

AP 270 Appendix A

GUIDELINES FOR HOME-BASED EDUCATORS

Procedures

1. Parents/guardians desiring to provide a home-based education program for their own children who are of compulsory school age (age 7 – 15 inclusive) will inform the Division 30 days prior to implementation.
2. The following information will be submitted to the Division (at least 30 days prior to implementation):
 - 2.1. Saskatchewan Home-based Education: Policy and Procedures Manual (Appendix B: Notification of a Home-Based Education Program, page 58);
 - 2.2. A written educational plan that outlines the home-based education program. Each plan must contain a statement or description of the following:
 - 2.2.1. The reason for and the philosophical approach of the home-based education program,
 - 2.2.2. The areas of study and learning outcomes for each student on the home-based education program for the coming school year,
 - 2.2.3. The educational activities, the instructional methods, and the learning resource materials which the parents expect to utilize in order to achieve the learning outcomes for each student during the coming school year, and
 - 2.2.4. The means of assessing and recording the educational progress of each student on the program;
 - 2.3. A signed affirmation of the parents/guardians accepting:
 - 2.3.1. The control, direction and management of the home-based education program, and
 - 2.3.2. The responsibility for the education of their children on the home-based education program.

3. The Director or designate will review each notification for Home-based Education within thirty days of its receipt to determine if it complies with all the requirements of the Saskatchewan regulations and this procedure.
4. Home-based programs which satisfy the government regulations and this administrative procedure will be registered by the Division and parents/guardians will be advised in writing within 30 days of the receipt of the notification to this effect. For home-based programs which do not meet the government regulations and this administrative procedure, parents will be advised in writing within 30 days and be given the opportunity to supply additional information in writing or at a conference within 15 days of such advice. The Director or designate will endeavour to resolve any dispute in a constructive manner in consultation with the parents.
5. Upon receiving Division notification of registration for the home-based program, the parents/guardians will maintain a portfolio of work for each student on a home-based program. This shall include:
 - 5.1. A periodic log maintained on a regular basis, that records the educational activities completed by the student;
 - 5.2. Samples of any writings, work sheets, workbooks and creative materials used or produced by the student;
 - 5.3. The summative record for the student (summary of education progress in relation to the educational plan).
 - 5.4. The home-based educator will retain a portfolio of the student's work for at least two years and the summative record of each child until his or her program is terminated or cancelled, or the student reaches the age of 18.
6. The parents/guardians will submit an annual progress report to the Director or designate by June 15 of the current school year. Progress reports may be in one of four formats:
 - 6.1. A summative record, a periodic log and samples from a portfolio of the student's work;
 - 6.2. The student's results from a recognized standardized achievement test. This may be administered by qualified Division staff (at Division expense)

or at the parent/guardians' expense by a qualified third party chosen by the parents and acceptable to the Director or designate;

- 6.3. Parents/guardians may provide an educational assessment (at their expense) by a qualified person chosen by the parents and acceptable to the Director or designate. This assessment must include both:
 - 6.3.1. An assessment of the student's ability to handle, deal with, and apply material in which he/she has received instruction in accordance with the written plan, and,
 - 6.3.2. An assessment of the student's achievement levels in relation to other students of a similar age and ability;
- 6.4. Parents/guardians may provide the Director or designate with an educational assessment of the student's educational progress that is conducted in a manner determined by parents/guardians and acceptable to the Director or designate.
7. The Director recommends (optional) that parents/guardians and/or students will meet with the Director or designate two times during the school year (November, March) to review the student's progress. These conferences will occur at a location proposed by the parents/guardians and acceptable to the Director or designate.
8. Amendments to the original registered program must be acceptable to the registering authority. Parents/guardians making significant changes to their program must notify the registering authority in writing of this fact.
9. Parents/guardians planning to continue their home-based education program must notify the Division by August 15 of each year. Notification of renewal will indicate the number of students in the program, the learning objectives for each student, and any other pertinent changes to the original registration.
10. Parents/guardians who discontinue their home-based program during the year must notify the Division in writing with at least 15 days' notice. They must also consult with the Director or designate regarding the continuing education of their child(ren) and provide a copy of each student's summative record for each year of home-based schooling. Placement of home-based education students entering or returning to the public system will be at the discretion of the Director or

- designate in consultation with the parents/guardians and appropriate members of the receiving school staff. (A student may be required to take a standardized test to assist with the appropriate grade placement.)
11. The Director or designate may cancel the registration of a home-based education program:
 - 11.1. Where the Director or designate can substantiate that parents;
 - 11.1.1. Obtained the registration through providing the registering authority with false or misleading information,
 - 11.1.2. Have violated the Education Act, or the regulations, or
 - 11.1.3. Have refused to schedule or to attend a conference with an official of the registering authority who is monitoring the program;
 - 11.2. Where the home-based educator fails to implement a remedial instruction plan authorized pursuant to the Home-based Education Program Regulations;
 - 11.3. Where, following a remedial instruction plan, the registering authority can substantiate that the home-based learner is not making satisfactory educational progress in relation to the written educational plan or satisfactory educational progress commensurate with his or her age and ability;
 - 11.4. Where the Director or designate considers it necessary in the public interest.
 12. The Director or designate shall not cancel the registration of a home-based education program without giving the home-based educator an opportunity to be heard.
 13. Disagreements relating to home-based education programs shall be resolved in accordance with The Home-based Education Program Regulations.

Reference:

Section 85, 87, 108, 109, 157 Education Act

Saskatchewan Home-based Education: Policy and Procedures Manual

The Home-based Education Program Regulations, 2015

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