



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATIONS

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**Section:** Educational Services

- Student Welfare

**Regulation:** SAFE, CARING AND RESTORATIVE  
SCHOOLS: HOME EDUCATION

**Regulation Code:** ES-1.1.7  
**Policy Code Reference:** ES-1.1  
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. ES-1.1, Safe, Caring and Restorative Schools, and establishes procedures for Home Schooling which is provided by parent(s)/guardian(s) and the provision of Home Instruction by the Board for medical or exceptional circumstances. Principals will use the Home Education

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- 1.4.1 The superintendent of student achievement indicates on the Notice of Intent to Home School, whether or not the parent(s)/guardian(s) signed the Notice of Intent to Home School or if they submitted, in lieu of that, a written letter of intent to Home School.
- 1.4.2 The superintendent of student achievement notifies their executive assistant to maintain a current list of students being home schooled in the superintendent's respective family of schools/superintendency.
- 1.4.3 The superintendent of student achievement will review, upon receiving a signed renewal Notice of Intent to Home School.
- 1.5 The superintendent of student achievement forwards the Notice of Intent to Home School, to the school principal.
- 1.6 The superintendent of student achievement will send a letter to the parent(s)/guardian(s) acknowledging and confirming the Notice of Intent to Home School.
- 1.7 The principal shall ensure that the Ontario Student Records (OSR) of Home Schooled students remain in the Home School and that a copy of the Notice of Intent to Home School is placed in the student's OSR.
  - 1.7.1 The principal should maintain a record of students in the school area who are being home schooled, but who have never been registered in a school and therefore have no OSR on file.
- 1.8 The principal shall provide the parent(s)/guardian(s) with information to enable the parent(s)/guardian(s) to access the Ministry of Education curriculum documents, should the school not have these resources available.
  - 1.8.1 It is the parent(s)/guardian(s) responsibility to provide all other learning materials, texts, etc.
- 1.9 The principal shall indicate to the parent(s)/guardian(s) that home schooling encompasses parameters whereby:
  - 1.9.1 it is the parent(s)/guardian(s) responsibility to provide any supplemental programs (i.e. extra-curricular activities, resources/materials, computers and library) that the child may have accessed in the school setting; and

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1.9.2 the parent(s)/guardian(s) is/are responsible for the assessment and/or evaluation of their child(ren)'s achievement during the period when the student is being Home Schooled with the exception of assessments administered by EQAO.

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- Do you use community resources to support your instruction? If so, which ones?
  - Do you network with other parents who provide home schooling? How?
  - Please feel free to provide any other information that would help the Board determine whether instruction is satisfactory.
- 2.6 The school board counsellor shall retain copies and create a documentation file containing:
- 2.6.1 Copies of all communications with the parent(s)/guardian(s), including written communication, notes on telephone calls, meetings and other verbal exchanges, a record of types of communication and a record of the number of attempts to communicate; and
- 2.6.2 Documentation on the nature of the information and material provided to the Board in response to the investigation.
- 2.7 At the conclusion of the investigation, if the school board counsellor is unable to determine whether the home instruction is satisfactory, the school board counsellor may refer the matter to the Provincial School Attendance Counsellor and/or undertake a prosecution of the parent(s)/guardian(s) and /or child pursuant to the Education Act.
- 2.8 Before referring the matter to the Provincial School Attendance Counsellor, the school board counsellor will ensure the following have been completed:
- 2.8.1 A full investigation has been undertaken to determine whether the child is receiving satisfactory instruction;
- 2.8.2 The documentation file is complete; and
- 2.8.3 The School Board Counsellor has completed a factual summary of the investigation including a conclusion.
- 2.9 The Provincial School Attendance Counsellor will appoint an inquiry officer to conduct an inquiry. If the inquiry results in a determination that the child is not receiving satisfactory instruction and the child is ordered to attend school, the Board shall undertake the appropriate steps to register the child. If the family fails to register the child, the Board may consider undertaking a prosecution of the parent(s)/guardian(s) and/or child under the Education Act.

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## **3. Home Instruction – Board Provided**

### **3.1 Definition of Home Instruction – Board Provided**

#### **3.1.1 Medical Reasons**

The Board will assume responsibility for instruction of a student who is registered in school to a maximum of five hours/week for students who are hospitalized or homebound for medical reasons documented by a physician. This instruction should be planned for a student who will be absent for a minimum of three weeks.

#### **3.1.2 Exceptional Circumstances**

On rare occasions, when the Board is unable to temporarily meet a student's needs, the Board will provide instruction for a pupil to a maximum of five hours/week at a determined location. This is a time specific intervention intended for short-term

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- 3.2.1.3 The principal completes the appropriate form for home instruction as provided in the Home Education Handbook, and indicates the medical certificate is on file at the school and forwards the form to the appropriate superintendent of student achievement.
- 3.2.1.4 The superintendent of student achievement authorizes the home instruction for medical leave and forwards the information to the Payroll section of Human Resource Services.
- 3.2.1.5 The principal submits weekly timesheets from the teacher(s) providing home instruction to the Payroll section of Human



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Services. The principal provides the program materials for the home instruction teacher(s).

3.3.5 The principal completes the appropriate form provided in the Home Education Handbook and forwards it to the superintendent of student achievement.

3.3.6 The superintendent of student achievement authorizes the request and forwards the information to the Payroll section of Human Resource Services.

3.3.7 The principal submits weekly timesheets from the teacher(s) providing home instruction to the Payroll section of Human Resource Services.

3.3.8 The principal continues to plan with staff for the student's re-entry into the school. The superintendent of student achievement will be kept informed of the student's progress. Any requests for extension of timelines must be reviewed with and re-submitted to the superintendent of student achievement and should clearly include what school staff have done to date and are planning for in the near future to accomplish re-entry.

### 3.4 Home Instruction – Expectations for the Teacher

In consultation with the school principal, the home instruction teacher shall comply with the following expectations:

3.4.1 The home instruction teacher will arrange for a suitable time to meet with the student and parent(s)/guardian(s) for the home instructional period.

3.4.2 The home instruction teacher will review the student's program needs, instructional level(s) and current programming with school staff to ensure continuity of program, whenever possible.

3.4.3 The home instruction teacher will report hours of instruction to the school principal weekly.

3.4.4 The home instruction teacher will submit mileage on Board mileage forms, at the Board mileage rate for the return trip from the student's school to the student's location (e.g. home, hospital, neutral location) for each session.

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3.4.5 There will be two rates of pay for home instructors – a certified hourly rate and an uncertified hourly rate.

3.4.6 The home instruction teacher will report back to the principal at the conclusion of the home instruction period with information on student program, progress and corrected/evaluated work.