

### AP 447 - HOME-BASED EDUCATION

#### Background

The Division recognizes that all Saskatchewan children have the right to an education. The Division also recognizes that parents have the responsibility to provide for the education of their children. Although the Division encourages parents to educate their children in schools, the Division does realize that some parents want to provide their children's education in a home-based setting.

The Division will support home-based education as set out in legislation and in accordance with the Division's procedures.

#### Procedures

1. All students in the home-based education program must be registered by the Division.
2. For the purposes of this administrative procedure, the Director or designate shall be the registrar for home-based education occurring within the Division.
3. It is the responsibility of the parent/guardian to notify the division of their intention to register a home-based education program. The Division must be notified a minimum of 30 days before the program begins. The Division must review the notification and the written education plan within 30 days of their receipt, then send written notification of registration to the parent/guardian.
4. The written education plan must contain a statement of:
  - the reason for and the philosophical approach of the proposed home-based education program;
  - a minimum of three broad annual goals in each of the four areas of study for each home-based learner – language arts, science, social studies and mathematics;
  - the means of assessing and recording the educational progress of the home-based learner in the program
  - the services that the home-based educator intends to access from the services provided by the Division.
5. Home-based educators can choose one of the following formats for their progress report:
  - 5.1 A portfolio of student work with sufficient detail for the registering authority to assess the educational progress of the home-based learner.

- 5.1.1 A portfolio of work indicates the home-based learner's progress and consists of a periodic log and one of the following for each of the broad annual goals: a detailed summative record; sufficient samples of work; or a summative record and samples of work.
- 5.2 Test results of the home-based learner who has taken a nationally normed standardized achievement test.
- 6. A meeting with the Director or designate and parent/guardian may be arranged to submit the progress report/assessment portfolio.
- 7. Record-keeping
  - 7.1 The Division is required to maintain a permanent record for each home-based learner that includes:
    - 7.1.1 All notices of intent to register or renew a home-based program
    - 7.1.2 The written education plan for each year
    - 7.1.3 Annual progress reports
    - 7.1.4 Any documents regarding amendments to the main documents, or correspondence with the home-based educator
    - 7.1.5 The results of any tests or assessments
  - 7.2 Home-based learners do not have cumulative files. Their permanent record is the equivalent to a cumulative file.
  - 7.3 The Division is responsible for ensuring all permanent records are safely and securely stored. See Administrative Procedure 512 Student Records.
  - 7.4 Parents/guardians have the responsibility to retain their student portfolios of work for a minimum of 2 calendar years after the end of the year in which it was created.
- 8. Non-compliance and Dispute Resolution
  - 8.1 It is the responsibility of the home-based educator to comply with legislation, regulations and policies of the province, and to the policies and procedures of the Division, and to adhere to the registered education plan.
  - 8.2 Non-compliance is most commonly found in:
    - 8.2.1 Registration – an inappropriate or otherwise unsatisfactory written education plan
    - 8.2.2 Progress Report – lacking evidence of adherence to the registered written education plan
  - 8.3 If there is a non-compliance, the Division must provide the parent/guardian with written and detailed notice of the non-compliance within 30 days of receiving the documents or otherwise learning of the non-compliance.
  - 8.4 The parent/guardian has 15 days from receiving notice, to rectify the non-compliance.

- 8.5 If the parent/guardian does not rectify the non-compliance the Division must provide them with written and detailed notice of non-registration or cancellation of the home-based education program.
9. The following will be offered to home-based educators and their students through the Principal of the local school:
  - 9.1 Standardized testing currently used by the Division which has been agreed to by school authorities and the home-based educator (initial request to Principal).
  - 9.2 Textbooks and resources surplus to the school program may be borrowed from the school which the student normally would have attended. Other resources not owned by the school will be subject to fees and the Homeschool bursary allotment will be reduced by that amount.
  - 9.3 Resource centre/library – borrowing privileges will be subject to the same school-based regulatory procedures as would be the case had the student normally registered in that school.
  - 9.4 Access to distance education courses via approved providers.
    - 9.4.1 Students shall be assessed a refundable completion fee of five hundred dollars (\$500) for each course. Up to 2 courses per semester will be refunded.
    - 9.4.2 All students who complete the course will be eligible for a complete refund of this fee. The application process is to be processed by the Division Office with the Director or designates approval.
    - 9.4.3 Registration for all courses must be requested through and approved by the Director of Education or designate.
  - 9.5 Access to Driver Education - all related costs levied to students will be paid by the parent(s)/guardian(s) prior to enrolling in these programs, in a manner as would be the case had the student normally registered in that school.
  - 9.6 Extra-curricular participation (in areas such as athletics, faith, and the arts) – this service may be provided upon consultation with the Superintendent/Principal.
10. The school division will reimburse the families of each Home Based student \$650.00 per year to offset the cost of resources. An outline of purchases is required however actual receipts are not required.
11. The Division welcomes parents and their home-based students who wish to re-enter Division schools.

Reference: Sections 2, 85, 87, 117, 157, 370 Education Act  
Home Based Education: Policy and Procedures Manual  
Home-based Education 2019 Power Point