

Policy:	Home Schooling	PROG-312
Division:	Programs	
Approved:	June 16, 2015	
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Cross-Reference	<i>PROG-311 School Zoning, Student Registrations and Transfers</i>	

ADMINISTRATIVE PROCEDURES/REGULATIONS.

1. Home Schooling

- 1.1 The *Schools Act, 1997* provides for home instruction of students required to attend school. Such arrangements must be approved by the Director of Education. Parents/guardians may make arrangements for Home Schooling by applying to the Director of Education or designate, the Home Schooling Coordinator for the Region. Parents/guardians who Home School may use the provincial curriculum of Newfoundland and Labrador or may choose to use an approved alternate Home School curriculum.
- 1.2 A student record will be established and maintained for each student who is approved for Home Schooling. The record will contain the Home School application; curriculum guide used; documentation of any meetings with parents/guardians and the student; progress reports; educational plans; and, any other documents deemed relevant by the Home Schooling Coordinator or zoned school administrator to the educational programming and progress of the student.
 - a) The Home Schooling Coordinator will determine whether the record is to be maintained at the school or at the Coordinator’s office.
 - b) Where the record is maintained at the school, it must be transferred to the next school (e.g. from junior high to senior high) as a student moves through the grades.

2. Home Schooling Coordinator

A Home Schooling Coordinator will be designated for each of the four NLESD Regions. An application for Home Schooling will be managed by the Home Schooling Coordinator as designated for the relevant region of the District. Each Home Schooling Coordinator will be responsible for ensuring that:

- 2.1 A student record is established and maintained for each student who is approved for Home Schooling.

- 2.2 Information is communicated with parents/guardians regarding reporting requirements; student evaluation; potential student participation in any regular school services or activities; and, resources available to the parent/guardian and student.
- 2.3 The student receives a designation (e.g., has met/not met outcomes) at the end of the school year.

3. Request for Approval for Home Schooling

- 3.1 To request approval to Home School, parent(s)/guardian(s) must complete **312A The NLESD Application for Home Schooling** and submit to the appropriate regional site (Happy Valley-Goose Bay, Corner Brook, Gander or St. John's), attention the Home Schooling Coordinator.
- 3.2 New Home Schooling applications for the current school year that are submitted after the Easter Break will only be considered if there are extenuating circumstances.
- 3.3 Students who are five years of age or older as of December 31 in a school year, and those who are 16 years of age as of August 31 in a school year, are eligible to avail of a district-approved Home School program.
 - a) Parents/guardians have the discretion to keep children out of school who are five years of age as of December 31 in any given year. In such a situation, if a parent/guardian decides to keep a child home, s/he has not been approved for Home Schooling. Kindergarten is not a compulsory program in Newfoundland and Labrador. However, for a child who has been kept out of school for an additional year, it is usually recommended that they enter the school system at the preparatory kindergarten level in the next year.
 - b) Home Schooled high school students are exempted from the supervision of the NLESD at the end of the school year in which the student turns 16 years of age (up to and including August 31). However, home school supports may continue to be provided for those students who are older than 16 years of age where the parent/guardian requests it and the programming is compliant with this policy and administrative procedures/regulations.

4. Consideration of Home Schooling Request

- 4.1 The Director of Education or designate will consider all requests for Home Schooling and determine whether the proposed educational plan constitutes satisfactory instruction and is in the best interests of the child.

- 4.2 A teacher/instructor of a Home School must satisfy the Director of Education or designate that s/he is capable of providing appropriate educational instruction. S/he must be able to provide the structure and instructional leadership necessary for the academic success of the student under his/her instruction. The teacher/instructor should be able to commit to a minimum of one year of instruction, or to the remainder of the current school year.
- a) The Home School teacher is not required to be certified as a teacher by the *Department of Education Teacher Certification Branch*, but the person must have a sufficient level of education to deliver the program to the student.
- 4.3 When choosing a Home School curriculum, individuals may choose provincial, national or international curriculum of reputable bodies of education which have been approved by the EECD.
- a) If the parent/guardian chooses to use the provincial curriculum to Home School a child, the school shall provide course outlines, curriculum guides and/or student textbooks to the Home School. Copies of teacher editions of textbooks may also be provided to parents/guardians. Textbooks and teacher editions are expected to be returned at the conclusion of the course/program.
 - i. Provision of teacher-generated instructional materials to the parent/guardian will be at the discretion of the school administrator.
 - b) Should the parent/guardian wish to use another curriculum that has been previously approved by the EECD, s/he will be responsible for obtaining the curriculum and any related resources. [For examples of such curricula, see Appendix B].
 - c) Should the parent/guardian wish to use a curriculum not previously approved by the EECD, s/he will need to provide sufficient information to the Home Schooling Coordinator to enable the EECD to carry out an appropriate assessment of the curriculum.

5. Approval of Home Schooling

- 5.1 A final decision regarding the approval or denial of the Home School application shall be communicated in writing by the Director of Education or designate to the parent/guardian and the school administrator for the zoned school.
- 5.2 In accordance with Section 7 of the *Schools Act, 1997*, approval for a Home School will be granted for one year.
- 5.3 All applications for Home Schooling must be reported to the office of the Associate Director of Education, who is responsible for tracking all approvals or denials for Home Schooling for the District, as well as the outcomes of the Home Schooling process for each student on an annual basis.

6. School Responsibilities

- 6.1 The Home Schooling Coordinator will notify the relevant zoned school once an application for Home Schooling has been approved.
- 6.2 For approved Home Schooling, the student must be registered at the school zoned for his/her community or residence.
- 6.3 Upon receipt of the letter of approval from the NLESD, the zoned school will assign the student to a homeroom and record the student's attendance each day on the class register as Home Schooled (H).
- 6.4 Where it does not create problems for the school and where no special transportation demands are made upon the system, the school administrator shall endeavor to accommodate Home Schooled students in selected elective courses, if requested to do so.
- 6.5 The school and Home Schooling Coordinator will work together to ensure that a student record is established and maintained in accordance with 1.2.
- 6.6 Unless otherwise required by the Home Schooling Coordinator, the school will accept and assess Progress Reports and other documentation as submitted by the Home Schooler.

7. Parent/Guardian Responsibilities

- 7.1 A parent/guardian requesting approval for Home Schooling shall apply/re-apply to the Director of Education or designate for each school year.
- 7.2 The parent/guardian must register the Home School student at the identified zoned school.
- 7.3 The costs of the Home Schooling program, other than the provincially-prescribed curriculum, are the full responsibility of the parent/guardian.
- 7.4 The parent/guardian must submit Progress Reports to the zoned school administrator, unless the Home Schooling Coordinator indicates that the documentation should be submitted directly to the Coordinator. It is also recommended that parents/guardians meet with the school administrator at the time that Progress Reports/work samples are submitted.
- 7.5 In Newfoundland and Labrador the EECD establishes the requirements for high school graduation. It is the responsibility of the parent/guardian to determine if

a proposed alternate program meets the standard for high school credit in this province.

8. Student Assessment and Evaluation and High School Credits

- 8.1 Parents/guardians are responsible for providing sufficient information to the District to indicate that the Home Schooled student is making progress. **312B Home Schooling Progress Reports**/work samples are to be submitted as required.
- 8.2 Home Schooled students will be evaluated as follows:
- a) In the first year, the parent/guardian must submit three **312B Home Schooling Progress Reports**/work samples in November, March and June. The Progress Report/work samples should include, but not be limited to:
 - i. An overview of all assessment and student work in academic, social and emotional domains, including representative samples of student work and assessments completed in each subject or course.
 - ii. Progress notes on the goals and outcomes of any individualized program, if applicable.
 - iii. Any other applicable documentation that demonstrates the student's progress throughout the period.
 - b) In subsequent years of approved Home Schooling, where the student has successfully completed the previous school year, the parent/guardian will be required to submit two Progress Reports/work samples in January and June.
 - d) If the student has demonstrated academic success over a two-year period, the Director or designate may determine that the parent/guardian will only be required to submit one comprehensive Progress Report/work sample at the end of the third year and in any subsequent years.
 - e) Where required by the Home Schooling Coordinator, the school administrator and grade level teacher(s) will review all submissions by the Home Schooling parent/guardian. The administrator will discuss any concerns with the Coordinator. Other district staff, such as program specialists, may be involved in the review of submissions as necessary.
- 8.3 The parent/guardian may consult with the zoned school or the Home Schooling Coordinator regarding the student's progress and strategies for improvement.
- 8.4 Students with identified exceptionalities (special needs) who need modified prescribed courses and/or alternate programs and courses should have an Individual Education Plan (IEP). The IEP can define the curriculum and the student would be evaluated based on the goals and objectives in the IEP. It is recommended that parents/guardians consult with the Special Services Team at the zoned school in developing IEP goals and appropriate programming. If

needed, the Program Specialist for *Student Support Services* or other staff at the relevant regional office may also support this process.

- 8.5 Students who are on track for a high school leaving certificate should have an individualized program that meets their needs.
- 8.6 No school-based examinations will be administered for alternate curriculums.
- 8.7 It is strongly recommended that all students enrolled in a Home School program using Newfoundland and Labrador provincial curriculum in Grade 3 or higher, write all provincial assessments and standardized testing administered to in-school counterparts, unless exempted under the same guidelines that apply to their counterparts.
- 8.8 It is strongly recommended that all students enrolled in a Home School program using Newfoundland and Labrador provincial curriculum for high school courses attend their zoned school to complete final exams. It is also recommended that parents/guardians make arrangements for those students to write public exams, so that the student can obtain an official transcript from the Department upon leaving high school.
 - a) It is the responsibility of the parent/guardian to ensure that all work samples and reports for the year are submitted as required to the District. This will ensure that a school mark is generated and uploaded to the Department in a timely fashion, thereby enabling the student to write the public exam.
- 8.9 The Director of Education may require a student who is Home Schooled to complete an assessment, where there are concerns that sufficient progress has not been demonstrated.
- 8.10 The NLESD will only award credits or certificates of graduation for those students using the provincial curriculum. Those students should also have written final exams/public exams.

APPENDIX A: HOME SCHOOLING

The curriculum to be followed in all Home Schools must be approved in advance, according to the following guidelines:

1. The prescribed provincial core curriculum or an approved alternate is to be followed in a minimum of four areas of study:
 - English Language Arts (Listening , Speaking, Reading, Writing, Viewing)
 - Mathematics
 - Science(s)
 - Social Studies/World History/World Geography.

2. In addition to the requirements of the core curriculum, a minimum of two electives should be taken. These should be selected from areas such as:
 - Religious Education
 - Physical Education
 - French language
 - Art/music/fine arts
 - Practical arts/home economics/auto mechanics/computer.

3. A Home Schooled student who has identified exceptionalities (special needs) and who needs modified prescribed courses and/or alternate programs and courses should have an Individual Education Plan (IEP) developed by a program planning team [e.g. Parent, Instructional Resource Teacher (IRT), School Administrator/Home Schooling Coordinator, Speech Language Pathologist (SLP), and Occupational Therapist (OT)]. The IEP will be considered the student's curriculum, based on indicated strengths and needs.

4. When parents/guardians are deciding whether to request use of an alternate Home School Curriculum (other than the provincial curriculum or a recognized alternate program), the following conditions should be taken into consideration:
 - The EECD must review the proposed curriculum and approve in advance.
 - The implications for high school credit and possible university entrance should be considered.
 - The proposed curriculum must be compared with the Provincial "essential learning outcomes" as articulated in the various *Levels Handbooks*.
 - Where deficiencies are noted, supplementary resources and/or strategies must be in place to compensate.
 - The costs of the home school program are the full responsibility of the parent(s) except as provided in the Administrative Procedures/Regulations.

APPENDIX B: Listing of Possible Home School Curriculums

This is a sample listing of some programs that have been previously approved and used by various Home Schools in Newfoundland and Labrador. The list is not intended to indicate any preference for a particular program over any other. Other programs not listed will be reviewed for possible approval as outlined in the NLESD Home School Administrative Procedures/Regulations.

ACE (Accelerated Christian Education) alternatively known as the "School of Tomorrow".
Home School Department
School of Tomorrow
P.O. Box 299000
Lewisville, Texas, 75029-9000
Phone #: 1-800-925-7777
<http://www.aceministries.com/>

Canadian Social Studies curricula available through Canadian Office.
A.C.E. Canada
Box 1360
Portage la Prairie, Manitoba, R1N 3N9

Calvert School (Program Evaluation in Progress) - with optional student evaluation
Calvert School
105 Tuscany Road
Baltimore, MD, 21210 - 3098
Phone #: (410) 243-6030
Fax #: (410) 366-0674
<http://www.calvertschool.org/>

Home Study International/Griggs University (program evaluation in progress) - with optional student evaluation.
Home Study International
P.O. Box 4437 Fax #: (301) 680-6577
Silver Spring, MD, 20904
Phone #: (301) 680-6570
Fax #: (301) 680-6577
<http://www.hsi.edu/>

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Sonlight Curriculum, Ltd. 8042 South Grant Way Littleton, CO 80122-2705
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