

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Home Based Education

Procedure Type:	Programs and Curriculum	Implementation Date:	FEB. 25, 2015
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AP Owner:	Superintendent of Learning	Last Reviewed:	APR. 26, 2023
Legal Reference(s):	<i>The Education Act – Sections 2, 85, 117, 157(1)(c)</i>		

Background

The board of education recognizes the right and responsibility of parents to direct the education of their children in their home.

Scope

The director of education or designate will be the registrar for home-based schooling. Home-based educators shall observe regulations as stated in the Ministry of Education document “The Home-based Education Program Regulations”. The director or designate will monitor home-based programs and provide program services to parents and/or guardians.

Definitions

Home-based Education is an educational programming option that is started at the initiative of and under the direction of the parent or guardian of the child. The child is receiving instruction at and from the home of the child.

Education Plan is a written plan that outlines the home-based education program for a home-based learner and that provides a framework for progressing through the plan, including assessing a student’s progress.

Roles & Responsibilities

Parents or Guardians shall:

- Register students with the director or designate by August 15 of each year;
- Submit a written education plan; and
- Submit an annual progress report for each student.

Director or designate shall:

- Maintain permanent records for every registered home-based student; and
- Monitor home-based education programs.

Procedures

1. The registration by parents or guardians of a home-based education program before September 30th each year requires the completion and submission of the following:
 - a. Notice of Intent and Registration of a Home-based Education Program; and
 - b. a written education plan
2. 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.



3. Within thirty (30) days of receipt of the Notice of Intent and Registration of a Home-based Education Program, the director or designate shall:
 - a. review the Notice of Intent and Registration of a Home-based Education Program and determine that the notification complies with the Education Act, Regulations and Home-Based Education policy and procedures;
 - b. register the home-based education program;
 - c. notify the parent/guardian who provided the Notice of Intent and Registration of a Home-based Education Program that the home-based education program has been registered.
4. If the Notice of Intent to Home-school is not in compliance with the Act, the regulations or the policies and procedure, the director or designate shall, within thirty (30) days, give the parent who provided the Notice of Intent to Home-school, a written response and details of the non-compliance.
5. Within fifteen (15) days of receiving the written response of non-compliance, the parent may either:
 - a. supply additional information in writing or otherwise rectify the non-compliance; or,
 - b. arrange a conference to discuss the matter where either the additional information may be supplied or the matter may otherwise be resolved.
6. If the parent does not supply the additional information or correct the non-compliance, or if the notice is still not in compliance with the Act, the regulations and the policies and procedures, the director or designate shall:
 - a. provide written notification to the parent that they intend not to register the program with reasons why the program cannot be registered; and,
 - b. inform the parent of the mediation resolution process.
7. By June 15th of each year, parents or guardians are expected to submit an Annual Progress Report which summarizes each student's work for the director or designate to assess the academic progress of the student(s) over the course of the year.
8. The division may provide services in addition to the registration and monitoring of approved home-based students as outlined on the Government of Saskatchewan in the Homeschooling Program section.
9. 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. Potential supports are outlined on the Government of Saskatchewan in the Homeschooling Program section.
10. The director or designate shall maintain permanent records for every registered home-based student including:
 - a. notices of intent;
 - b. the written education plan, including any amendments, received for each school year;
 - c. correspondence with the home-based educator with respect to the registration, monitoring and renewal of the registered home-based education program;
 - d. annual progress reports and the results of any tests or home-based learner assessments; and
 - e. documents relating to any difference or conflict that is dealt with in accordance with the dispute resolution process outlined in the Home-Based Education Program Regulations.



11. Monitoring of home-based education programs is the responsibility of the director or designate and shall respect the written education plan of each home-based education program.

Appendices

6.05A Home Based Education Parent Guide

6.05B Written Educational Plan Sample

6.05C Home Based Education Funding Guidelines

[Government of Saskatchewan Homeschooling Program Information](#)

Related

6.01 – Curriculum & Instructional Programs