


## Administrative Procedures 270

### Home-Based Education

		<b>Adopted:</b> June 28, 2011
	<b>External References:</b> <ul style="list-style-type: none"><li>• Education Act: Sections 2, 85, 87, 109, 117, 157, 370</li><li>• Education Regulations: Sections 17, 18</li><li>• Ministry of Education Pamphlet: Written Educational Plan Requirements</li><li>• Ministry of Education Home-Based Education Policy Manual</li><li>• Ministry of Education Form: Notification of a Home-Based Education Program</li></ul>	<b>Amended:</b> June 13, 2013
		<b>Internal References:</b> <ul style="list-style-type: none"><li>• AP 270 – Appendix A – Home-based Learners with Intensive Needs</li><li>• AP 202 Purchase of Education Services</li><li>• AP 230 Distance Learning</li><li>• AP 235 Driver Education</li><li>• AP 505 Student Fees</li><li>• Home-Based Education Handbook</li></ul>

### Background

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

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

### Procedures

#### 1. Registration

- 1.1 The Director or designate is responsible for the registration of home-based education students.
- 1.2 Parents or guardians are to register the student with the Director or designate by August 15 of each year.
- 1.3 Parents or guardians establishing residence in the Division during the school year are to notify the Director within thirty (30) days of their intent to register when they are accessing services in the school or participating as a member of school level groups.

#### 2. Annual Progress Report

- 2.1 Parents or guardians are to provide an annual progress report for each student by June 30.
- 2.2 The Director or designate may schedule a conference with the parents to review the student's progress.

#### 3. Services Provided

- 3.1 The following services are to be provided by the Division:
  - 3.1.1 Provincial curriculum guides.
  - 3.1.2 Textbooks and learning resources used in Division schools.
  - 3.1.3 Access to Division libraries.
  - 3.1.4 Access to individual courses in a school or through distance learning by applying to the Director or designate.
  - 3.1.5 Testing services.

- 3.1.6 Participation in extra-curricular activities.
- 3.1.7 Driver Education (see Administrative Procedures 235 Driver Education).
- 3.2 Students are subject to the rules and procedures established by the school with respect to discipline, attendance and other matters.

#### 4. Home-based Students with Intensive Needs

- 4.1 The referral process is guided by the Student Support Services Consultant as per Administrative Procedures 210 Services for Students with Diverse Needs. Division referral forms are to be used. Consultants are responsible for providing pre-referral support and recommendations.
- 4.2 One the referral is submitted, the student will be placed in the priority sequence as with any other student.
- 4.3 Assessment an/or consultation will be provided at the home-based student's nearest school upon approval o the school principal.
- 4.4 A copy of the reports will be housed with
  - 4.4.1 Parent
  - 4.4.2 Knowledge Tree
  - 4.4.3 Cumulative Folder
- 4.5 Post assessment meetings will be held with parents in a timely fashion.
- 4.6 Services include:
  - 4.6.1 Occupational Therapy
  - 4.6.2 Educational Psychology
  - 4.6.3 Speech-Language Pathology
  - 4.6.4 Counselling
- 4.7 Student support services personnel are responsible for determining progress of their home-based student referrals and caseload management, including assessment, post-assessment follow-up and student removal from caseload.
- 4.8 Program Implementation:
  - 4.8.1 Parents of home-based students are responsible for the supervision of the home-based programs and implementation of the programming recommendations.
  - 4.8.2 Technical aides may be recommended, however are not provided to home-based students. Parents are responsible for providing recommended technical aides. If a specific program is required that can be provided at the nearest school, then time may be arranged for the home-based student ot access tat program at the school. Parents are responsible for transportation and supervision of the student (i.e. Fast ForWord).
  - 4.8.3 Other web-based applications may be available on a case-by-case basis.