

Administrative Procedures 270

Home-Based Education



Adopted: June 28, 2011

Amended: June 24, 2020

External References

- Education Act: Sections 2, 85, 87, 117, 157, 370
- Education Regulations: Sections 17, 18
- Ministry of Education Pamphlet: Written Educational Plan Requirements
- Ministry of Education Home-Based Education Policy Manual
- Ministry of Education Form: Notification of a Home-Based Education Program

Internal References

- AP 202 Purchase of Education Services
- AP 230 Distance Learning
- AP 235 Driver Education
- AP 505 School Fees

Background

The Division recognizes the right of parents/guardians residing within the Division to choose home-based instruction for their children and has developed administrative procedures to assist them in the process of educating their children at home.

Students participating in home-based education are students of the Division and are required to submit a notification of intent to home school their child(ren).

Parents/guardians and the Division are governed by provincial legislation. All persons, according to *The Education Act*, 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.

In Saskatchewan, it is the law that children be educated from age 6 until their 16th 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.

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. Kindergarten to Grade 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.

Children who are five years of age as of December 31 of the current school year may be admitted to Kindergarten in Sun West School Division 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.

A Sun West School Division Superintendent of Education has been specifically designated to deal with home-based students.

For questions regarding home-based learning contact Sun West Distance Learning Centre at 1 (306) 252-1000.

Procedures

1. Registration

- 1.1 The Director or designate is responsible for the registration of home-based education students with the Saskatchewan Ministry of Education.
- 1.2 Parents/guardians are to submit a notification of intent and educational plan with the Director or designate by September 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 In Division 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 Division recommends that parents involved in home-based education maintain a similar record. Annual samples of your child's work, including assessments, be forwarded to the Sun West Distance Learning Centre so that a file of your child's work can be maintained over the time of the student's program.
 - 2.1.1 Parents/guardians are to provide an annual progress report for each student by June 30.
 - 2.1.2 The Director or designate may schedule a conference with the parents to review the student's progress.

3. Services Provided

- 3.1 All supports are arranged through and coordinated by the Sun West Distance Learning Centre.
- 3.2 The following services are to be provided by the Division:
 - 3.2.1 Provincial curriculum guides.
 - 3.2.1.1 These are readily available on-line at 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. Please check in advance with Sun West School Division if you are expecting to receive financial support for a commercial plan, as many of these are not listed resources in the Saskatchewan curriculum and are not funded.
 - 3.2.2 Textbooks and learning resources used in Division schools.
 - 3.2.2.1 Sun West School Division will loan resources that are in stock. Some of these resources are available for the school year while others may be loaned for specific periods of time as Sun West schools may also require them. Coordination of resource/textbook loans will be done through the Sun West Distance Learning Centre.

- 3.2.3 Access to Division libraries.
 - 3.2.3.1 Your child may access the nearest Sun West school library during the school day. Please contact the school in advance to determine when the library is available.
- 3.2.4 Access to individual courses in a school through application to the Sun West Distance Learning Centre
 - 3.2.4.1 In the event that a parent wishes to have their child take a specific course at a school, they may contact the Sun West Distance Learning Centre and necessary arrangements will be made. The expectations for attendance and behaviour are the same for home-based students as for regular school-based students.
- 3.2.5 Testing services.
 - 3.2.5.1 If a student requires 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 15th 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.
- 3.2.6 Participation in extra-curricular activities.
 - 3.2.6.1 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.
- 3.2.7 Driver Education (see Administrative Procedures 235 Driver Education).
 - 3.2.7.1 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.
 - 3.2.7.2 Students are subject to the rules and procedures established by the school with respect to discipline, attendance and other matters.
- 3.2.8 Other web-based applications may be available on a case-by-case basis.

4. Saskatchewan Ministry of Education Grade 12 standing

- 4.1 Students who achieve Grade 12 status with the required 24 credits will receive a Graduation Certificate from Sun West School Division upon request. Students who do not choose the credit course option but who do complete their home-based

program will receive a Certificate of Completion from the Division upon request.

5. Post-Secondary Transition Planning Assistance

- 5.1 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 with responsibility for home-based students. Transition assistance is also available in the event that parents of a home based-student determine that the student transfer to a Sun West school to continue their education.

6. Home-based Students with Intensive Needs

- 6.1 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. Student Support Services Consultants are responsible for providing pre-referral support and recommendations.

- 6.2 One the referral is submitted, the student will be placed in the priority sequence as with any other student.

- 6.3 Assessment and/or consultation will be provided at the home-based student's nearest school upon approval o the school principal.

- 6.4 A copy of the reports will be housed with

6.4.1 Parent

6.4.2 Clevr

6.4.3 Cumulative Folder

- 6.5 Post assessment meetings will be held with parents in a timely fashion.

- 6.6 Services include:

6.6.1 Occupational Therapy

6.6.2 Educational Psychology

6.6.3 Speech-Language Pathology

6.6.4 Counselling

- 6.7 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.

- 6.8 Program Implementation

6.8.1 Parents of home-based students are responsible for the supervision of the home-based programs and implementation of the programming recommendations.

6.8.2 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 to access that program at the school. Parents are responsible for transportation and supervision of the student (i.e. Fast ForWord).