

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	200 – INSTRUCTIONAL PROGRAMS &	CODE:	AP 270
SECTION:	MATERIALS		
PROCEDURE:	HOME-BASED EDUCATION		

BACKGROUND

The Division recognizes the right of parents residing within the school division boundaries to choose home-based instruction for their children.

Home-based education programs must conform to the laws and regulations of the Education Act and the Home-Based Education Policy Manual.

The division has developed the following procedures for home-based education programs.

PROCEDURES

1. Administration

- 1.1 The Director or designate shall be responsible for registering and monitoring home-based education programs.
- 1.2 Parent(s) or guardian(s) registering for home-based education will be made aware of and provided with a copy of Administrative Procedure 270 – Home-Based Education.

2. Notification and Registration

2.1 Eligibility

- 2.1.1 Parent(s) or guardian(s) shall be eligible to register a home-based education program provided that:
 - 2.1.1.1 The student(s) or his or her parent(s) or guardian(s) are residents of the Division;
 - 2.1.1.2 Notification and written plans are in compliance with The Home-Based Education Program Regulations; and
 - 2.1.1.3 The student has attained the age of six (6) years but not attained the age of eighteen (18) years.
- 2.1.2 Notwithstanding the above, the Division may register a home-based education program at the request of the parent(s) or guardian(s) for students who have attained the age of four (4) years, eight (8) months but not attained the age of twenty-one (21) years, provided that the eligibility criteria 2.1.1.1, 2.1.1.2 and 2.1.1.3 have been met.

2.2 Notification

- 2.2.1 Notification to provide a home-based education program shall be submitted on the standard form prescribed by the Ministry of Education within the time cited in subsection 8(2) of the Home-Based Education Program Regulations.
- 2.2.2 The notification must include all necessary documentation as described in subsection 8(4) of the Home-Based Education Program Regulations.
- 2.2.3 The Director or designate shall review the notification received within thirty (30) days of its receipt to ensure compliance with the Education Act, the Home-Based Education Program Regulations, and the administrative procedures of the Division.
- 2.2.4 Prior to the registration of a home-based education program, the Director or designate may request a conference, at a mutually agreed to place and time, for the purpose of:
 - 2.2.4.1 Discussing matters related to the notification and home-based education program,
 - 2.2.4.2 Discussing the annual progress report options, and
 - 2.2.4.3 Informing parent(s) or guardian(s) of the services provided by the Division to home-based educators.

2.3 Written Education Plans

- 2.3.1 Written education plans shall be in accordance with section 12 subsections (1), (2) and (3) of the Home-Based Education Program Regulations.
- 2.3.2 At the request of the parent(s) or guardian(s), the Director or designate shall provide or arrange for consultative support in the preparation and development of written education plans.

2.4 Registration

- 2.4.1 The Director or designate shall register a home-based education program if notification and written plans are in compliance with the Home-Based Education Program Regulations and shall, within thirty (30) days and in writing, inform parent(s) or guardian(s) that their home-based education program has been registered.
- 2.4.2 Registration shall be valid until the end of the school year for which the registration was granted. Renewal of registration shall be subject to sections 22 and 23 of the Home-Based Education Program Regulations and viewed in the same manner as the initial registration.
- 2.4.3 A conference may be scheduled at the time of renewal if deemed appropriate by the Director or designate or if requested by the parent(s) or guardian(s).

3. Monitoring

- 3.1 The Director or designate shall ensure that the operations of registered home-based education programs are in compliance with the Education Act, the Home-Based Education Program Regulations and the policies of the Board.

- 3.2 The Director or designate shall request an annual progress report by the end of each school year for each student in a registered home-based education program. The annual progress report must follow one of the forms specified in subsection 14(3) of the Home-Based Education Program Regulations. A conference may be scheduled, at a mutually agreed to place and time, at which the progress report shall be reviewed.
- 3.3 The Director or designate shall ensure that permanent records for each home-based learner are maintained in accordance with section 21 of the Home-Based Education Program Regulations.
- 4. Standardized Tests and Special Needs Assessment
 - 4.1 At the request of the parent(s) or guardian(s), the Division may provide one achievement test as outlined in section 26 of the Home-Based Education Program Regulations. Qualified personnel shall conduct the administration of the standardized test under the controlled conditions as arranged by the Director or designate.
 - 4.2 At the request of the parent(s) or guardian(s), qualified personnel may conduct a special needs assessment as outlined in section 27 of the Home-Based Education Program Regulations.
- 5. Cancellation or Termination
 - 5.1 Termination of a home-based education program by the parent(s) or guardian(s) shall be in accordance with section 22 of the Home-Based Education Program Regulations.
 - 5.2 A decision by the Division to cancel the registration of a home-based education program shall be in accordance with section 23 of the Home-Based Education Program Regulations.
- 6. Dispute Resolution
 - 6.1 The Director or designate shall make every effort to resolve differences with home-based educators in an informal and cooperative manner.
 - 6.2 Where differences cannot be resolved in an informal and cooperative manner, the dispute resolution process shall be in accordance with section 17 of the Home-Based Education Program Regulations.
- 7. Progress Reports
 - 7.1 Parent(s) or guardian(s) must maintain a portfolio of work (section 13), including the summative record, for each home-based student on their program in accordance with the regulations, regardless which of the four options they choose for their annual progress report.
 - 7.2 As per section 14(3) of The Home-Based Education Program Regulations the annual progress report for the home-based learner must include one of the following:
 - 7.2.1 The summative record, the periodic log and sufficient samples of work from the portfolio of work to enable the Director or designate to assess the educational progress of the home-based learner;
 - 7.2.2 The test results of the home-based learner who has taken a nationally normed standardized achievement test administered:

- 7.2.2.1 In accordance with section 26; or
- 7.2.2.2 At the expense of the home-based educator by a person, other than the home-based educator:
 - 7.2.2.2.1. Who is qualified in accordance with provincial educational policy; or
 - 7.2.2.2.2. Who is chosen by the home-based educator and is acceptable to the Director or designate;
- 7.2.3 An educational assessment of the home-based learner's educational progress, initiated by the home-based educator and prepared at the expense of the home-based educator by a person other than the home-based educator:
 - 7.2.3.1 Who is qualified in accordance with provincial educational policy; or
 - 7.2.3.2 Who is chosen by the home-based educator and is acceptable to the Director or designate; or
- 7.2.4 An educational assessment of the home-based learner's educational progress conducted in a manner determined by the home-based educator and acceptable by the Director or designate.
- 7.3 Parent(s) or guardian(s) are not required to provide the portfolio of work to the Director unless they have chosen this option for their annual progress report.
- 7.4 Once, prior to June 30, at a time determined by the parent(s) or guardian(s) and acceptable to the Director, the parent(s) or guardian(s) shall submit an annual report to the Director for each student on their program.
- 7.5 When their home-based education program is terminated or cancelled, parent(s) or guardian(s) are required to provide the summative record for each home-based student on their program:
 - 7.5.1 To the school in which their child enrolls; or
 - 7.5.2 To the Director, if the child does not enrol in school.

8. Procedures for Entry/Re-Entry to Division

Placement of a student wishing to enter/re-enter the Division following home-based education shall be at the discretion of the Director or designate. It is expected that placement will be determined in consultation with the Coordinator or Student Achievement and Supports. Consideration will be given to parent/guardian input and the home-based education reports as provided by the parent(s) or guardian(s).

9. Educational Services

- 9.1 Conditions - To enhance home-based education programs, services will be offered to home-based educators and their students subject to available space and resources. Generally, the following conditions shall apply:
 - 9.1.1 Requests for services and/or resources under this section shall be in writing and directed to the Director or designate. As much as possible, requests are to be made at time of registration.

- 9.1.2 Where applicable, the parent(s) or guardian(s) will be assessed the usual fees specific to each program or activity, including transportation, as normally charged students enrolled in the school.
- 9.1.3 Students participating in any school-based activities shall faithfully and diligently abide by the expectations and regulations of the school and supervisor. Failure to do so may result in suspension of services and privilege.
- 9.1.4 The parent(s) or guardian(s) shall be responsible for replacement or repair costs should there be damage to or loss of equipment, materials or any items received on loan.
- 9.2 Textbooks and other Learning Resources

Subject to availability, parent(s) or guardian(s) may borrow textbooks and learning resource materials normally used in the Division.
- 9.3 Resource Materials
 - 9.3.1 School or Division Resources - Subject to availability, resource materials and teaching kits may be made available to home-based educators provided such resources are not required by the schools. Any resources borrowed must be returned immediately if requested by the schools.
 - 9.3.2 Home-based educators will be provided with a programming allowance of up to \$300.00 per student. The request for payment must include supporting documentation (i.e. receipts).
- 9.4 Curriculum

Curricula may be downloaded from the Ministry Education of website.
- 9.5 Special Services

Parent(s) or guardian(s) may arrange for curriculum support by directing their requests to the Director or designate. In the case of a special needs child, parent(s) or guardian(s) may request provision of, or arrangements for assessment and diagnosis. If there is reason to believe that the home-based student may have a disability that prevents ordinary learning the Director, or designate, may, in consultation with the parent(s) or guardian(s), initiate a special needs assessment and diagnosis of the student.

Home-based education students are not entitled to on-going intervention services provided by the Division such as learning assistance and speech/language therapy.

9.6 Photocopying

Photocopying shall be made available to the home-based educators at the Division Office. There shall be no cost for the first two hundred and fifty (250) copies per student per school year. Additional photocopying will be at the rate per copy established for community service groups.

9.7 Distance Learning Courses

9.7.1 The Director or designate may approve Division payment of fees for distance learning courses recognized by the Education Ministry of Saskatchewan.

9.7.2 The Division will recognize payment for a maximum of two (2) courses per student for the academic year.

9.7.3 For each course, a fee of \$50.00 will be supplied by the student and, upon receiving a passing grade the \$50.00 fee will be reimbursed.

9.8 K-8 Instructional Programs

Students are eligible to enroll in band and practical and applied arts programs. To access these programs an application is to be submitted to the Director or designate.

9.9 Grade 9-12 Instructional Programs

At the grade 9-12 level, elective courses such as Core French, Arts Education, Band, Industrial Arts, Home Economics, and Computer Education may be provided to home-based education students. This option is subject to the attainment of pre-requisite learnings and the availability of space, resources and personnel. All related costs levied to students shall be paid by the parent(s) or guardian(s) prior to the student enrolling in these programs. Enrollment shall be subject to approval of the Principal.

9.10 Driver Education

Students enrolled in home-based education are eligible to enroll in Driver Education. Parents are asked to include this request with their registration of the home-based education program at the beginning of the school year. Arrangements to enroll a student in Driver Education must be made through the Principal. The parent or guardian is responsible for one-half of any incremental costs associated with enrolment in the program.

9.11 Field Trips/Tours/Excursions/Outdoor Education

Students enrolled in home-based education programs are not eligible to participate in Division field trips, tours, excursions or outdoor education activities.

9.12 Extra-Curricular Activities

Students enrolled in home-based education may be eligible for school extra-curricular activities. Home-based students must follow the same participation criteria that are applied to students enrolled in regular school programs.

10. Permanent Records and Registry

- 10.1 The Director or designate will establish and maintain a record and registry for each student on each home-based education program registered with the Division. Such records and registry will include:
 - 10.1.1 Written notification received from the parent(s) or guardian(s) before they began their program;
 - 10.1.2 The annual progress reports provided by the parent(s) or guardian(s);
 - 10.1.3 Any plan of remediation that may have been instituted;
 - 10.1.4 The results of any standardized test or other special needs assessments administered pursuant to these procedures; and
 - 10.1.5 Other registration and monitoring information of the program.
- 10.2 Access to this record and/or registry will be as per the administrative procedure regarding access to student records (Administrative Procedure 320).

Reference: Sections 2, 85, 87, 108, 109, 117, 157, 370 Education Act
Regulations 17, 18
Home-Based Education Policy Manual – April 1994

Date Issued: November 21, 2007
Date Revised: October 19, 2010
April 3, 2015
June 30, 2015
May 27, 2016