



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda
Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

**Policy Committee
Tuesday, May 27, 2014 ♦ 5:00 p.m.
Boardroom**

Members: Dennis Blake (Chair), Cliff Casey, Dan Dignard, Bonnie McKinnon, Rick Petrella,
Chris N. Roehrig, June Szeman

1. Opening Business

- 1.1 Opening Prayer – Dennis Blake
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Approval of Minutes from the Policy Committee Meeting – November 26, 2013 Pages 2-4

2. Committee and Staff Reports

- 2.1 Opening and Closing Exercises 200.11 (rescind) Pages 5-9
Presenter: Bill Chopp, Superintendent of Education
- 2.2 Head Lice/Pediculosis 200.20 (revised) Pages 10-16
Presenter: Bill Chopp, Superintendent of Education
- 2.3 Home Schooling 200.16 (revised) Pages 17-30
Presenter: Bill Chopp, Superintendent of Education

3. Discussion Items

- 3.1 Developing a formal policy that clearly outlines the following items that Administration and school staff will follow at public events at which trustees are present:
 - 1) Order and format of introductions
 - 2) Seating arrangements for trustees, administration, clergy and other dignitaries
 - 3) Representation of trustees at events.

4. Adjournment

Next meeting: Wednesday, June 4, 2014, 6:30 p.m., Boardroom



Policy Committee
Tuesday, November 26, 2013 ♦ 3:30 p.m.
Boardroom

Trustees:

Present: Dennis Blake (Chair), Cliff Casey, Dan Dignard, Bonnie McKinnon, Rick Petrella, June Szeman

Absent:

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Bill Chopp (Superintendent of Education) and Tom Grice (Superintendent of Business & Treasurer)

1. Opening Business

1.1 Opening Prayer

The meeting opened with a prayer led by Dennis Blake.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee approves the agenda of the November 26, 2013 meeting.
Carried

1.4 Approval of the Policy Committee Meeting Minutes – October 9, 2013

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Policy Committee approves the minutes of the October 9, 2013 meeting.
Carried

2. Committee and Staff Reports

2.1 Home Instruction 200.17 (revised)

Superintendent Chopp explained that although there are no revisions to the Policy, there are now two different ways of delivering home instruction: at the student's home or alternative location (i.e., local library), or on-school site at St. Mary Catholic Learning Centre. Consequently, a new Administrative Procedure has been developed to provide direction regarding on-school site instruction. Trustees made minor revisions to the Administrative Procedures.



Moved by: Dan Dignard
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Home Instruction policy.

Carried

2.2 Universal Design for Accessibility 400.12 (rescind)

Superintendent Chopp explained that several new policies and administrative procedures have been developed recently that incorporate the legislative requirements for universal design for accessibility. The original policy 400.12 is no longer required.

Moved by: Dan Dignard
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board rescinds the Universal Design for Accessibility policy 400.12.

Carried

2.3 Communication on Behalf of the Board 100.08 (revised)

Director Roehrig noted that the policy has merely been revised to adhere to standardized formatting. The only change is the addition of the General Guidelines document that was shared with trustees in April 2013. This reference provides suggested best practices with respect to trustee communications and will be added as Appendix A, but will not be specifically referenced in the policy statement.

Moved by: Rick Petrella
Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Communication on Behalf of the Board policy.

Carried

2.4 Access to Legal Counsel 100.09 (revised)

Director Roehrig explained that this policy and administrative procedures have been revised to adhere to standardized formatting and to update the title for the Superintendent of Business. Trustee Casey requested a couple of revisions with respect to the Board (not just the Chair of the Board) approving the use of legal counsel regarding matters that involve the interests of trustees or miscellaneous issues. Trustee Casey also requested that a report be brought to Board bi-annually summarizing legal matters and costs; this will be added to the Administrative Procedure.

Moved by: Rick Petrella
Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Access to Legal Counsel policy.

Carried



2.5 Trustee Conflict of Interest 100.05 (revised)

Director Roehrig advised that this policy has been revised to adhere to standardized formatting and that no other changes have been made.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Trustee Conflict of Interest policy.

Carried

3. Discussion Items

3.1 Pupil Accommodation Policy – secret ballots

Trustee Blake questioned the practice of secret ballot votes by members of Accommodation Review Committees when making their final ARC recommendation. Superintendent Grice explained that this is not a Ministry policy, but rather a decision made by the ARC members. Discussion ensued and it was noted that secret ballots is the basis of our demographic society and that it is also a way of protecting the members of the ARC. Trustee Casey noted that Accommodation Reviews do not have to be for a group of schools, they can also be for an individual school, as noted in the Administrative Procedures. This decision would be part of the Board's initial discussion when considering the establishment of an ARC study.

4. Adjournment

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee adjourns the meeting of November 26, 2013.

Carried

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Policy Committee
Submitted on: May 27, 2014
Submitted by: Chris Roehrig, Director of Education

OPENING AND CLOSING EXERCISES

Public Session

BACKGROUND INFORMATION:

In response to P/PM 108, the Opening and Closing Exercises policy 200.11 was developed and approved by the Board in November 2001. The purpose of the policy was to ensure that opening and/or closing exercises included prayer and the singing of *O Canada*.

DEVELOPMENTS:

Due to amendments to Regulation 262 relating to opening and closing exercises, the Board's existing policy was reviewed. It was determined that a policy on opening and closing exercises is not required and should be rescinded; however, an administrative procedure should be developed to provide direction to school administrators regarding opening and closing exercises.

AP 200.11 has been developed and reflects Ministry Regulations. It also provides direction to Principals to consult with their School Advisory Council annually with respect to their school's opening and/or closing exercises. The Administrative Procedure has been vetted by Principals and School Advisory Councils.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Opening and Closing Exercises Policy 200.11 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Opening and/or Closing Exercises AP 200.11

Procedure for:	Principals and Vice-Principals	Adopted:	November, 2001
Submitted by:	Superintendent of Education	Revised:	TBD
Category:	Students		

Purpose

To provide direction for all schools in the Brant Haldimand Norfolk Catholic District School Board regarding opening and/or closing exercises.

Responsibilities

Principals

Principals will ensure that the administrative procedure is implemented in the school.

Information

The Brant Haldimand Norfolk Catholic District School Board will ensure that opening and/or closing exercises are held in each school under its jurisdiction in accordance with the requirements of the regulations, which includes the singing of "O Canada".

In keeping with the Board's Strategic Plan for Catholicity, the schools will ensure prayers and/or scripture readings are an integral part of opening and/or closing exercises.

Procedures

Outlined below are the procedures that should be carried out for opening and/or closing exercises:

1.0 Principal

The principal of the school shall ensure that:

- there is consultation with the School Advisory Council to establish procedures for daily opening and/or closing exercises; the exercises will be reviewed annually;
- Scripture readings and/or prayers, along with "O Canada", are integral parts of all opening and/or closing exercises in schools and selected assemblies; and
- parents/guardians of students under 18 years of age and/or students over 18 years of age who are eligible for an exemption are informed to apply to the school principal. The exemption will be for "O Canada" only, not from school prayers.
- Please note: A student who is 16 or 17 years old who is eligible for an exemption and has withdrawn from parental control may apply to the school principal for an exemption.

Definitions

Exemption

For those eligible, a request to be exempted from the singing of "O Canada", but not from prayers.



Legal References

Education Act: Section 265 Duties of Principal – Timetable
Section 304 Opening and Closing Exercises

Ontario Regulation 298 – Operation of Schools: Section 4 Opening Exercises
Section 11 Duties of Principals
Section 20 Duties of Teachers

Ontario Regulation 435/00 - Opening or Closing Exercises

Ministry of Education Program/Policy Memorandum 108 – *Opening and Closing Exercises in Public Elementary and Secondary Schools*.



Brant Haldimand Norfolk Catholic District School Board

Policy Number: **200.11**
Subject: **Opening and Closing Exercises**

Policy Statement:

All schools within the Brant Haldimand Norfolk Catholic District School Board shall conduct opening exercises which include prayer as a sign of our faith, hope and love. Schools are also encouraged to end each day in prayer.

To instill pride and respect for our country, all schools shall include the singing of “O Canada” as part of opening or closing exercises.

Principals may, in consultation with parents and staff, include the recitation of the “Oath of Canadian Citizenship” (attached).

Reference: Education Act, Section 304.2

Links:➤ [Toward a Safe and Welcoming Environment Handbook](#)

Approved by the Board of Trustees: November 2001

Proposed Review Date: TBD

Oath of Canadian Citizenship

I swear that I will be faithful and bear true alliance to her majesty Queen Elizabeth the second, Queen of Canada, her heirs and successors and that I will faithfully observe the laws of Canada and fulfill my duties as a Canadian Citizen.

Serment de la Citoyennete

Je declare solennellement que je serai fidele et que je pourrai sincere allegiance a sa majeste la reine Elizabeth deuz, reine du Canada, a ses heritiers et a ses successeurs et que j'observerai fidelement les lois dy Canada et remplirai mes devoirs de citoyen canadien.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Policy Committee
Submitted on: May 27, 2014
Submitted by: Chris Roehrig, Director of Education

HEAD LICE / PEDICULOSIS

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board recognizes that head lice is not a disease or a health issue, but is defined as a social nuisance that needs to be managed in the best interest of students through the partnership of parent(s)/guardians(s), students and the school community. The treatment and eradication of head lice is ultimately the parent(s)/guardian(s)' responsibility.

DEVELOPMENTS:

The original *Pediculosis/Head Lice/Nits* policy was written in 2001 and reviewed in 2004. The Policy and Administrative Procedure have been reformatted to adhere to the revised standard, and has been vetted by elementary and secondary Principals, the local Health Units, and the OECTA and OSSTF Unit Presidents to ensure that the content is current. The title has been simplified as *Head Lice/Pediculosis*.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Head Lice/Pediculosis Policy 200.20 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Head Lice/Pediculosis

		Policy Number:	200.20
Adopted:	April 24, 2001	Former Policy Number:	n/a
Revised:	December 14, 2004	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes that most outbreaks of pediculosis (head lice) occur in school children, particularly those of elementary school age. Pediculosis is not a health or education issue, but is a community concern. While control of pediculosis is ultimately a family responsibility, the Brant Haldimand Norfolk Catholic District School Board has a role in encouraging families to take responsibility for pediculosis control and in partnership with the Health Unit, in educating families in prevention and control. The Board also has a role in preventing the spread of pediculosis by following precautions at school, which help to minimize the spread in the schools.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes that head lice is not a disease or a health issue, but is defined as a social nuisance which needs to be managed in the best interest of students through the partnership of parent(s)/guardian(s), students and the school community. The treatment and eradication of head lice is ultimately the parent(s)/guardian(s)' responsibility.

Students with head lice or nits will be excluded from school for the purpose of receiving a head lice treatment.

Glossary of Terms:

Head Lice (Pediculosis)

Head lice are tiny bugs that live only on the scalp of human beings. They are the size of a pinhead. They do not have wings so they cannot fly or jump, and they are not found on cats, dogs, or any other household pet. The bites from head lice cause itching and scratching. Scratching may cause sores which can get infected.

Nits

Lice lay eggs on the hair. These eggs are also called nits. Live eggs are dark. They can also be the colour of the hair they are on. Nits are half the size of a pinhead. They stick to the hair and do not fall off if you touch them. After the eggs have hatched, the shells are white. These empty shells stay on the hair, as the hair grows.

References

Brant County Health Unit – www.bchu.org
Canadian Pediatric Society – www.cps.ca
Haldimand Norfolk Health Unit – hnhu.org



Head Lice/Pediculosis AP 200.20

Procedure for:	Principals/Vice-Principals	Adopted:	April 24, 2001
Submitted by:	Bill Chopp, Superintendent of Education	Revised:	December 14, 2004
Category:	Students		

Purpose

The administrative procedures will provide a consistent school response which is necessary to control this social nuisance.

Responsibilities

Principals/Vice-Principals:

Principals/Vice-Principals will ensure that the outbreak of pediculosis is monitored at the school level.

Parents/Guardians:

Parents/guardians will ensure that once pediculosis is discovered, that the proper treatment program is followed.

Procedures

1.0 Action Plan

By September of every school year, elementary school principals must have an action plan in place to respond to cases of head lice/pediculosis.

Note: Communication should occur throughout the school year through regular newsletters, etc., to remind parents to check their child's hair before the child returns to school in September.

Each plan must include the following:

- An annual regular procedure for informing parents about head lice/pediculosis using information from the local Health Unit (newsletters, student agenda, etc.)
- A process for pediculosis screening and informing parents about the exclusion process.
- A clear re-admission procedure requiring that the student is "nit-free".

Secondary school students will be excluded from school if head lice or nits are present.

2.0 Reports of Head Lice/Pediculosis

Following the discovery or report of pediculosis, the Principal shall take the following steps:

1. A general letter (Appendix "A" and Appendix "C") shall be sent home with each person affected and to any other groups deemed necessary by the Principal. As well, all staff who have worked with the person having pediculosis, or that has been in the immediate vicinity of the person with pediculosis, shall be notified.
2. A "Confirmation of Treatment" form (Appendix "B") shall be sent to the parents/guardians of each student having pediculosis advising them of the policy on control of head lice and nits and the requirements to complete the form. This form is to be returned to the Principal prior to the student returning to class.
3. Students and staff who are found to have head lice or nits shall be excluded from school by the Principal until treatment has been completed and they are deemed to be free of all head lice and/or nits. The parent/guardian will bring the child to school and remain while the student is examined by a trained person prior to re-admission.



4. Staff who have contracted head lice from the workplace have the right to apply for benefits under the Workplace Safety and Insurance Act by reporting the incident to their Principal/Supervisor, who will complete the accident and injury report.
5. It is the responsibility of the Principal to ensure that a check is completed of the hair of children in a class where head lice/nits have been discovered and the hair of the siblings of the child identified with head lice that attend the same school. Principals may use volunteers from the school or community. These volunteers shall receive instruction in the identification of head lice to assist with this process. Appendix "C" may be used as a reference for instructing on the proper method for checking for the existence of head lice.

3.0 Confidentiality

The dignity and well being of students shall be given the highest priority. Every attempt will be made to respect the student's privacy and self-esteem. All volunteers from the school or community who assist in this process must maintain confidentiality.

4.0 Parents

Parents are encouraged to learn how to identify head lice and nits and make the checking of hair a part of regular hygiene. If pediculosis is identified, the parent is responsible for ensuring treatment is administered and a Confirmation of Treatment form is completed and returned to the Principal.

Definitions

Head Lice (Pediculosis)

Head lice are tiny bugs that live only on the scalp of human beings. They are the size of a pinhead. They do not have wings so they cannot fly or jump, and they are not found on cats, dogs, or any other household pet. The bites from head lice cause itching and scratching. Scratching may cause sores which can get infected.

Nits

Lice lay eggs on the hair. These eggs are also called nits. Live eggs are dark. They can also be the colour of the hair they are on. Nits are half the size of a pinhead. They stick to the hair and do not fall off if you touch them. After the eggs have hatched, the shells are white. These empty shells stay on the hair, as the hair grows. For the purpose of Policy and Administrative Procedure 200.20, a nit includes the live nit and the white shell.

References

Brant County Health Unit – <http://www.bchu.org>

Canadian Pediatric Society – www.cps.ca

Haldimand Norfolk Health Unit – hnhu.org



(School Letterhead)

(Date)

Dear Parents:

It has been reported that children in this school have nits (head lice). Please do not be alarmed by this notice. It is by no means a statement regarding the cleanliness of any child, their family or their household.

Please examine the head of your child(ren) for nits every night for the next three to four weeks. If nits are found, all other family members should be checked. Follow the directions below to get rid of the head lice.

What to Look For:

Nits are very tiny eggs, half the size of a pinhead and oval in shape. They may look like dandruff but they are firmly glued to the hair and cannot be flicked off. New eggs, which are close to the scalp, are tan coloured and are difficult to see. Nits that are farther away from the scalp appear white. Nits are most often found above and behind the ears, at the nape of the neck and at the crown of the head.

How to Get Rid of Head Lice:

Treating head lice requires two treatments one week apart. Get a head lice shampoo, cream rinse or lotion from your drugstore. Read the directions carefully and follow them exactly. **Remove all of the nits.** Head lice products kill many of the nits, but not all of them. **Apply a second treatment in one week.** Continue to check the head and remove any remaining nits.

To Remove Nits:

Work in a brightly lit area – bright sunlight is best. After treatment, comb and part the hair in small sections. Use your thumbnail against your first finger to strip the nits from the hair starting from the roots right down to the tips. Place the nits in a bag and throw them out. You can also comb out the nits holding a fine-tooth comb on a downward angle. Special combs are available at the drugstore.

Please notify the school if head lice or nits are found.

I hope that by working together, we can avoid or eliminate this nuisance from our school.

(Signature of Principal)



(School Letterhead)

CONFIRMATION OF TREATMENT FORM

(Date)

Your child, _____, has been found to have head lice and/or nits in his/her hair. Consequently he/she will be excluded from attendance at school until treatment is completed and all head lice and/or nits have been removed.

Once treatment has been completed and you have removed all the nits and egg cases, your child may return to school. Please complete this form and return it with your child, and continue to carry out your daily checks.

Thank you for your diligence in this matter. I hope that by working together, we can eliminate head lice and nits from our school.

- | | | | |
|---|--|-----|----|
| 1 | I have read the information provided. | YES | NO |
| 2 | A prescribed pediculosis treatment has been used.
Name of product: _____ | YES | NO |
| 3 | Nit (egg) removal has been done. | YES | NO |
| 4 | A daily nit check will be done for 10 days. | YES | NO |
| 5 | A repeat of the treatment after 7 days has been done or is planned. | YES | NO |
| 6 | Environmental treatment has been done.
(You should wash bed linens, recently worn clothing, combs and brushes of the infested person) | YES | NO |

If you need assistance with the treatment instructions, please call the Brant County Health Unit or Haldimand Norfolk Health Unit and ask the Intake Nurse for information.

By signing this form, you confirm that your child has been successfully treated and is ready to re-enter school.

Signature of Parent/Guardian

Date



How to Check for Head Lice:

- ✓ Examine the head under natural bright light. Head lice may be hard to detect because they move quickly and are very small.
- ✓ It is helpful to examine the head from different angles or light. This is easily achieved by moving around the adult/child while examining. Newly laid eggs are almost transparent.
- ✓ Part the hair and closely examine the scalp, especially the nape of the neck and behind the ears.
- ✓ To find the eggs, look for small white or yellowish-brown specks that are about the size of a poppy seed. You may see lice quickly moving away from the sunlight.
- ✓ To tell the difference between eggs and dandruff, try to dislodge them from the hair shaft. If they are not easily removed, they are probably eggs.

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Policy Committee
Submitted on: May 27, 2014
Submitted by: Chris Roehrig, Director of Education

HOME SCHOOLING
Public Session

BACKGROUND INFORMATION:

Children between the ages of six and eighteen are required to attend school. Under the authority of the *Education Act*, a child may be excused from attendance at school if “the child is receiving satisfactory instruction at home or elsewhere”.

Parents who wish to provide instruction to their children at home are required to notify the Board, in writing, of their intention. Thereafter, parents must inform the Board prior to September 1st every year of their intention to continue Home Schooling.

As required by Ministry of Education Policy/Program Memorandum No. 131, the Board normally will accept the written notification from parents/guardians as evidence that the parents/guardians are providing satisfactory instruction.

DEVELOPMENTS:

The existing policy and administrative procedure were approved in 2001 and revised in 2004. They have been reviewed to meet current Ministry of Education requirements and reformatted to the current standard. The policy was vetted by elementary and secondary Principals, and the OECTA and OSSTF Unit Presidents.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Home Schooling Policy 200.16 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Home Schooling

		Policy Number:	200.16
Adopted:	April 21, 2001	Former Policy Number:	n/a
Revised:	December 14, 2004	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes the need to provide a distinctive Catholic Education for all of the students in its jurisdiction. The Board respects the rights of parents/guardians who decide to home school their children. Parents/guardians who home school are expected to provide satisfactory schooling.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board respects the right of parents to educate their children in the home. The Board also sees the need to describe the expected working relationship and connection between staff of the Brant Haldimand Norfolk Catholic District School Board and parents/guardians of home-schooled children.

It is the responsibility of the Board to excuse children from attendance at school in accordance with Section 21(2) clause (A) of the Education Act. ~~Where the Board has reasonable grounds to be concerned that the instruction provided in the home may not be satisfactory, the Board should investigate the concern.~~

Glossary of Key Policy Terms: N/A

References

Education Act, Sections 21, 24, 25, 26, 30 (Appendix A)
PPM 131 June 17, 2002



Home Schooling AP 200.16

Procedure for:	Principals/Vice-Principals	Adopted:	April 21, 2001
Submitted by:	Superintendent of Education	Revised:	December 14, 2004
Category:	Students		

Purpose

To provide guidelines for schools and parents/guardians with respect to home schooling of children. See Appendix A for an Introduction to Home Schooling for Parents and Appendix B for Frequently Asked Questions about Home Schooling.

Responsibilities

School Board

Monitors the home schooling of students excused from daily attendance in accordance with the Education Act, Provincial Regulation and Administrative Procedures of this policy.

Parent/Guardian

Completes the application process, plans and implements the home schooling program, and assesses and evaluates student achievement.

Information

The Home Schooling program should focus on the following:

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

The home schooling parent has access to the student's OSR through the principal. Parents/guardians are encouraged to retain an open working relationship with the school, in the best interest of the student(s).

Ministry of Education Curriculum Material

Parents who are providing home schooling may obtain curriculum policy documents and curriculum support materials through the Ministry of Education (www.edu.gov.on.ca). Requests for Religion and Family Life resources are processed at the Catholic Education Centre.

Courses Offered through the Independent Learning Centre (www.ilc-cei.com)

- If a parent/guardian has notified the school of the intent to provide home schooling, the parent/guardian may enroll their child in secondary courses offered through the Independent Learning Centre (ILC).
- To enroll a child being home schooled in ILC, the parent/guardian must submit:
 - the enrolment form to ILC;
 - the written excusal from attendance provided by the school to the parents/guardians that acknowledges the parents'/guardians' intent to home school the child.
- Parents/guardians may obtain information pertaining to course fees directly from the ILC. Students taking courses through the ILC are required to pay an administration fee for each course taken.



Parents who have given a school written notification of their intent to provide home schooling may request access to the following:

- 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).
- Parents must contact their home school by September 30 of the school year in which the assessments/tests are being conducted for information about the dates, times and locations.
- It is the responsibility of the parent to provide transportation to and from the assessment site. The school will provide space for these student at the time and on the dates assessments/tests are being administered to the Board's regular day school students.
- The school will request sufficient assessment/test materials from the EQAO so that the students who are receiving home schooling can participate.
- Schools will send assessment/test results to their homes.
- Note: The results of students who are receiving home schooling will not be included in school and Board reports generated by the EQAO.
- 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 local Community Care Access Centres (CCACs) of the Ministry of Health and Long-Term Care.

Procedures

1.0 Parents/Guardian

- a) Provides written notification to the school principal (Form A attached – *Letter to Director Indicating Notification of Intent to Provide Home Schooling*), where the student is currently attending, or is eligible to attend, of their decision to home school. The principal will provide parents with the Board policy and appropriate forms.
- b) Completes the appropriate forms.
- c) Keeps the school principal informed of any change in address or telephone number.
- d) Provides written notification each year prior to September 1st to the appropriate Superintendent of Education in whose jurisdiction the child is eligible to attend, as evidence of provision of satisfactory instruction at home.
- e) Plans and implements the home schooling program and assesses and evaluates student achievement.

Superintendent of Education

- a) The Superintendent of Education will excuse the student from attendance at school, in accordance with subsection 21(2), clause (a), of the Education Act, upon receipt of written notification.
- b) The Superintendent of Education will accept annual written notification as evidence that satisfactory instruction is being provided. The annual notification letter will be filed in the OSR at the student's home school.
- c) The Superintendent of Education provides a written excusal from school attendance as per the Education Act in the form of a letter of acknowledgment to the parents (Form B).
- d) If the Superintendent of Education and school principal have reasonable grounds to believe that the instruction being provide is not satisfactory, an investigation should be initiated.

Principal

- a) The principal will ensure that an Ontario School Record (OSR) is on file for the home-schooled student. The OSR will be established in accordance with the OSR Guidelines. All correspondence is to be filed in the OSR. The OSR is to be transferred at age appropriate times (e.g., Grade 8 to Grade 9).
- b) The principal will establish a part-time register for students who are participating in school programs on a part-time basis (i.e., music, French).
- c) The principal may invite home-schooled students to participate in school-related activities as appropriate.



2.0 Investigation of Satisfactory Schooling

Reasons for an Investigation (Form C)

- Refusal of a parent to notify the Board in writing of the intent to provide home schooling
- A credible report of concern by a third party with respect to the instruction being provided in the home
- Evidence that the child was removed from attendance at school because of ongoing conflicts with the school, not for the purpose of home schooling.
- A history of absenteeism by the child prior to the parent notifying the Board of their intent to provide home schooling.

Guidelines for Conducting an Investigation

1. The Superintendent, in consultation with the school principal, will determine when an investigation should be initiated.
2. If an investigation is to be conducted, the Superintendent will contact the parents and follow up with written documentation (see Form C).
3. The Superintendent and home school principal, through the principal, will meet with the family. The parent will be requested to submit in writing information about the home schooling that focuses on the following:
 - A plan for educating the child
 - Plans to ensure literacy and numeracy at developmentally-appropriate levels
 - Plans for assessing the child's achievementThe Superintendent will inform the Director of Education of the action taken.
4. If a decision cannot be made based on the investigation to determine if the child is receiving satisfactory instruction at home, further action may be taken in accordance with subsection 24(2) of the Education Act (Inquiry by Provincial Attendance Counsellor).

Definitions

Part-Time Enrolment

It is preferred for students to be enrolled full time. If a parent requests part-time enrolment, arrangements must be made with the Principal of the student's community school. Part-time student expectations in regards to attendance, course work, and assessment and evaluation, are the same for all students. The student will be enrolled on the part-time register.

Full-time Enrolment/Return to School

Should a home-schooled student wish to return to school on a full-time basis, parents need to meet with the Principal of the school. The Principal will determine whether an assessment will be required for educational placement.

Prior Learning Assessment and Recognition (PLAR)

Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school. Where such learning has occurred outside Ontario classrooms, students enrolled in Ontario secondary schools and inspected private schools may have their skills and knowledge evaluated against the expectations outlined in provincial curriculum policy documents in order to earn credits towards the secondary school diploma. This formal evaluation and accreditation process is known as PLAR. PLAR procedures are carried out under the direction of the school principal, who is responsible for granting credits.

References

Education Act, Sections 21, 24, 25, 26, 30 (Appendix A)
P/PM 131 (June 2002)
Ministry of Education www.edu.gov.on.ca



Introduction to Home Schooling for Parents

Parents in Ontario have a right to choose to educate their child(ren) at home. A child under the age of sixteen is excused from attendance if "...the child is receiving satisfactory instruction at home or elsewhere". The Ministry of Education does not define or describe "satisfactory instruction". It should not be assumed that home schooling must resemble regular day schooling in substance or format.

The following sections of the Education Act are relevant to this policy:

- Subsection 21(1) requires every child to attend school from the age of six until the age of sixteen.
- Subsection 21(2) lists the legal reasons that a child may be excused from attending school. One of the reasons is that "the child is receiving satisfactory instruction at home or elsewhere", stated in clause (a).
- Subsection 21(5) requires parents to send children to school.
- Subsection 21(1) deals with the appointment of the Provincial School Attendance Counsellor, and subsection 24(2) sets out the authority and mandate of the Provincial School Attendance Counsellor to conduct an inquiry into the reasons for, and other circumstances related to, a child's non-attendance at school.
- Section 25 deals with the appointment by school boards of school attendance counselors, and authorizes a school attendance counselor to enforce compulsory school attendance.
- Section 26 sets out the duties and powers of school attendance counselors.
- Section 30 deals with prosecution of parents or guardians for a child's non-attendance at school.
- Subsection 30(7) authorizes a court to order an inquiry under subsection 24(2).

Our best mechanism to ensure that a child's developmental and educational needs are being met is to maintain a positive, open relationship with families who elect to home school their children to the best extent possible.



Frequently Asked Questions about Home Schooling

- Q. What is the difference between “home schooling” and “home instruction”?
- A. Home schooling is the provision of satisfactory instruction by a parent outside of the regular school system. Home instruction is the provision of a limited amount of instruction to a pupil who is temporarily unable to attend school due to illness or injury.
- Q. Are principals required to meet with parents to review their education plan for their child?
- A. As the parents have made the decision to home school, responsibility for providing satisfactory instruction rests with them. The absence of articulated Ministry of Education standards for “satisfactory instruction” makes the assessment of the program arbitrary.
- Q. Does the school play a role in evaluating the child’s progress?
- A. No. Assessment and evaluation are an important part of the instructional process; therefore, the responsibility rests with the person(s) providing the home schooling program.
- Q. Can parents ask that resources be provided to them?
- A. The Brant Haldimand Norfolk Catholic District School Board does not provide resources for home schooling. Parents can access the Ministry of Education website (<http://www.edu.gov.on.ca>) to get program information, can contact publishers to purchase materials, or may purchase materials at a retail teachers’ store.
- Q. Where is a student placed on his/her return to our system after being home schooled?
- A. It is the Brant Haldimand Norfolk Catholic District School Board’s position that a child will be placed in the age-appropriate grade. Students of secondary school age will be placed in accordance with Ministry program and student placement policy.



LETTER TO DIRECTOR INDICATING NOTIFICATION OF INTENT TO PROVIDE HOME SCHOOLING

To the Director of Education
Brant Haldimand Norfolk Catholic 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 Names	Gender	Date of Birth

Name of Parent/Guardian:	
Home Address:	
	Postal Code:
Home Telephone:	()

I/We wish to notify the Brant Haldimand Norfolk Catholic District School Board that I/we will provide home schooling for our child(ren) starting in _____. I/we understand my/our responsibility under the Education Act to provide satisfactory instruction for my/our school-age child(ren) and do hereby declare my/our intent to do so.

Signature of Parent/Guardian

Date

Copy: Principal of home school
S01 OSR (each student listed above)



LETTER IN RESPONSE TO A PARENT'S NOTIFICATION

Dear

Thank you for notifying the Brant Haldimand Norfolk Catholic District School Board of your intent to provide home schooling for your children:

Your child(ren) is/are excused from attendance at school for the year _____ under subsection 21(2) clause (a) of the Education Act, because your child(ren) is/are receiving satisfactory schooling at home.

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 student in Grade 10), that are administered by the Education Quality and Accountability Office (EQAO), you should contact the school board by September 30 *[or another date specified by the school board]* 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.

Sincerely,

Signature of School Board Official

Name of School Board Official (Print)

Title of School Board Official

Date

Attachment

Copy: Principal of Home School
S01 OSR (each student listed above)



INVESTIGATION INTO HOME SCHOOLING

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

Name of Parent/Guardian:	
Home Address:	
	Postal Code:
Home Telephone:	()
Child's Name:	

Program Planning:	
This section is intended to give the 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 <input type="checkbox"/> NO <input type="checkbox"/>
Do you spend regularly planned instructional time with your child?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a daily work schedule for your child's home schooling?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please describe the schedule:	
1. What subjects are you teaching?	
2. What do you expect to accomplish with your child(ren) in English, mathematics, and other subject areas this year?	



Instructional Program:

This section is intended to give the 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 and Technology
- Social Studies/History and Geography
- The Arts
- Health and Physical Education
- French as a Second Language
- Other (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 <http://www.edu.gov.on.ca>. This material may also be obtained through Publications Ontario by using its toll-free telephone number, 1-800-668-9938, or visit its website at <http://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 the 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.



Instructional Materials:

This section is intended to give the 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.

Encyclopedia/reference books (please list):

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"/>
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 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 the 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 (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 Board determine whether the instruction being provided to your child is satisfactory.

Parent's / Guardian's Name

Date