

# ADMINISTRATIVE PROCEDURES

<b>SUBJECT:      Home Schooling</b>
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The Education Act, under Section 21(2)(a) states that:

*“A person is excused from attendance at school if, (a) the person is receiving satisfactory instruction at home or elsewhere.”*

1. Each year, a list of families who are involved in Home Schooling is compiled for reporting to the Ministry of Education.

Principals are requested to:

- contact the homes listed under their schools and review the information with them;
- make any changes (ie. Grade level, address)
- encourage the parent to enroll their child(ren) in one of our public schools.

2. If any student of compulsory school age withdraws from school to have home schooling, principals are to:

- request that the parent(s) submit a letter to the Director of Education requesting home schooling and indicating that they plan to provide satisfactory instruction at home; (Appendix A)
- submit name/sex/age of the student(s) to the Superintendent of Education with responsibilities for Home Schooling; (Appendix B)
- delete these students from the school register when notified by the Superintendent's Office

3. Parents who indicate to the principal that they wish to teach their children at home should be encouraged not to withdraw their child(ren) from school. Principals should emphasize the social and emotional needs of children are best met through interaction with their peers and that teachers are trained educators who have the best interest of child(ren) at heart.

4. Parents who decide to withdraw their child(ren) from school should be assured that the school is willing to provide them with as much information as possible: (Appendix C)

- list of curriculum guidelines and addresses of where to obtain them;
- list of curriculum documents available on the Ministry of Education website;
- list and addresses of Home Schooling support groups.

5. Parents should be encouraged to visit the home school for consultations.
6. Parents must be informed that children may participate in the assessments for students in Grades 3, 6 and 9, 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). A list of dates of when these tests are taking place in the current school year will be made available upon request.
7. Parents must be informed that:
  - a) children taught at home will not be allowed to participate or attend classes (ie. French, Music) on a part-time basis if they are not registered students.
  - b) similarly, a student enrolled in any e-learning course(s) offered by the board or in partnership with the board is not considered home schooling.
8. Principals are requested to indicate to parents who wish to teach their child(ren) at home that they will be assessed for appropriate placement should the parents decide to enroll their child(ren) in the regular day school program.
9. Parents are to be informed that secondary school credits cannot be granted to students who are on home schooling. *Prior Learning Assessment and Recognition (PLAR) (Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016 S, 7.2.5)* may be a way for home schooled students to earn credits if they decide to attend a secondary school before being eligible for a secondary diploma.

Implementation Date: September 23, 1998

Revised: November 2002, April 2007, January 2013, February 2018

Reference: Policy and Regulation

**Sample Letter Indicating Notification of Intent to Provide Home Schooling**

Director of Education  
Lambton Kent District School Board

Dear Sir or Madam:

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.

<b>First and Last Names</b> (Please Print)	<b>Grade</b>	<b>Gender</b>	<b>Date of Birth</b>

Name of parent/guardian: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Mailing address (if different from home address): \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

I/we wish to notify the Lambton Kent District School Board that I/we will be providing home schooling for our child(ren) starting in \_\_\_\_\_. I/we understand that I/we assume sole and full responsibility under the Education Act to provide satisfactory instruction for our school-age child(ren) and do hereby declare our intent to do so.

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_



**Children of Compulsory School Age  
Not Attending School**

When information is received about a child(ren) of compulsory school age being instructed at home, please prepare and send the following information sheet to the Administrative Assistant for Secondary Student Achievement. The office will establish a file by school year in order to have this information readily available for the annual Ministry Board Report.

**TO: Superintendent of Education**

- ◆ SCHOOL YEAR: 20 - 20
- ◆ SCHOOL WHERE CHILD(REN) WOULD NORMALLY ATTEND:

**CHILDREN:**

1.	NAME: _____	GRADE: _____
	D.O.B.: _____	SEX: _____
2.	NAME: _____	GRADE: _____
	D.O.B.: _____	SEX: _____
3.	NAME: _____	GRADE: _____
	D.O.B.: _____	SEX: _____

**FAMILY & RESIDENCE:**

PARENT NAME(S): \_\_\_\_\_  
(father first) & (mother first) (surname)

HOME ADDRESS: \_\_\_\_\_  
(#) (Street) (P.O. Box/Apt.#)  
 \_\_\_\_\_  
(City/Town/Village) (Postal Code)

TELEPHONE NO.: (519) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Lives with:

Both parents

Mother

Father Other

\_\_\_\_\_  
(Principal's signature)

\_\_\_\_\_  
(Date)

***Please ensure that all information is correct and complete!***

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## HOME SCHOOLING RESOURCES

February 2018

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### **Support & Materials**

The LKDSB does not provide support or materials for home schooled students. For a directory of resources, please visit: [ontariohomeschool.org](http://ontariohomeschool.org)

### **Ministry of Education, General Inquiries**

Public Inquiries Unit, 2nd Floor, 880 Bay Street, Toronto, Ontario M7A 1N3

**Telephone:** 1-800-387-5514, or (416) 325-2929 in Toronto or outside Ontario.

**Telecommunications Device for the Deaf (TDD/TTY)** - 1-800-263-2892

**Fax:** 416-325-6348

**E-mail:** [info@edu.gov.on.ca](mailto:info@edu.gov.on.ca)

**Web Site:** <http://edu.gov.on.ca/>

### **The Ontario Federation of Teaching Parents**

The OFTP is a provincial group which provides support and information on home-based education to home schooling parents.

Web site: [www.ontariohomeschool.org/](http://www.ontariohomeschool.org/)

### **Independent Learning Centre**

The ILC provides Ministry of Education approved courses, for a fee.

**Telephone:** 416-484-2704

**Outside Toronto:** 1-800-387-5512

**Web site:** <http://www.ilc.org>

### **EQAO – Education Quality and Accountability Office**

Contact schools for dates. EQAO tests are done in May for elementary students and at the end of each term and March for secondary students. Schools should be notified by September 31<sup>st</sup> to order extra tests for Home Schooled students. To find your designated Home School call the LKDSB @ 1-519-354-3770.

### **Publications Ontario - Curriculum**

Publications Ontario provides copies of the Ministry of Education's curriculum guidelines free of charge.

**Phone:** 1-800-668-9938

**Web Site:** <http://www.publications.gov.on.ca>

### **Teach Ontario – Resources for Elementary Teachers**

Web site: <https://www.teachontario.ca/>