

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 with the Division Director or designate by August 15 for the upcoming school year. This includes the Notification to home school document as well as written education plan. Upon receipt of plan and notification of homeschooling, the Division will review within 30 days, then send written notification of registration to the parent/guardian.

The written education plan must contain:

- 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 this must include
 - periodic log of educational activities of the student on a regular basis
 - summative report for each goal
 - a portfolio of learning for the year that is to be stored by the parent for two calendar years after the end of the year in which it was created
 - the services that the home-based educator intends to access from the services provided by the Division.
2. High School – If your child is entering Grade 10 and you want them to get provincially recognized credits for the classes; they will need to either enter the regular school system or take classes online. This ensures that they have an academic standing when applying for post-secondary education. For those taking classes online, they will register with the school division, but online classes will be paid for by the family. If a family does not want provincially recognized credits, a signed letter must be attached to the application stating this.
 3. A meeting with the Director or designate and parent/guardian may be arranged to submit the progress report/assessment portfolio.
 4. Record-keeping

- 4.1 The Division is required to maintain a permanent record for each home-based learner that includes:
 - 4.1.1 All notices of intent to register or renew a home-based program
 - 4.1.2 The written education plan for each year
 - 4.1.3 Annual progress reports
 - 4.1.4 Any documents regarding amendments to the main documents, or correspondence with the home-based educator
 - 4.1.5 The results of any tests or assessments
- 4.2 Home-based learners do not have cumulative files. Their permanent record is the equivalent to a cumulative file.
- 4.3 The Division is responsible for ensuring all permanent records are safely and securely stored. See Administrative Procedure 512 Student Records.
- 4.4 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.
- 5. Non-compliance and Dispute Resolution
 - 5.1 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.
 - 5.2 Non-compliance is most found in:
 - 5.2.1 Registration – an inappropriate or otherwise unsatisfactory written education plan
 - 5.2.2 Progress Report – lacking evidence of adherence to the registered written education plan
 - 5.3 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.
 - 5.4 The parent/guardian has 15 days from receiving notice, to rectify the non-compliance.
 - 5.5 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.
- 6. The following will be offered to home-based educators and their students through the principal of the local school:
 - 6.1 Home-based students will be offered the option of participating in the provincial testing. If they choose to participate, they will work with the school division where they are registered to attend the writing sessions being held during the two-week window at the end of the school year.

- 6.2 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.
 - 6.3 Resource center/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.
 - 6.4 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.
 - 6.5 Extra-curricular participation (in areas such as athletics, faith, and the arts) – this service may be provided upon consultation with the Superintendent/Principal.
- 7. After the school division has received the expected detailed Annual progress report which summarizes each student's work By June 15th, the division will reimburse the families of each Home-Based student \$650.00 per year (Kindergarten \$165) to offset the cost of resources. An outline of purchases is required; however actual receipts are not required.
 - 8. 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