

Living Sky School Division

Home Based Education Information Document



1. Registration

- a. Parents or guardians are to register students with the Director or designate by August 15 of each year. The registration of a home-based education program requires the completion and submission of the following:
 - i. Notice of Intent and Registration of a Home-based Education Program
 - ii. Written Education Plan

2. Written Education Plan

- a. Each education plan submitted must be consistent with the Goals of Education for Saskatchewan and must be appropriate for the age and ability of the home-based learner for whom the program is intended.
- b. A home-based educator may submit a single [Written Education Plan](#) for all students within their program, but the [learning goals](#) must be individualized for each student, based on their age, grade and ability level. Each education plan must contain:
 - a. the reason for and the philosophy of the home-based education program;
 - b. a minimum of 3 broad annual goals in each of the 4 areas of study for each student (language arts, science, social studies, and math);
 - c. the means of assessing and recording the educational progress of each broad annual goal for each student (see below, Annual Student Progress Report);
 - d. the services that the home-based educator intends to access from the services provided to home-based learners by the board of education; and
 - e. the request for items to support the educational plan up to \$500.00.

3. Monitoring of a Home-based Education Plan

- a. 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.
- b. When monitoring registered home-based education programs, the Director or designate shall assume that the home-based learners are making satisfactory educational progress unless there is evidence to the contrary.
- c. If the Director or designate determines that the home-based educator has failed to provide, in the annual student progress report, information agreed to in the written education plan, the Director or designate shall give the home-based educator written notice and the details of the non-compliance and contact the home-based educator to discuss establishing an improvement plan.
- d. The Director or designate may attempt to schedule a conference with a homebased educator to review the student's progress.

4. Annual Student Progress Report

- a. By June 15th of each year, parents or guardians are expected to submit an Annual Progress Report (link) 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. The Director or designate may meet with the parents or guardian, and/or student to conduct this review.
- b. Home-based educators shall choose one of the following options for the format of each annual progress report:
 - i. A portfolio of work and/or Annual Progress Report with sufficient detail for the Director or designate to assess the educational progress of the home-based learner. This portfolio should contain the following:
 - A [periodic log](#)
 - One of the following for each broad annual goal:
 - A detailed [summative record](#)
 - Sufficient samples of work
 - Summative record and samples of work
 - ii. Test results of the home-based learner who has taken a nationally normed standardized achievement test;
 - iii. Test results of the home-based learner who has taken a nationally normed standardized achievement test administered by the home-based educator, or another person at the expense of the home-based educator provided that:
 - The home-based educator, or the other person, meets the qualifications required by the specific test;
 - The home-based educator provides the Director or designate evidence of the qualifications of the person administering and interpreting the test; and,
 - The person administering the test provides the registering official with the results of the test and an interpretation of the results.

5. Services and Support

- a. The Division will provide the following services in addition to the registration and monitoring of approved home-based students, based on requests received from home-based educators:
 - i. Access to driver education services as provided to other students in the Division;
 - ii. At the request of the home-based educator, the Division shall provide one standardized achievement test per student in each school year.
- b. The Division may provide services in addition to the registration and monitoring of approved home-based students. These may include:
 - i. Access to provincial curriculum guides;
 - ii. Lending of provincially approved curricular and library materials as available from the school the student would have ordinarily attended;
 - iii. Through application to the Director or designate, and in cooperation with the administration of the school, access to individual courses offered in the school the student would ordinarily have attended;
 - iv. Participation in extra-curricular activities offered by the school the student would ordinarily have attended;
 - v. Participation of home-based students in field trips and/or special events at the school (subject to school-based criteria and attendance area policy). Parents are responsible for ensuring that the schools receive reasonable notice of the desire to participate and

recognize that such participation may require payment of extra cost associated with the event.

- vi. Access to blended or on line courses delivered by schools in the Division and Saskatchewan in accordance with AP 6.11: [Distance and Blended Learning Courses](#).
 - Eligible students, together with their parents/guardians, are responsible for reading the [Distance and Blended Learning Guide for Parents and Guardians](#) and for registration in on line courses as outlined in the Guide;
 - Eligible students, together with their parents/guardians, are responsible for the purchase and acquisition of any materials required to support the student in on line courses;
 - It is the responsibility of the parents/guardians to provide supervision of student work, proctoring of examinations, etc.;
 - Reimbursement for resources used to complete the home-based education plan, based on Living Sky School Division's [Home-based Education Funding Guidelines](#).
- vii. Support for secondary credits. The Division may provide services such as:
 - Sending a letter of request to the Office of the Registrar requesting permission for a home-based learner to challenge departmental exams at an earlier age (minimum of 15 years of age);
 - Granting permission for home-based learners to take courses at a secondary school in the school division.
- viii. Living Sky School Division recognizes that 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.
 - The Division shall provide or arrange for an assessment of a home-based learner where the home-based educator can demonstrate the need for the intensive needs assessment.
 - An intensive needs assessment shall occur at a location that:
 - Is chosen by the home-based educator and is acceptable to the Division;
 - Meets the standards for the administration of the assessment.
 - The home-based educator shall be responsible for any transportation and accommodation costs of a home-based learner and escort that may be associated with the intensive needs assessment.
 - After an intensive needs assessment has been conducted, the appropriate Division personnel shall:
 - Provide the home-based educator with the results and interpretation of the results of the assessment; and,
 - Discuss with the home-based educator what instructional adjustments, if any, the home-based educator should make to the educational program of the home-based learner.
 - Living Sky School Division shall provide support services to parents in developing an inclusive and intervention plan

6. Dispute Resolution

- a. If a difference or conflict arises between a home-based educator and a board of education with respect to a registered home-based education program or the registering of a home-based education program, the home-based educator is entitled to use the procedures established by the board of education in accordance with section 148 of the Act for the purposes of investigation and mediation of the difference or conflict.
- b. In the case of a disagreement between the school division and the home-based educator relating to a home-based education program, the matter can be referred to the home-based education dispute resolution process. This dispute resolution process is described in the regulations of The Education Act, 1995.