

HOME SCHOOLING

Background

Parents have the legal right to educate their children at home. When they do so, the Division expects they will conscientiously provide their children with a sound educational program within the framework of the Education Act and Home Based Education Program Regulations within the Home-Based Education Policy Manual.

Procedures

1. A home-based education program is an educational program, started and directed by parents for their own children who are of compulsory school age and at least six (6) years, but not yet eighteen (18) years, in which the children are receiving instruction at and from their home.
2. Parent(s) will have the responsibility for directing the home-based education program. In this context, directing implies planning, instructing and evaluating.
3. The Director has the responsibility for monitoring the home-based education program through the efforts of the Superintendents of Education.
4. Parents who plan to provide a home-based education program to their children of compulsory school age, will be required to notify either the Superintendents of Education or Ministry of Education using the appropriate form.
5. Parents will not be legally required to include notification of their children (not of compulsory school age) who are ages six, sixteen or seventeen (6, 16 or 17) years of age. Neither are parents required to have their program registered if they have no children of compulsory school age in such a program. However, parents are entitled to do so and, where they notify the Superintendent of Education using the appropriate form, these children will be registered.
6. Every home-based education program must meet the following criteria:
 - 6.1 The parents are personally directing the education program of their children; and
 - 6.2 The parents have a written educational plan which outlines the home-based education program.
7. Parents shall establish and maintain a portfolio of work of each student's program. This shall include the following:
 - 7.1 A periodic log that records the educational activities completed by the students on a regular basis;

- 7.2 Samples of any writings, worksheets, workbooks, and creative materials used or produced by the students; and
 - 7.3 A summative record for the student.
8. Prior to registration of the home-based education program, the Superintendent of Education may request a conference with the parents, at a mutually agreed upon location, for the purposes of discussing the home-based education program and the services which can be made available to the parents by the Division.
9. If the Superintendent of Education determines that the parents' notification complies with the regulations of Ministry of Education, then he/she will register the home-based education program and notify the parents in writing.
10. In order for the program to be registered, parents must provide a written educational plan that outlines the home-based education program which is not inconsistent with the official goals of education for Saskatchewan and is not inappropriate for the age and ability of the students on the program.
11. At a minimum, the written educational plan must contain a statement or description of the following:
 - 11.1 The reason for and the philosophical approach of the home-based education program;
 - 11.2 The areas of study and learning objectives for each student on the home-based education program for the current school year;
 - 11.3 The educational activities, the instructional methods, and the resource materials which the parents expect to utilize in order to achieve the learning objectives for each student during the current school year; and
 - 11.4 The means of assessing and recording the educational progress of each student on the program.
12. If the Superintendent of Education determines that the parents' notification is not in compliance with the Regulations of the Ministry of Education, then the Superintendent of Education will provide written notice and details of the non-compliance to the parents and give them the opportunity to supply additional information in writing, or at a conference, within fifteen (15) days.
13. In the event that the Superintendent of Education refuses to register the home-based education program for the reason that the written educational plan is either inconsistent with the official goals of education for Saskatchewan, or inappropriate for the age and ability of a student on the program, then the Superintendent of Education must demonstrate that this is the case.
14. If the parents do not supply additional requested information or if the Superintendent of Education can demonstrate that the notification, along with additional information is still not in compliance with the regulations, then the Superintendent of Education may refuse to register the home-based education program.

15. If parents are not satisfied with the reasons why the Superintendent of Education is refusing to register the program, then the parents may refer the matter to the local dispute resolutions mechanism (see section 29).
16. Parents may, from time to time, find it appropriate to amend their written educational plan during a school year. When parents make such amendments, which are more than just organizational and instructional adjustments, they must notify the Superintendent of Education of this fact in writing.
17. In order to monitor the home-based education program, the Superintendent of Education must have access at reasonable times to the home-based educational plan, specifically the written notification, the written educational plan and the annual progress report, in order to substantiate the appropriateness of the program and to determine whether sufficient progress has been made, according to the filed written educational plan.
18. Annually, near the end of the school year, at a time jointly agreed upon by parents and the Superintendent of Education the parents shall provide to the Superintendent of Education an annual progress report according to the written educational plan. It shall include at least one (1) of the following:
 - 18.1 The summative record, the periodic log and sufficient samples of work from the portfolio of work to enable the registering authority to assess the educational progress of the home-based learner;
 - 18.2 The test results of the home-based learner who has taken a nationally normed standardized achievement test administered:
 - 18.2.1 In accordance with section 26 of the home-based education program regulations; or
 - 18.2.2 At the expense of the home-based educator by a person, other than the home-based educator:
 - 18.2.2.1. Who is qualified in accordance with provincial educational policy; or
 - 18.2.2.2. Who is chosen by the home-based educator and is acceptable to the registering authority.
 - 18.3 An educational assessment of the home-based learner's educational progress, initiated by the home-based educator and prepared at the expense of the home-based educator by a person other than the home-based educator:
 - 18.3.1 Who is qualified in accordance with provincial educational policy; or
 - 18.3.2 Who is chosen by the home-based educator and is acceptable to the registering authority;
 - 18.4 An educational assessment of the home-based learner's educational progress conducted in a manner determined by the home-based educator and acceptable to the registering authority.
19. Where a remedial plan is deemed necessary due to a student not making satisfactory educational progress on a home-based education program, the parents

and the student will have the opportunity to improve the student's progress. The Superintendent of Education may require more intensive monitoring of the home-based education program including:

- 19.1 Periodic standardized testing;
 - 19.2 Reports of the student's progress at reasonable intervals during the school year; and
 - 19.3 Additional conferences with the parents at reasonable intervals of time in order to review the progress of the student.
20. Regardless of the starting time of a home-based education program, the registration will be valid until the end of the current academic year and will be renewable annually.
21. Parents who intend to continue their home-based education program for another school year are required to notify the Superintendent of Education in writing, of the intent to continue their program by August 15 of each year.
22. The Division may provide services in addition to registration and monitoring; 22.1 and 22.2 must be provided according to the regulations, and 22.3 – 22.6 are discretionary services.
- 22.1 Standardized testing in relation to the annual progress report;
 - 22.2 Assessment and diagnostic testing of special needs students;
 - 22.3 Where possible and appropriate, as determined by the Principal and Superintendent of Education, access to the facilities, equipment and materials of the school in the area adjacent to the home school program, or another school in the Division, so long as appropriate arrangements can be made with another school;
 - 22.4 Where student geography creates a barrier to access, support will be provided for accessing Alberta Distance Learning Centre (ADLC) Courses.
 - 22.5 For parent developed or selected programs, the Division will provide a maximum of five hundred dollars (\$500.00) per student per year for resource materials as indicated in the educational plan. Ministry of Education curriculum materials are available on-line at www.sasked.gov.sk.ca/docs/subject.html;
 - 22.6 Where possible, home-schooling students may be scheduled to participate in the Driver Education and Training Program of the Division, at Division expense.
23. In some cases, it may be deemed appropriate by the parents and the Principal of the school adjacent to the home school program (or another school in the Division, as in guideline 21 above), to involve the children in tours, field trips or excursions of an educational nature with school children of the same age and approximate grade level.
24. If there is a reason to believe that the home-based student has a disability which significantly impairs learning and the parent is not already taking appropriate

measures to provide an educational program appropriate for the age and ability of the student, the Superintendent of Education may initiate a special needs assessment and diagnosis of the student who may require remedial instruction.

25. Parents may terminate a home-based education program at any time during the school year. However, when they do so, they must:
 - 25.1 Notify, in writing, the Superintendent of Education of the decision;
 - 25.2 Give the Superintendent of Education at least fifteen (15) days notice of this decision;
 - 25.3 Consult with the Superintendent of Education with respect to the continuing education of their children; and
 - 25.4 Provide a copy of each student's summative record to the receiving school where the student enrolls.
26. The Director may cancel the registration of a home-based education program where the Superintendent of Education can substantiate that the parents:
 - 26.1 Obtained their registration through provision of false or misleading information;
 - 26.2 Have violated the Education Act or the regulations;
 - 26.3 Have refused to schedule or attend a conference with the Superintendent of Education who is monitoring their program;
 - 26.4 Have failed to implement a remedial instruction plan when deemed necessary; and
 - 26.5 After having implemented a remedial instructional plan when deemed necessary, still cannot demonstrate that the student is making satisfactory educational progress with respect to age and ability.
27. The Director may also cancel the registration of a home-based education program if the Superintendent of Education deems necessary in the interest of the public.
28. Any move to cancel the registration of a home-based education program will be preceded by written notification giving reasons to parents, by the Superintendent of Education of the Division's intention to cancel. Such notification will also provide parents with an opportunity to be heard by a local dispute resolution committee.
29. A Local Dispute Resolution Committee, comprised of two (2) appropriately trained individuals, one (1) each nominated by the Division and the parents, will be created as required.

Reference: Sections 2, 85, 87, 108, 109, 117, 157, 370 Education Act
Regulations 17, 18