

# HOME SCHOOLING

## Statement of Policy

The Labrador School Board recognizes that parents have the primary right and responsibility for the education of their own children. While the *Schools' Act 1997* makes provision for parents to exercise that right in a setting other than the formal school system, it also mandates that school boards monitor the progress of home school students within their jurisdictions.

Therefore, the Labrador School Board shall consider and facilitate requests for home schooling within the framework of existing legislation and the guidelines established by the Department of Education and the School Board.

## Definitions:

**Assigned school** means the school under the jurisdiction of the Labrador School Board to which a home school student is assigned and which carries certain responsibilities in connection with that student.

**Child** means a child who is eligible to receive an educational program under the provisions of the *Schools' Act 1997* (see Appendix A).

**Home school** or home schooling means an educational program administered by a parent outside a public or private school.

**Minister** means the Minister of Education.

**Parent(s)** means the person(s) having care of a child and applies to both parents of a child. Where the child is in the care or legal custody of one parent or a person other than the child's natural parent, then this applies to that person only.

**Director** means the Director of the Labrador School District.

## **GUIDELINES**

503.1 **Parents who wish to educate a child in a home school are bound by the provisions of the *Schools' Act 1997*, Sections 3-7, & 15. (See Appendix A for portions relevant to home schooling).**

543.1 The policies and procedures of the School Board vis-a-vis home schooling are regulated by the *Schools' Act 1997*.

543.1B In accordance with Section 4 of the *Schools' Act 1997*, parents shall, on or before the date that Act becomes applicable to that child, present the child for enrollment at the school to which he/she has been assigned by the School Board (the assigned school).

### **503.2543.2 REQUESTS FOR APPROVAL OF HOME SCHOOLING**

**Parents who wish to educate a child in a home school shall apply in writing to the Director of the Labrador School Board, requesting that the child be exempted from regular attendance at school by reason of being under efficient instruction at home.**

503.2A The application to the Director shall set out

- name of the child
- date of birth
- gender
- name of individual proposing to provide home schooling, and his/her credentials and/or qualifications
- site of proposed home schooling
- proposed curriculum to be followed
- such other information as the Director may deem necessary.  
(Application form -- Appendix B)

503.2B A copy of the letter of application for home schooling shall be submitted to the principal of the school in which the child is (or is to be) registered.

### **503.3 CONSIDERATION OF REQUESTS**

**The Director shall consider all requests for home schooling and shall determine whether the proposed educational plan constitutes effective instruction and is in the best interest of the child.**

- 503.3A The Director (or his designee) shall determine that the qualifications of the home school teacher are in harmony with 503.4.
- 503.3B The Director shall be satisfied that the home school site is adequate and in harmony with 503.5. At his option, a home site visit may be required, to assess the adequacy of the proposed site, resources, and curriculum.
- 503.3C The Director shall determine that the curriculum to be followed meets with the guidelines 543.6.
- 503.3D The Principal, in consultation with the Director (or his designee), shall arrange a program planning meeting with the parent(s) and the student(s) to review the details of the proposal, to consider its potential for success, and to outline/clarify the monitoring/evaluation procedures to be used.
- 503.3E The Principal will prepare a written summary of the program planning meeting and submit it to the Director (or his designee).
- 503.3F The Director will communicate his decision in writing to the parents and provide a copy of the letter to the school.
- 503.3G The written summary of the program planning meeting will be forwarded to the parents along with the approval to home school signed by the Director. Parents will sign the minutes and return the signed copy to the Director (or his designee).
- 503.3H In accordance with the *Schools ' Act 1997* Section 7, approval for a home school will be granted for only one school year at a time, and will in all cases be conditional upon the continued satisfactory progress of the student. Parents wishing to begin or continue home schooling in the autumn should apply/re-apply to the Board in May of the previous school year.

#### **503.4 THE HOME SCHOOL TEACHER**

**The teacher of a home school shall satisfy the credential/qualification criteria established by the Board.**

- 503.4A In order to serve as the teacher of a home school it *is not* necessary to be certified as a teacher by the Provincial Department of Education, Teacher Certification Branch.

- 503.4B In the Labrador School Board, the home school teacher (usually the parent) must satisfy the Director that:
- 1) his/her motivation for home schooling is in the best interest of the child.
  - 2) he/she is capable of providing the structure and instructional leadership requisite to the success of the child(ren) under his/her direction.
  - 3) his/her commitment to home schooling is sufficiently strong to ensure the completion of a minimum of one school year's instruction (or the remainder of the current school year).
- 503.4C In addition to the criteria listed in 543.4B, the Board recognizes that professional preparation and/or previous teaching experience (including home school teaching experience) becomes an increasingly important consideration as the home school student advances into the higher grades--especially in those cases where the provincial curriculum is to be followed rather than an alternative which has been prepared specifically for the home school setting.

## **503.5 THE HOME SCHOOL SITE**

**The home school site must satisfy the criteria established by the Board.**

- 503.5A The classroom is to be provided at home, or elsewhere as arranged by the parent(s).
- 503.5B The study space provided must:
- 1) be reasonably free from distractions.
  - 2) provide adequate lighting and ventilation.
  - 3) provide resources appropriate to the age level and program needs of the student.
- 503.5C Depending upon the child's program, besides the specifically designated study space, his/her classroom may include other areas such as the family kitchen, a basement workshop, a music studio, the local library, and, on occasion, various other sites for field trips.

## **503.6 THE HOME SCHOOL CURRICULUM**

**The curriculum to be followed in all home schools must be approved in advance,**

**according to the procedures/guidelines that follow.**

- 503.6A The prescribed provincial core curriculum or an approved alternate is to be followed in a minimum of **4 areas of study**:
- 1) English Language Arts (Listening, Speaking, Reading, Writing, Viewing, Representing )
  - 2) Mathematics
  - 3) Science(s)
  - 4) Social Studies
- 503.6B 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:
- 1) Religious Education
  - 2) Health
  - 3) French Language
  - 4) Fine Arts (Art, Music)
  - 5) Physical Education
- 503.6C A home schooled student who has special needs and is not able to meet the requirements of an age appropriate curriculum will require the development of an ISSP (Individual Student Support Plan). This plan will be designed by a team of appropriate service providers (e.g. Parent, Special Education teacher, School Principal, Speech Language Pathologist, Occupational Therapist). The ISSP will be considered the student's curriculum based on indicated strengths and needs.
- 503.6D An alternative curriculum (other than that prescribed by the Department of Education of Newfoundland and Labrador) may be followed in the core curriculum areas under the following conditions:
- 1) Approval to follow the alternative curriculum must be obtained in advance;
  - 2) The Assistant Director (Programs), in consultation with the appropriate program specialist(s), will review the alternative curriculum for the grade level requested.
  - 3) The proposed curriculum must be compared with the provincial Key stage learning outcomes as articulated in the various *Levels Handbooks and*;
  - 4) Where deficiencies are noted, supplementary resources and/or strategies must be put in place to compensate.

- 503.6E The implications for High school credit and possible university entrance must be considered when approving any home school program (see Section 543.11).
- 503.6F The costs of the home schooling program are the full responsibility of the parent(s) except as provided in Section 503.7.

### **503.7 SCHOOL ASSIGNMENT OF STUDENT**

**The school to which a child is assigned (assigned school) shall be determined by the location of the child's home within the school attendance zones established by the School Board.**

- 503.7A The Principal of the assigned school shall assign the home school child to an in-school classroom, and his/her name will appear on the class register. The child's attendance each school day will be recorded under the code "H" ("home school - excused")
- 503.7B Where appropriate to the program being followed, the Principal of the assigned school (or designee) will provide course outlines, curriculum guides and teacher resources/guides, if extras are available at the school level, and student textbooks (K-8) to the home school. Textbooks are to be provided on the same basis as if the students were in regular classes. Teacher resources/guides, not available at the school level, and student textbooks can be obtained from Learning Resources Distribution Center in Pleasantville with the presentation of the Approval to Home School letter from the Director.
- 503.7C A home school student may avail of any regular school services and extra-curricular activities at the assigned school.
- 503.7D Where it does not create problems for the school, and where no special transportation demands are made upon the system, the Principal will endeavour to accommodate home school students in selected elective courses at the school, if requested to do so.
- 503.7E The Principal of the assigned school shall report to the Director any concerns about any violations of the *Schools' Act 1997*.

### **503.8 DIRECTOR TO MONITOR STUDENT PROGRESS**

**The Director shall monitor student progress in relation to the provincial outcomes appropriate for the child's age and/or stage of development.**

- 503.8A The Director shall ensure that schools develop an evaluation program for their home schooled children. In cases where the home schooled student is following the provincially prescribed curriculum, assessment methods should determine that specific grade level subject outcomes have been met. If an alternative program is used, assessment methods should determine that students are working toward the attainment of the appropriate key stage outcomes as articulated in the various *Levels Handbooks*. If the student has an ISSP the evaluation will be based on the goals and objectives of the ISSP.
- 503.8B The Director shall review specific requests for evaluation of home schooled students by an outside evaluator and grant approval if the evaluator and the process to be used meet established criteria. In such cases 543.8B will also be followed. (Appendix C)
- 503.8C The Director shall report to the Department of Education any concerns about any violations of the *Schools' Act 1997*.
- 503.8D All School Board staff are required to follow the reporting requirements as outlined in the *Child Welfare Act*.
- 503.8E The Director shall revoke the authorized exemption for home schooling, when after due process it becomes evident that the best interest of the child is no longer being served by the home school.

## **503.9 SCHOOL TO EVALUATE STUDENT PROGRESS**

**The school to which the child is assigned (assigned school) shall monitor academic, social and behavioral development; and evaluate the child's academic progress according to standards appropriate for children of that age and/or stage of development.**

- 503.9A The primary responsibility for evaluation, to determine that the home schooled student is and continues to be progressing satisfactorily, rests upon the assigned school (the Principal and/or his designee).
- 503.9B Except as noted in 503.9C-E, formal evaluation of the student is to take place a minimum of 3 times per year, at the end of each school reporting period. The evaluation shall include (but not be limited to) the following:
- 1) Parent and student together will bring to the evaluation a representative sample of work and tests/quizzes completed in each subject since the previous formal evaluation.

- 2) The evaluation will be completed by individual subject or all subjects concurrently, in three sections:
  - (i) parent reviews with evaluator the actual work accomplished;
  - (ii) evaluator checks with student for understanding and authenticity of work, by oral questioning having student demonstrate reading, problems solving skills, etc., if deemed necessary;
  - (iii) evaluator and parent will set objectives and improvement strategies, as necessary, for the subsequent period of study.
- 3) The evaluator will prepare on the form provided by the Board (Appendix D), a written anecdotal summary of evaluation findings. This evaluation form is to be placed in the student's permanent record, and a copy of the completed form forwarded to the Home School Coordinator at the Board Office.

503.9C In home schools or home school courses which are following the prescribed provincial curriculum, testing and/or evaluation are to be in harmony with provincial guidelines. Where school-wide comprehensive examinations are administered to in-school students at the end of the year (i.e. a common examination administered to all students where more than one teacher teaches a particular course, Criterion Referenced Tests), home school students following the provincial curriculum will be expected to take these examinations along with their in-school counterparts.

503.9D Students with special needs whose curriculum may be defined by an ISSP will be evaluated based on the goals and objectives in the ISSP. The evaluator shall complete Form 2 in Appendix C. A copy of the evaluation will be included in the student's permanent record and a copy forwarded to the Home School Coordinator.

503.9E In home school or home school courses which are following an alternative approved curriculum, the procedures outlined in 503.9B will apply except that evaluation is to be on the basis of progress in the alternative curriculum. Examinations within that curriculum shall comprise part of the basis of evaluation. Except as required in 503.9F, no school-based examinations will be administered.

503.9F In home schools or home school courses which are following an alternative approved curriculum which includes structured formal evaluation by a professional educator, the quarterly (or tri-mesterly) filing of copies of these evaluation reports with the assigned school will meet the evaluation requirements; and the procedures outlined in 503.9B will not be required.

503.9G All students enrolled in any home school program in Grade Three or higher are to be included in all appropriate standardized testing administered to in-school counterparts, in particular those tests that are norm referenced.

503.9H Unless other arrangements are made by the school Principal and/or

- Board coordinator, and approved by the Director, all student evaluation is to take place at the school, at the times and dates appointed by the school except the evaluation of alternate curriculum which will be the responsibility of the District Office personnel.
- 503.9I In those courses or programs that are school evaluated, the school shall report to the parent(s) the results of the student's academic, social, and emotional evaluation.
- 503.9J The school shall submit a copy or summary of each evaluation to the Home School Coordinator at the Board Office.
- 503.9K The school shall report to the Director any inadequacy in the nature of parental cooperation in monitoring student progress and achievement.
- 503.9L The school may, at any time, recommend to the Director that the exemption from attendance for the purpose of home schooling be reviewed.

### **503.10 PARENTAL COOPERATION**

**Parents of a child granted an exemption for home schooling shall co-operate with the school and the Director in evaluating the child's academic, social, and behavioral development.**

- 503.10A Parents shall provide to the Board for study and/or evaluation, copies of materials, when authorization has been sought to use these materials as alternative curricula (see Section 503.6C).
- 503.10B Parents shall cooperate with the school in the evaluation of the student and the home school program (see Section 503.9).
- 503.10C If so requested by the Director, parents shall permit up to two interviews each school year between the school guidance counselor and the individual child to monitor social and emotional development.
- 503.10D Parents shall provide suitable, properly equipped facilities for academic instruction (see Section 503.5).
- 503.10E Parents shall provide a consistent routine for student completion of academic work.

### **503.11 HIGH SCHOOL CREDIT FOR HOME SCHOOLS**

**Since the Department of Education is the only provincial agency that can approve the awarding of credits towards a Newfoundland High School graduation certificate, and since it is a function solely of the Department to determine the equivalency for courses offered outside the prescribed**

**curriculum, the Board will seek to work within these guidelines and policies to keep open reasonable options for home schooled students under its supervision.**

- 503.11A Home schooled students who are completing the provincial curriculum with the intention of earning a Newfoundland High School graduation certification shall complete regular evaluation processes in each subject as determined by the school (if the school is to submit marks to the Department on the student's behalf). These students must adhere to all common and in-school examination regulations.
- 503.11B High schools shall not award any credits or certificates of graduation other than those approved through the Department of Education.
- 503.11C If in the judgement of the school and the Board, a proposed program of study does not meet the standard for High School credit in Newfoundland, the parents and student shall be notified of such in writing, at the time of the initial/annual application for home schooling. The parent and student shall sign an acknowledgment of the "ineligible-for-Newfoundland-credit" status of the course(s) involved. (See Appendix E).

#### **503.12 AGE OF STUDENT REQUIREMENTS / LIMITATIONS**

**Home schooled High school students are exempted from the supervision of the Board at the end of the school year in which the student turns 16 years of age (up to 31 August).**

- 503.12A Until a home schooled student has reached the legal age of school learning, the student shall be subject to the regulations and procedures outlined in this policy.
- 503.12B The Director, subject to regulations of the Department of Education, shall establish suitable evaluation procedures for High school home schooled students who have not attained school leaving age, and are not completing the provincial program of studies.

## ***APPENDIX A***

The portions of the *Schools' Act 1997* which are relevant to the issue of home schooling follow (the numbers are sections of the Act):

- 3.(1) A person..
- (a) who on December 31 in a school year is 5 years of age or older and younger than 21 years of age; and
  - (b) who is
    - (i) a Canadian citizen;
    - (ii) lawfully admitted to Canada for permanent residence;
    - (iii) a child of a Canadian citizen; or
    - (iv) a child of a person who is lawfully admitted to Canada for permanent or temporary residence;

is entitled in that year to an education program in accordance with this Act.

- 4.1(1) A person who

- (a) is entitled under subsection 3(1) to an education program in a school year;
- (b) on December 31 in a school year is 6 years of age or older; and
- (c) on September 1 in a school year is younger than 16 years of age

shall attend school for the entire year.

5. Notwithstanding Section 4, a student is excused from attending a school where the student,

- c) with the prior written approval of the Director, is under instruction satisfactory to the Director, at home or elsewhere, for a period specified by the Director.

- 6.(1) A parent of a student may provide, at home or elsewhere, instruction for that student where the student is excused from attending a school under paragraph 5(c).

- (2) A student who is excused from attending school under paragraph 5(c) shall be enrolled under Section 15.

7. The period for which a student may be excused from attending a school under paragraph 5(c)

- (a) shall be valid for no longer than a school year; and
- (b) may be renewed upon application to the Director each school year.

- 15.(1) A parent of a child required to attend school under Section 4 shall present that child for enrolment in a public, private, or provincial school.
  
- (2) Subsection (1) shall not apply to a student who possesses a student authorization under a Canadian visitor visa and who has come to the province for the purpose of attending public school.

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# Labrador School Board

P.O. Box 1810, Stn. "B"  
Happy Valley - Goose Bay  
Newfoundland and Labrador  
A0P 1E0

World Wide Web Site: <http://www.k12.nf.ca/labrador>

Telephone: 709-896-2431

Facsimile: 709-896-9638

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## Appendix B

### APPLICATION FOR HOME SCHOOLING

Date: \_\_\_\_\_ School Year: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male: **9** Female: **9**

Assigned School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_ Fax: \_\_\_\_\_

Credentials/qualifications to home school: \_\_\_\_\_

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Proposed curriculum to be followed: \_\_\_\_\_

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent(s) signature \_\_\_\_\_

*c.c. principal of assigned school*

## Appendix C

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# Labrador School Board

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**This form must be completed by the proposed external evaluator and submitted with the request made to the director.**

External evaluators must:

- , Hold a valid Newfoundland Teacher=s Certificate
- , Have current experience working with the student's age range (e.g. Primary, Elementary, Intermediate)
- , Use the prescribed curriculum objectives/outcomes as the criteria for evaluation if the student is following the prescribed curriculum
- , Use the key stage outcomes as the criteria for evaluation if the student is following an alternative curriculum
- , Complete the Evaluation form in Appendix D
- , Forward the completed copy of the form to the students school for placement in the permanent record and forward a copy to the Coordinator of Home Schooling

### **EXTERNAL EVALUATOR Information Form**

Teacher Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Newfoundland Teaching Certificate: \_\_\_\_\_ Years Experience: \_\_\_\_\_

Teaching Methods:

\_\_\_\_\_ Primary \_\_\_\_\_ Elementary \_\_\_\_\_ Jr. / Sr. High

Present teaching assignment (if applicable):

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Most recent teaching experience

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach a current copy of your resume**

**APPENDIX D**  
*(Home Schooling Student Evaluation Reporting Form)*

Name of Student: \_\_\_\_\_ Grade \_\_\_\_\_

Assigned School: \_\_\_\_\_ Evaluator: \_\_\_\_\_

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

<b>OBSERVATIONS / COMMENTS</b>	<b><u>AREAS OF CONCERN / RECOMMENDATIONS</u></b>
<b><u>Language Arts</u></b>	
<b><u>Mathematics</u></b>	
<b><u>Science</u></b>	
<b><u>Social Studies</u></b>	
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**APPENDIX E**

**(Acknowledgment of Course Ineligibility for Newfoundland  
High School Credit)**

Date:

In harmony with the requirements of Section 503.11C of the Home School Policy of the Labrador School Board, we acknowledge having been advised that the courses listed on this form are considered ineligible for Newfoundland High school credit by the Board. Our collective signatures indicate further that the perusal of these courses is a personal choice, and that we assume full responsibility for any limitations which this choice may place upon future educational opportunity for the student.

Course Title:

Level:

Source/School/Publisher:

Course Title:

Level:

Source/School/Publisher:

Course Title:

Level:

Source/School/Publisher:

Signatures: \_\_\_\_\_ Parent

\_\_\_\_\_ Parent

\_\_\_\_\_ Student

\_\_\_\_\_ School Board Representative

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# Labrador School Board

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## Appendix F

### ACKNOWLEDGMENT OF INELIGIBILITY FOR NEWFOUNDLAND HIGH SCHOOL GRADUATION

**Date:**

In harmony with the requirements of Section 503.11C of the Home School Policy of the Labrador School Board, we acknowledge having been advised that the course being pursued through home schooling by \_\_\_\_\_ may not meet the requirements for High School graduation set by the Department of Education of Newfoundland and Labrador (as defined by the attached correspondence). Our collective signatures indicate that the perusal of these courses is a personal choice and that we assume full responsibility for any limitations which this choice may place upon future educational opportunities for

\_\_\_\_\_

Signatures: \_\_\_\_\_ (Parent/s)

\_\_\_\_\_ (Student)

\_\_\_\_\_ (School Board Representative)

**APPENDIX G**  
**(Listing of Previously Approved Alternative Curricula)**

This is a listing of those programs approved to the date of the current revision. In addition to those listed, a number of other home school programs are in the approval process. Inclusion in the present list is not intended to indicate any preference for a particular program over any other.

- 1) ACE (Accelerated Christian Education) alternatively known as the "School of Tomorrow".  
Approved for K-12.

Home School Department                      Phone #: 1-800-925-7777  
School of Tomorrow  
P.O. Box 299000  
Lewisville, Texas, 75029-9000

- 2) Canadian Social Studies curricula available through Canadian Office.

A.C.E. Canada  
Box 1360  
Portage la Prairie, Manitoba, R1N 3N9

- 3) Calvert School (Program Evaluation in Progress) - with optional student evaluation

Calvert School                      Phone #: (410) 243-6030  
105 Tuscany Road                  Fax #: (410) 366-0674  
Baltimore, MD, 21210 - 3098

- 3) Home Study International/Griggs University (program evaluation in progress) - with optional student evaluation.

Home Study International              Phone #: (301) 680-6570  
P.O. Box 4437                      Fax #: (301) 680-6577  
Silver Spring, MD, 20904

Sonlight

ABECA