

## Administrative Procedures

<p><b>AP-2700</b> <b>Home-based Education</b></p>	<p><b>References:</b>  <a href="#">The Education Act, 1995</a>, Sec 2, 85, 87, 108, 109, 117, 157, 370  <a href="#">The Education Regulations, 2015</a>, Sec 17, 18  <a href="#">The Home-Based Education Program Regulations, 2015</a>  <a href="#">Saskatchewan Home-based Education: Policy and Procedures Manual</a></p> <p><b>Related:</b>            AP-2240: Distance Learning Courses            APF-2700.1: Appendix B - Notification of a Home-based Education Program – Ministry of Education Form            APF-2700.1(a): Student Program Verification            APA-2700.1: Home-Based Education: A Fact Sheet for Parents and Guardians            APF-2700.2: Educational Plan Template            APA-2700.2(a): Educational Plan Template Grades 1 to 9 Exemplar            APA-2700.2(b): Educational Plan Template Grades 10 to 12 Exemplar            APF-2700.3: Home-Based Education Periodic Log Template            APA-2700.3: Annual Periodic Log            APF-2700.4: Annual Report Summative Record for Home-Based Education            APF-2700.4(a): Annual Report Summative Record Exemplar for Elementary Students            APF-2700.4(b): Annual Report Summative Record Exemplar for High School Students            APF-2700.5: Rationale of Work Sample (Cover Page)            APA-2700.5: Rationale of Work Sample Exemplar            APF-2700.6: Home-Based Education Expense Reimbursement Form</p>	<p><b>Tracking:</b>  <b>Received by Board:</b>            October 2007</p> <p><b>Updated:</b>            July 2009            August 2010            September 2015 – minor updates            October 2017 – updated 3.i – increase in reimbursement rates            August 2018 – updated 3.i – decrease in reimbursement rates, added new related forms</p> <hr/> <p><b>Status:</b> Operational</p>
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### Background

The Board recognizes the right of parents to choose home-based instruction for their children.

Students participating in home-based education are students of the School Division and are required to be registered as such.

### Procedures

#### 1. Registration

- a. The Director of Education/CEO or designate is responsible for the registration of home-based education students.
- b. Parents or guardians are to register by August 15 of each year. The registration of a home-based education program requires submission of:
  - i. *APF-2700.1: Notification of a Home-based Education Program*;
  - ii. An educational plan using *APF-2700.2: Home-based Educator Education Plan Template* (see below, Annual Student Education Plan).
- c. Parents or guardians, who, during the school year, wish to provide their child or children with a home-based education, are to notify the Director of Education/CEO or designate within thirty days of their intent to register.
- d. Within 30 days, of receiving the *Notice of Intent to Home-school*, the Director of Education/CEO or designate shall:
  - i. review the *Notice of Intent to Home-school* and determine that the notification complies with the Act, the regulations and the policies;
  - ii. register the home-based education program; and,
  - iii. notify, in writing, the parent who provided the *Notice of Intent to Home-school* that the home-based education program has been registered.
- e. If the Director of Education/CEO or designate determines that the *Notification of a Home-based Education Program* is not in compliance with the Act, the regulations or the policies, the Director of Education/CEO or designate shall, within 30 days, give the parent who provided the *Notification of a Home-based Education Program*, a written response and details of the non-compliance.
- f. Within 15 days of receiving the written response of non-compliance from the Director of Education/CEO or designate, the parent may either:
  - i. supply additional information in writing or otherwise rectify the non-compliance; or,
  - ii. arrange a conference to discuss the matter where either the additional information may be supplied or the matter may otherwise be resolved.
- g. If the parent does not supply the additional information or correct the non-compliance, or if the Director of Education/CEO or designate determines that the notice is still not in compliance with the Act, the regulations and the policies, the Director of Education/CEO or designate shall:
  - i. provide written notification to the parent that it intends not to register the program with reasons why the program cannot be registered; and,
  - ii. inform the parent of the mediation resolution process.

## **2. Annual Student Education Plan**

- a. Each education plan submitted must be consistent with the Goals of Education for Saskatchewan and must be appropriate for the age and ability of the home-based learner for whom the program is intended.

- b. Each education plan must contain:
  - i. a statement of the reason for and the philosophical approach of the proposed home-based education program;
  - ii. 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;
  - iii. the means of assessing and recording the educational progress of the home-based learner in the program (see below, Annual Student Progress Report); and
  - iv. the services that the home-based educator intends to access from the services provided to home-based learners by the board of education/conseil scolaire according to the regulations and policies.

### **3. Monitoring a Home-Based Education Program**

- a. Monitoring of home-based education programs is the responsibility of the Director of Education/CEO or designate and shall respect the written education plan of each home-based education program.
- b. When monitoring registered home-based education programs, the Director of Education/CEO or designate shall assume that the home-based learners are making satisfactory educational progress unless there is evidence to the contrary.
- c. If the Director of Education/CEO or designate determines that the home-based educator has failed to provide, in the annual student progress report, information agreed to in the written education plan, the Director of Education/CEO or designate shall give the home-based educator written notice and the details of the non-compliance.
- d. The Director of Education/CEO or designate will attempt to schedule a conference with each home-based educator to review the student's progress.

### **4. Annual Student Progress Report**

- a. Parents or guardians are to provide an annual progress report for each student by June 15.
- b. Home-based educators shall choose one of the following options for the format of each annual progress report:
  - i. the portfolio of work and with sufficient detail for the Director of Education/CEO or designate to assess the educational progress of the home-based learner;
  - ii. test results of the home-based learner who has taken a nationally normed standardized achievement test; or,
  - iii. test results of the home-based learner who has taken a nationally normed standardized achievement test administered by the home-based educator, or another person at the expense of the home-based educator provided that:
    - a) the home-based educator, or the other person, meets the qualifications required by the specific test;

- b) the home-based educator provides the Director of Education/CEO or designate evidence of the qualifications of the person administering and interpreting the test; and,
  - c) the person administering the test provides the registering official with the results of the test and an interpretation of the results.
- c. Home-based educators shall maintain a portfolio of work for each home-based learner on his/her program, regardless which of the options they choose for their annual student progress report.

## **5. Supports**

Home-based educators are to contact the Director of Education/CEO or designate to arrange for access to the following supports and services:

- a. Provincial curriculum guides.
- b. Textbooks and learning resources used in the School Division.
- c. Access to School Division resource centres.
- d. Access to individual courses in a school through application to the Director of Education/CEO or designate.
- e. Assessment tools.
- f. Assessment, consultative support and approved technical aids for students with diverse and intensive needs.
- g. Participation in extra-curricular activities (the home-schooled student must meet the same participation criteria that are applied to students enrolled in regular school programs at the school).
- h. Driver education.
- i. Reimbursement of approved actual expenses to a maximum of \$500 per year per registered home-based student in Grades 1 to 12 and \$250 per Kindergarten student.
- j. Payment for Distance Learning courses in accordance with AP-2240: Distance Learning Courses.
- k. Assessment, consultative support through the Prairie Valley learning supports team.

## **6. Cancellation of a Home-Based Education Program**

Where the Director of Education/CEO or designate can substantiate that the home-based educator is not compliant with the acts, regulations and/or the policies and procedures that

govern home-based education, he or she may cancel the registration of a home-based education program.

- a. The Director of Education/CEO or designate shall provide the home-based educator with the opportunity to meet within 15 days of the date of notice of intent to cancel the registration. The meeting date, time and location shall be chosen by the home-based educator and be acceptable to the Director of Education/CEO or designate.
- b. If, after 15 days, the home-based educator does not communicate or respond to the written notice of intent to cancel the registration of the home-based education program, the Director of Education/CEO or designate shall give written notice according to Regulation 14(3).
- c. As provided in Regulation 14(1), the Director of Education/CEO or designate shall make no decision to cancel the registration of a home-based education program until he or she has considered any written and/or oral information provided by the home-based educator who is directing the home-based education program.
- d. Decisions to cancel the registration of a home-based education program shall be made in a fair and consistent manner, taking into account the interests of the home-based educator and the home-based learner on the program.
- e. If a home-based education program is cancelled according to Regulation 14, and if other home-based education programs are registered by the home-based educator, the home-based educator may continue to operate the home-based education programs for their other home-based learners.