and Long-Term Care school health support and personal support services (and equipment) through the Home and Community Care Support Services Haldimand Norfolk. Regulation 386/99 under the Long-Term Care Act sets out the eligibility criteria for these services. Again parent(s)/caregiver(s) will provide the Home and Community Care Support Services Haldimand Norfolk with a letter from Grand Erie (Appendix B) indicating that the child is excused from attendance at school because the child is receiving satisfactory instruction at home.

5.0 Clarification of Related Policy/Procedure:

- 5.1 Procedure P105 Prior Learning Assessment and Recognition (PLAR)
 - 5.1.1 Section 7.2.5 “Prior Learning Assessment and Recognition (PLAR)”, of Ontario Schools Kindergarten to Grade 12: Policy and Program Requirements, 2016 will also apply to students enrolled in an Ontario secondary school, other than mature students (as defined in Ontario Schools Kindergarten to Grade 12, 2011), who are entering secondary school after having received home schooling.
- 5.2 Funding for Part-Time Attendance
 - 5.2.1 The Ministry of Education provides funding to boards for students who attend school on a part-time basis. The per-pupil grants are pro-rated according to the amount of time the student is in attendance at the school.
- 5.3 Enrolment Registers
 - 5.3.1 A school will not record a child who is receiving home schooling on a full-time basis in the enrolment register for full-time day school students. If, however, a student is receiving some instruction at a school operated by Grand Erie, the student’s enrolment for this instruction will be recorded in the appropriate register. Refer to the Instructions section of the appropriate register for details.

6.0 Clarification by the Provincial School Attendance Counsellor:

- 6.1 When an Administrator(s) is unable to determine whether a child is receiving satisfactory instruction, a request to the Provincial School Attendance Counsellor can be made by the Superintendent of Education with responsibilities for home schooling. The Provincial School Attendance Counsellor will appoint an inquiry officer to conduct an inquiry. If the inquiry determines that the child is not receiving satisfactory instruction and the Provincial School Attendance Counsellor orders that the child attend school, Grand Erie will determine the appropriate action to be taken.
- 6.2 Before requesting an inquiry by the Provincial School Attendance Counsellor, Grand Erie should ensure that it has:
 - 6.2.1 Taken appropriate steps to determine whether the child is receiving satisfactory instruction.
 - 6.2.2 Retained documentation of its communication with the parent(s)/caregiver(s), including written communication, notes on telephone calls and other verbal communication, a record of types of communication (e.g., telephone calls, registered letter), and a record of the number of attempts to communicate.
 - 6.2.3 Retained documentation on the nature of the information and material provided by the parent(s)/caregiver(s) in response to Grand Erie’s investigation.
 - 6.2.4 Prepared a factual summary of its investigation, including a conclusion, which will be forwarded to the Provincial School Attendance Counsellor.

Reference(s):

- [Education Act](#)
- [Ontario Regulation 386/99](#)
- Ontario Schools Kindergarten to Grade 12: Policy and Program Requirements, 2016
- Provincial School Attendance Counsellor (PPM 131)



NOTIFICATION OF INTENT TO PROVIDE HOME SCHOOLING

To the Grand Erie District School Board:

I/We herewith provide the names, gender, date of birth, and school information for each child of compulsory school age for whom I/we intend to provide home schooling for the *Choose an item.* school year.

First and Last Name	Date of Birth (DD/MM/YYYY)	Gender	Last School Name and Year Attended
	Click or tap to enter a date.		
	Click or tap to enter a date.		
	Click or tap to enter a date.		
	Click or tap to enter a date.		

List additional children's names on reverse.

Name of Parent(s)/Caregivers(s) please print

Home Address _____

City _____ Postal Code _____

Mailing Address _____

City _____ Postal Code _____

Phone _____

Communication preference

Email Email Address _____

Paper

I/We wish to notify the Grand Erie District School Board that I/we will be providing Home Schooling for our child(ren) starting **September 5, 2023 or after** Click or tap to enter a date.:

I/We understand our responsibility under the Education Act to provide satisfactory instruction for our school-age child(ren) and do hereby declare our intent to do so.

Parent(s)/caregiver(s)

Signature: _____ *Date* _____

email to: wendykipp@granderie.ca or

mail to: Grand Erie District School Board (Home Schooling)
349 Erie Avenue, Brantford, ON N3T 5V3

*I/We herewith provide the names, gender, date of birth, and school information for each child of compulsory school age for whom I/we intend to provide home schooling for the *Choose an item.* school year.*

Children's Names Continued:

First and Last Name	Date of Birth (DD/MM/YYYY)	Gender	Last School Name and Year Attended
	Click or tap to enter a date.		
	Click or tap to enter a date.		
	Click or tap to enter a date.		
	Click or tap to enter a date.		

Appendix B



Grand Erie District School Board

Education Centre: 349 Erie Avenue, Brantford, Ontario N3T 5V3

519-756-6301 | www.granderie.ca | info@granderie.ca

Friday, March 17, 2023

Thank you for notifying the Grand Erie District School Board of your intent to provide home schooling for your children:

Last Name	First Name	Date of Birth (M/D/Y)
		Click or tap to enter a date.
		Click or tap to enter a date.
		Click or tap to enter a date.

Your children are excused from school for the Choose an item. school year under subsection 21(2), clause (a), of the *Education Act*, because you have indicated that you understand your responsibility under the Act to provide satisfactory instruction for your children and you have declared your intent to do so. Following is a link to: [Policy/Program Memorandum No. 131, "Home Schooling", issued by the Ministry of Education](#). Please note that if you continue to provide home schooling in subsequent years, notification is required in writing each year prior to September 1st.

If you would like your children to participate in the assessments for students in Grades 3, 6, and 9, and/or in the Ontario Secondary School Literacy Test (normally given to students in Grade 10), that are administered by the Education Quality and Accountability Office (EQAO), you should contact Grand Erie District School Board for information about the dates, times and locations.

Sincerely,

Wayne Baker
Superintendent of Education

/wk

Investigation Information Gathering Form

Requested By:
(Name & Title) _____

Name of Student: _____ Date of Birth: _____

Address: _____

Name of Parent(s)/Caregiver(s): _____ Telephone: _____

Please complete this form and return it to Grand Erie, along with the additional material requested below. If you need more space, attach additional sheets.

Program Planning

This section is intended to give Grand Erie District School Board information on your short- and long-range plans for your child's education.

Please describe your plan for your child's learning by answering the following questions:

Do you make instructional plans? YES NO

Do you spend regularly planned instructional time with your child? YES NO

Do you have a daily work schedule for your child's home schooling? YES NO

If yes, please describe it.

What subjects are your teaching?

What do you expect to accomplish with your child in English, Mathematics and other subjects this year?

Instructional Program

This section is intended to give Grand Erie District School Board information on the curriculum you follow.

Is your instructional program based on any of the elementary or secondary curriculum policy documents published by the Ontario Ministry of Education? YES NO

If yes, please check the appropriate boxes below.

Elementary Curriculum Policy Documents

- Language
- Mathematics
- Science & Technology
- Social Studies/History and Geography
- The Arts
- Health & Physical Education
- French as a Second Language

Secondary Curriculum Policy Document

Note: Ministry of Education curriculum policy documents and curriculum support material may be downloaded free of charge from the ministry's website, at www.edu.gov.on.ca This material may also be obtained through Publications Ontario. Contact Publications Ontario by using its toll-free telephone number, 1-800-668-9938, or visit its website, at www.publications.gov.on.ca for more information.

Other Materials

Please list any other curriculum documents that you use to help design your instructional program.

Instructional Activities

This section is intended to give Grand Erie District School Board information on the types of planned activities that you provide for your child to help him or her meet the learning expectations you have established.

Please describe the typical activities you use to help your child learn. For example, what types of activities does your child do while learning English, mathematics, and other subjects? Please include samples of your child's work in each subject area.

Instruction Materials

This section is intended to give Grand Erie District School Board information on the types of materials you use to help your child meet the learning expectations you have established.

Please indicate the resources you use to support your instruction.

Instruction Materials Textbooks:

- English
- Mathematics
- Other Subjects Please list

Names of textbooks used:

Supplementary materials used:	Very Often	Often	Seldom	Never
Magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newspapers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Science kits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Videos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Models/mock-ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Television programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Websites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other supplementary materials (please specify):

Assessment of Student Learning

This section is intended to give Grand Erie District School Board information on how you evaluate your child's progress in learning: What techniques do you use to assess student learning? Please describe them.

Resources

This section is intended to give Grand Erie District School Board information on the resources you use to support your instructional program.

Please indicate the community and other resources you use.

- Public library
- YMCA/YWCA
- Community centre
- Local gym facilities
- Public swimming pool
- Museums
- Art galleries
- Recreational/educational/social groups
- Nature interpretive centres
- Camping areas
- Youth Groups Please Specify

Networking with other families that provide home schooling can offer valuable support. Please indicate if you are a member of any of the following provincial associations.

- Ontario Federation of Teaching Parents
- Ontario Christian Home Educators' Connection
- Other organizations or groups Please specify:

Other Information

Please provide below any other information that would help Grand Erie District School Board determine whether the instruction is satisfactory.

**Parent(s)/caregiver(s)
Signature:**

_____ Date _____