

# HOME BASED EDUCATION

## Background

The Division recognizes the principle that parents have the legal right to educate their children at home within the framework of the Education Act. The Division expects that every parent or guardian who establishes a home based program will conscientiously provide their child, or children, with a sound educational program that falls within the framework established by the Education Act and the Home Based Education Regulations developed by the Saskatchewan Ministry of Education.

All students who are part of a home based education program are students of the Division and are required to be registered as such.

## Procedures

1. The Director or designate is responsible for registering home based education students.
2. Parents or guardians are to register students with the Director or designate by August 15 of each year.
3. Parents or guardians who establish residence in the Division during the school year and intend to provide their child, or children, with a home based education are to notify the Director or designate of their intentions within thirty (30) days of establishing such residence.
4. By August 15 of each year, the parent or guardian who will provide home based education for their child(ren), will provide the Director or designate with a written education plan for each child. The plan is to include:
  - 4.1 The reason for and the philosophy of the home based education program;
  - 4.2 Minimum of 3 broad annual goals in each of the 4 areas of study for each student (language arts, science, social studies, and math);
  - 4.3 The means of assessing and recording the educational progress of each broad annual goal for each student; and,
  - 4.4 The services that the home-based educator intends to access from the services provided to home-based learners by the board of education.
5. By June 20<sup>th</sup> of each year, parents or guardians are expected to provide a portfolio of each student's work for the Director or designate to assess the academic progress of the student over the course of the year. The Director or designate may meet with the parents or guardian, and/or student to conduct this review. Contained in the portfolio will be a periodic log, and one of the following for each of the broad annual goals:
  - 5.1 A detailed summative record
  - 5.2 Sufficient samples of work; or,

- 5.3 A summative record and samples of work.
  - 5.4 If the home-based learner has taken a nationally normed standardized achievement test, those results shall be included in the annual progress report.
6. The Division will provide the following services in addition to the registration and monitoring of approved home-based students:
- 6.1 Access to driver education services as provided to other students in the Division;
  - 6.2 Home-based learner assessments. At the request of the home-based educator, the Division shall provide one standardized achievement test per student in each school year.
7. The Division may provide services in addition to the registration and monitoring of approved home-based students. These may include:
- 7.1 Access to provincial curriculum guides;
  - 7.2 Lending of provincially approved curricular materials to serve as resources for research and learning;
  - 7.3 Through application to the Director or designate, and in cooperation with the administration of the school, access to individual courses offered in the school the student would ordinarily have attended;
  - 7.4 Participation in extra-curricular activities offered by the school the student would ordinarily have attended;
  - 7.5 Access to on line courses delivered by schools in the Division and Saskatchewan in accordance with Administrative Procedure 230 – On Line Learning;
    - 7.5.1 Eligible students, together with their parents/guardians, are responsible for registration in on line courses;
    - 7.5.2 Eligible students, together with their parents/guardians, are responsible for the purchase and acquisition of any materials required to support the student in on line courses;
    - 7.5.3 It is the responsibility of the parents/guardians to provide supervision of student work, proctoring of examinations, etc.;
    - 7.5.4 Online courses taken from SECPD tuition will be covered by the school division. If the home-based learner enrolls in courses outside of SECPD, the tuition expenses are the responsibility of the home-based parent/guardian.
  - 7.6 Reimbursement for resources used to complete the home-based education plan, to a total of \$250 per student.
  - 7.7 Support for secondary credits. The Division may provide services such as:
    - 7.7.1 Sending a letter of request to the Office of the Registrar requesting permission for a home-based learner to challenge departmental exams at an earlier age (minimum of 15 years of age);
    - 7.7.2 Granting permission for home-based learners to take courses at a secondary school in the school division;
    - 7.7.3 Evaluating, through school staff, the home-based learner's knowledge and skills based on a course the home-based learner has taken.

8. SECPSD recognizes that home-based learners with intensive needs may require intensive educational services that home-based educators cannot be expected to provide without support from the Division.
  - 8.1 The Division shall provide or arrange for an assessment of a home-based learner where the home-based educator can demonstrate the need for the intensive needs assessment.
  - 8.2 The Division shall have the option to initiate an intensive needs assessment of a home-based learner:
    - 8.2.1 As part of an improvement plan, or:
    - 8.2.2 If the Division believes that the home-based learner has a capacity to learn that is compromised by a cognitive, social-emotional, behavioural, or physical condition; or,
    - 8.2.3 The home-based educator is not already taking appropriate measures to provide an educational program appropriate for the age and ability of the home-based learner.
  - 8.3 Prior to the assessment, the Division shall indicate to the home-based educator the purpose of the assessment, including the potential use of the results of the assessment.
  - 8.4 An intensive needs assessment shall occur at a location that:
    - 8.4.1 Is chosen by the home-based educator and is acceptable to the Division;
    - 8.4.2 Meets the standards for the administration of the assessment.
  - 8.5 The home-based educator shall be responsible for any transportation and accommodation costs of a home-based learner and escort that may be associated with the intensive needs assessment.
  - 8.6 After an intensive needs assessment has been conducted, the appropriate Division personnel shall:
    - 8.6.1 Provide the home-based educator with the results and interpretation of the results of the assessment; and,
    - 8.6.2 Discuss with the home-based educator what instructional adjustments, if any, the home-based educator should make to the educational program of the home-based learner.
  - 8.7 SECPSD shall provide support services to parents in developing a personal program plan or to access other appropriate intensive needs services in the school division.
  - 8.8 Early entrance for home-based education programs shall be provided according to Division policies related to services for pupils with intensive needs.

South East Cornerstone Public School Division follows the policies and procedures for home-based education as written by the Ministry of Education (2012).

Reference: Sections 2, 85, 87, 109, 117, 157, 370 Education Act  
Sections 17, 18 Education Regulations