



## **Home-Based Education Handbook**



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## **Introduction**

Sun West School Division recognizes the right of parents residing within the school division to choose home-based instruction for their children and therefore has developed policy and procedures to assist parents and guardians in the process of educating their children at home.

The following handbook is an attempt by the Sun West School Division to compile often requested information into a booklet format. Should you have additional questions, please do not hesitate to contact the Sun West Distance Learning Centre at 1-306-252-2182 or by writing to:

Sun West Distance Learning Centre  
Box 99  
Kenaston, Saskatchewan  
S0G 2N0



## **Questions often asked:**

### **1. When do I have to begin to formally educate my child?**

Parents and the school division are governed by provincial legislation. All persons, according to *The Education Act, 1995*, who have attained the age of six years, but not yet attained the age of twenty-two years, have the right to attend a school in a school division and a right to secure instruction appropriate to their age and level of educational development.

The student's right to receive instruction is the right to instruction in courses or programs approved by the Board. This instruction may be provided in the schools of the division, in Board-approved schools or institutions outside the Board's jurisdiction, or via home-based programs.

Children who are five years of age as of December 31 of the current school year may be admitted to Kindergarten in Sun West schools, and home-based educators are encouraged to begin their program when their children are in this age group. It is not compulsory to attend a Kindergarten program, however children who are six years of age as of December 31 of the current school year are to be admitted to grade one and school attendance is compulsory for six year olds.

### **2. How do I register for home-based education?**

Registration is completed through the Sun West School Division. This can easily be done by submitting a registration form and educational plan to the school division. Once this information is submitted, the Superintendent of Education registers the information with the Ministry of Education Regina. You can obtain forms and information from Sun West Distance Learning Centre by contacting the office at 1-306-252-2182.

### **3. What type of documentation is required and maintained regarding my child's education?**

In Sun West schools, teachers are required to collect, assess and record information relative to the educational performance of students. This information is maintained in a cumulative record. The Sun West School Division recommends that parents involved in a home-based education maintain a similar record. Annual samples of your child's work, including assessments, be forwarded to the Principal of the Distance Learning Centre so that a file of your child's work can be maintained over the time of your program.

#### **4. What services are available from Sun West School Division?**

Sun West School Division provides a variety of services and supports for home-based students as outlined below. All supports are arranged through and coordinated by the Sun West Distance Learning Centre and in accordance with AP 270.

##### **a. Provincial curriculum guides**

These are readily available on-line at [www.learning.gov.sk.ca](http://www.learning.gov.sk.ca). Select “Pre-Kindergarten to Grade 12” and then click on “Evergreen Curriculum Guides and Resources” and every curriculum will be listed. You may choose to follow these curricula, you may develop and follow your own plan, or you may purchase various available plans from commercial companies. You need to check in advance with Sun West if you are hoping to receive financial support for a commercial plan, as many of these are not listed resources in the Saskatchewan curriculum and are not funded.

##### **b. Textbooks and learning resources used in division schools**

Sun West School Division will loan resources that we have in stock. Some of these textbooks can be available for the school year while other resources may be loaned for specific periods of time as they may also have to be used in Sun West schools. Coordination of textbook loans will be done by the Sun West Distance Learning Centre.

##### **c. Access to school division libraries**

Your child may access the nearest school library during the school day. Please contact the school in advance to determine when the library is available.

##### **d. Access to individual courses in a school through application to the Sun West Distance Learning Centre**

In the event that a parent wishes to have their child take a specific course at a school, they may contact the Principal of the Sun West Distance Learning Centre who will make the necessary arrangements. The expectations for attendance and behaviour are the same for home-based students as for regular school-based students.

##### **e. Testing services**

If you require formal assessment, Sun West School Division will administer testing for Grades 3-11 using the Canadian Test of Basic Skills (CTBS). Please request this through the Sun West Distance Learning Centre by May 15<sup>th</sup> of the current school year. The tests will be forwarded to you for administration. Completed tests are to be returned to Sun West School Division and the scoring will take place before the end of June. This testing will provide feedback about student growth in a number of areas on a year-to-year basis.

##### **f. Participation in extra-curricular activities**

Students may participate on school teams at the school closest to their residence, and are subject to the same expectations as school-based students. School philosophy and student numbers will dictate much of the participation levels in schools, so it is advisable to sit down with the coach of the activity or the school principal to discuss expectations prior to the activity commencing.

## **g. Driver Education**

Home-based students may access the driver education programs provided in the Sun West School Division. There are two aspects of driver education and both are compulsory for the student to achieve standing. First is the regular classroom component of thirty hours. Second is the in-car component of a minimum of six hours. These hours are scheduled with the instructor in conjunction with other students in the school.

## **5. What happens when I have achieved my Saskatchewan Grade 12 standing?**

Students who achieve Grade 12 status with the required 24 credits will receive a Graduation Diploma from Sun West School Division. These are forwarded to you after receipt of the computerized credit printouts from Saskatchewan Learning. Students who do not choose the credit course option but who do complete their home-based program will receive a Certificate of Completion.

## **6. What will happen if I choose not to educate my child?**

In Saskatchewan, it is the law that children be educated from age 6 until their 16<sup>th</sup> birthday. Sun West School Division officials are therefore obligated to report any situation of which they are aware regarding a child within this age range who is not receiving an education. Once this report is received the legal authorities are subsequently obligated to take action against the parent and if the parent is found to be in neglect of providing educational service, a range of sanctions can occur via the court systems of Saskatchewan.

## **7. If I have questions, who can I contact?**

When you have any issue or question, please contact the Sun West School Division. A Superintendent of Education has been specifically designated to deal with home-based student issues.

Sun West Distance Learning Centre  
Box 99  
Kenaston, Saskatchewan  
S0G 2N0  
1 (306) 252-2182  
1 (306) 252-2262 (facsimile)

## **8. Where do I get Transition Planning Assistance?**

As students near completion of their home-based program, assistance related to transition to post-secondary institutions or the workplace is available through the Superintendent of Education. Transition Assistance is also available in the event that parents of a home based student determine that the student will move to a Sun West school to continue their education.

## **9. Where do I find Recognized Distance Learning Courses?**

Grades 10-12 students may access print or web-based courses that follow the Saskatchewan curriculum. The majority of these courses are available within the Sun West School Division, and external courses are funded only if the course or an alternative is required, and is not available internally.