

ADMINISTRATIVE PROCEDURE 231	
SECTION: EDUCATIONAL PROGRAMS & MATERIALS	
Adopted/Original Date of Issue	May 2019
<input checked="" type="checkbox"/> Last Reviewed <input checked="" type="checkbox"/> Revised	March 2023
Next Review Date	2028
Contact	Executive Council

HOME SCHOOLING

BACKGROUND

The Education Act (s. 21 [1]) states that:

- a) every person who attains the age of six years on or before the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in that year until the person attains the age of 18 years; and
- b) every person who attains the age of six years after the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in the next succeeding year until the last school day in June in the year in which the person attains the age of 18 years.

However, the District recognizes the Education Act further states that “a person is excused from attendance at school if the person is receiving satisfactory instruction at home or elsewhere” (s. 21 [2][a]). Home schooling is a choice parents/guardians may make for their child(ren) and therefore this procedure establishes the process to be followed when parents/guardians intend not to register or intend to withdraw a child(ren) from school for the purpose of providing instruction at home.

PROCEDURES

Parents

1. Parents/Guardians who decide to provide home schooling for their child(ren) should notify:
 - a. the principal of the school identified as their attendance boundary school; or
 - b. the Superintendent of Education responsible for the school identified as their attendance boundary school;
 of their intent in writing using Form 231A Home Schooling – Notice of Intention.
2. Parents/Guardians will provide the name, gender, and date of birth of each child who is receiving home schooling, and the telephone number and address of the home. The form should be signed by the parent(s)/guardian(s). If the home address changes, parents should notify the Superintendent of Education of the change of address.
3. If parents/guardians decide to continue to provide home schooling in subsequent years, they should give notification each year in writing using Form 231A prior to September 1 to the

Superintendent of Education. The form should contain the same information as that in the initial form described above.

4. The District is not responsible for the provision of texts or other learning materials for home schooled students. The Ministry of Education's Policy/Program Memorandum No. 131 offers parents/guardians with information regarding courses offered through the Independent Learning Centre (ILC), accessibility to Ministry of Education curriculum material, and other resources and networks available.
5. Parents/Guardians 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 (normally given to students in Grade 10), all of which are administered by the Education Quality and Accountability Office (EQAO). These parents must contact the District by September 30 (or another date specified by the District) of the year in which the assessments/tests are being conducted for information about the dates, times, and locations.
6. Parents/Guardians of home schooled children must contact the principal of their local school to confirm the test dates and times for the writing of the test. These services will be provided at no cost to the family. It is the responsibility of the parents/guardians to provide transportation for the child(ren) to and from the site.
7. The 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 children's results directly to the children's homes.

District

1. Upon receiving written notification from parents/guardians, principals will forward a copy to the Superintendent of Education.
2. Upon receiving the written notification from parents/guardians expressing their intent to provide home schooling for their child(ren), the District will consider the child(ren) to be excused from attendance at school, in accordance with section 21(2), clause (a), of the Education Act.
3. The District will accept the written notification of the parents/guardians each year as evidence that the parents/guardians are providing satisfactory instruction at home.
4. A letter will be sent each year from the Superintendent of Education to the parents/guardians, with a copy to the attendance boundary school principal for inclusion in the OSR documentation file, acknowledging receipt of notification of intent to home school (Form 231B) and will enclose a copy of the Ministry of Education's Policy/Program Memorandum No. 131.

5. The Superintendent of Education will maintain a file for each home schooling family and may conduct discussions with the parents/guardians and the student at their discretion.
6. Where there is reasonable doubt that the child(ren) is receiving satisfactory instruction at home, the Superintendent of Education will proceed with the steps involved in an investigation as outlined in the Ministry of Education's Policy/Program Memorandum No. 131, section entitled *Board Investigations of Home Schooling*.
7. When notification has been received requesting that a home schooled child(ren) participate in tests and assessments administered by the Education Quality and Accountability Office (EQAO) prior to September 30, the Superintendent of Education will ensure that a space is provided at a local school at the time and on the dates when assessments/tests are being administered to the District's regular day school students.
8. 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 parents/guardians of the date, time and location of the assessment/test. These services are provided at no cost to the family. It is the responsibility of the parents/guardians to provide transportation for the child(ren) to and from the site.
9. The 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 children's results directly to the children's homes. The results of children who are receiving home schooling will not be included in school and District reports generated by the EQAO or by the schools and District.

Legal References

Education Act s. 21 (2)

Ministry of Education Policy/Program Memorandum No. 131

District References

Form 231A Home Schooling – Notice of Intention

Form 231B Home Schooling – Sample Letter in Response to a Parent's Notification

Procedure History

Approved:	May 2019; March 2023
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FORM 231A	
SECTION: EDUCATIONAL PROGRAMS & MATERIALS	
Adopted/Original Date of Issue	May 2019
<input checked="" type="checkbox"/> Last Reviewed <input checked="" type="checkbox"/> Revised	March 2023
Next Review Date	2028
Contact	Executive Council

HOME SCHOOLING – NOTICE OF INTENTION

To the Renfrew County District School Board:

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

First and Last Name	Gender	Date of Birth (mm/dd/yr)	Last School Attended

Name of Parents/Guardians				
911 Address				
City & Postal Code				
Email Address				
Telephone	(H)		(H)	
	(W)		(W)	
	(C)		(C)	

I/We wish to notify the Renfrew County District School Board that I/we will be providing home schooling for our child(ren) starting in _____.

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.

I/We understand if I/we continue to provide home schooling in subsequent years, a Notice of Intention form must be submitted each year prior to September 1*.

*Notification should be given to the school board in whose jurisdiction the child(ren) last attended school.

Please complete the questions below and provide the additional material requested below. If you need more space, attach additional sheets. The parent/guardian must sign the Notice of Intention form (see page 7) before submitting to the District.

Program Planning

This section is intended to give the District 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 you 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 the District 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 and Technology

Social Studies/History and Geography

The Arts

Health and Physical Education

French as a Second Language

Secondary Curriculum Policy Documents

Please specify.

Note: Ministry of Education curriculum policy documents and curriculum support material may be downloaded free of charge from the Ministry's website, at <https://www.ontario.ca/page/ministry-education>. 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 <https://www.publications.gov.on.ca/>, for more information.

Other Materials

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

Instructional Activities

This section is intended to give the District 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.

Instructional Materials

This section is intended to give the District 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.

Encyclopaedias/reference books (please list):

Textbooks:

English

Mathematics

Other subjects Please list:

Name of textbooks used:

Supplementary materials used:

	<i>Very Often</i>	<i>Often</i>	<i>Seldom</i>	<i>Never</i>
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"/>
Films	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tape recordings	<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"/>

Other supplementary materials (please specify):

Assessment of Student Learning

This section is intended to give the District 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 the District 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
(e.g. Scouts, Guides)
- 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
- Catholic Home Schoolers' Association – Ontario
- Other organizations or groups Please specify:

Other Information

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

Signature of Parent/Guardian

Signature of Parent/Guardian

Date (mm/dd/yr)

Date (mm/dd/yr)

Please send the completed Notice of Intention package to:

Renfrew County District School Board
1270 Pembroke Street West
PEMBROKE, ON K8A 4G4

Personal information on this form is collected under the authority of the Education Act and subject to the Municipal Freedom of Information and Protection of Privacy Act. The personal information collected will be used for education, administration, and statistical purposes of the District and/or Ministries and Agencies of the Government of Ontario and the Government of Canada. Questions about this collection of personal information should be directed to the Freedom of Information Coordinator, 1270 Pembroke Street West, Pembroke, Ontario K8A 4G4 613-735-0151.

Form History

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FORM 231B	
SECTION: BUSINESS ADMINISTRATION	
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Contact	Executive Council

HOME SCHOOLING – SAMPLE LETTER IN RESPONSE TO A PARENT’S NOTIFICATION

Date

Dear Parents/Guardians:

Thank you for notifying the Renfrew County District School Board of your intent to provide home schooling for your child(ren):

Your child(ren) is/are excused from attendance at school for the school year 20__-20__ under subsection 21(2), clause (1), of the Education Act, because you have indicated you understand your responsibility under the Education Act to provide satisfactory instruction for your child(ren) and that you have declared your intent to do so.

If you would like your child(ren) 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 the District by September 30 for information about the dates, times, and locations.

Enclosed, please find a copy of Policy/Program Memorandum No. 131, “Home Schooling”, issued by the Ministry of Education. Note that if you wish to continue to provide home schooling in subsequent years, a Notice of Intention form must be submitted each year prior to September 1.

Sincerely,

Signature of District Official

Name of District Official

Title of District Official

cc: Attendance Boundary School Principal; OSR Documentation File

Attachment

Form History

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