

## HOME-BASED EDUCATION

### Background

The Division recognizes that all Saskatchewan children have the right to an education. The Division also recognizes that parents have the responsibility to provide for the education of their children. Although the Division encourages parents to educate their children in schools, the Division does realize that some parents want to provide their children's education in a homebased setting. The Division will support home-based education as set out in legislation and in accordance with the Division's procedures.

### Procedures

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1. All students in the home-based education program must be registered by the Division. Students in a home-based education program must register in the division that their son/daughter are entitled to attend.
2. For the purposes of this administrative procedure, the Director or designate or designate shall be the registrar for home-based education occurring within the Division.
3. Registration is to occur by August 15 of a school year or within thirty (30) days of a new student moving into the Division.
4. Parents or guardians are required to submit a written educational plan for each student. This plan shall be consistent with the goals of the Ministry of Education and include areas of study and learning objectives. This educational plan shall be submitted to the Director or designate within thirty (30) days of a registration.
5. For each home-based learner, a home-based educator shall maintain a portfolio of work that must contain:
  - 5.1. A log of educational activities.
  - 5.2. Samples of writings and work
  - 5.3. A summative record for the home-based learner.
6. Before June 30 the home-based educator shall send the Director or designate an annual progress report which must include items described in the Home Education Regulations.

7. A meeting with the Director or designate and parent/guardian may be arranged to submit this review.
8. The following will be offered to home-based educators and their students through the Principal of the local school:
  - 8.1. Standardized testing currently used by the Division which has been agreed to by school authorities and the home-based educator (initial request to Principal), as well as guidance and counseling services.
  - 8.2. Access to special needs assessment and diagnosis at the request of the homebased educator. If a child has special needs additional supportive activity may involve periodic testing, progress reports and additional conferences. Other services may be offered to Home-based students with intensive needs.
  - 8.3. Textbooks and other learning resources - these materials and resources will be available subject to the same fees and return policies assessed to students enrolled in that particular school in the Division.
  - 8.4. Resource materials (such as films, videos, etc. which are ordered on a loan rental basis) shall not be removed from the school premises, and as scheduled by the in-school administrator. The school will assist home-based educators in obtaining loan rental materials but at no net cost to the school.
  - 8.5. Resource centre/library – borrowing privileges will be subject to the same school based regulatory procedures as would be the case had the student normally registered in that school.
  - 8.6. Financial assistance is available to Home-based Educators. The School division will reimburse up to \$750.00 per student for supplies and materials required by students. Curriculum materials must be approved by the division and coincide with the Saskatchewan Curriculum. Students reimbursed for correspondence courses cannot collect the above amount.
  - 8.7. Access to courses from the online learning centre.
    - 8.7.1. Home based students may take online courses from the Northwest School Division Virtual School. If they take more than 2 courses per semester, they are required to register in the Online School. A course may be refunded for completion with another online vendor Provided the course is not offered by Northwest or there are extenuating circumstances. The refundable completion fee is \$550.00.
    - 8.7.2. If granted permission and complete, an external online course will be eligible for a complete Refund of this fee. Up to 2 courses per year will be refunded. The application process is to be processed by the Division Office with the Director or designate’s approval.

- 8.7.3. Financial support for correspondence or online learning outside the Ministry of Education must be approved by the Director or designate.
- 8.8. Access to individual elective courses (such as Arts Education, Industrial Arts, Driver Education, Home Economics, Computer Education – all related costs levied to students will be paid by the parent(s)/guardian(s) prior to enrolling in these programs, in a manner as would be the case had the student normally registered in that school.
- 8.9. Curriculum guides – the Ministry of Education courses of study will be provided to parent(s)/guardian(s) at the same cost as to the school(s).
- 8.10. Resource materials – materials owned by the Division will be made available to parents from the school which the student normally would have attended. Such resources will normally be exclusive to those primarily and regularly used by the regular school teacher(s). These resources will be made available only if there are extra copies in the school.
- 8.11. School facilities and equipment – this service will be made available to home- based educator parents/guardians under the following conditions:
- 8.11.1. Use of facilities and equipment must be pre-arranged with the Principal such that there is no conflict with other school activities and the use of such will be in accordance with Division procedures regarding use of facilities.
- 8.11.2. Any equipment such as projectors, computers, athletic equipment shall not be removed from the school site.
- 8.12. Academic supplies/materials (such as art supplies, paper) – these may be provided to the student(s) through the parent(s)/guardian(s) and at cost of the particular supplies as determined by the Principal. These supplies may be procured from the school at which the student would normally have attended.
- 8.13. Photocopying – this service shall be at pre-arranged times suitable to the school secretary or other designated school official. Costs for photocopying will be at the rate per copy established for students in the particular school or where no such rate exists then at the actual per copy costs.
- 8.14. Extra-curricular participation (in areas such as athletics and the arts) – this service will be provided under the following conditions:
- 8.14.1. The home-based student must be registered in the Northwest School Division.
- 8.14.2. The student agrees to participate fully on a regular basis as required by the supervisor.

- 8.14.3. The parent(s)/guardian(s) willingly participate on an equitable basis regarding the provision of parental services normally expected.
- 8.14.4. The parent(s)/guardian(s) pays extra associated costs of the particular program. This may include equipment, travel, accommodations, uniforms, registration, etc. not recognized from school or Division sources and regularly paid for by the participants.
- 8.14.5. The student shall diligently and faithfully abide by other regulations that are required by the school and supervisor.
- 8.14.6. Participation in competition may be affected by the rules, regulations and/or bylaws of the governing or sanctioning body.

- 9. The Division welcomes parents and their home-based students who wish to re-enter Division schools.

Reference: Sections 2, 85, 87, 17, 157, 370 Education Act  
Section 4, 17, 18 Education Regulations

Approved: June 2022