

## Administrative Procedure 270

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# HOME BASED EDUCATION

## Background

Prairie South School Division recognizes the right of parents residing within the school division to choose home-based instruction for their children.

Students participating in home-based education are students of the school division, and are required to be registered as such.

## Procedures

### 1. Registration

- 1.1 The Superintendent of Operations is responsible for the registration of home-based education students.
- 1.2 Parents or guardians are to register the student with the Superintendent of Operations by August 15 of each year.
- 1.3 Parents or guardians establishing residence in the school division during the school year are to notify and register with the Superintendent of Operations within thirty days of their intent to register.
- 1.4 The following items are required to complete the registration process:
  - 1.4.1 A [Notification of a Home-Based Education Program](#) form listing the names of each student on the program.
  - 1.4.2 A written education plan containing the following:
    - 1.4.2.1 The philosophical approach of the home-based education program;
    - 1.4.2.2 The areas of study and learning objectives for each student on the home-based education program. At a minimum of three broad annual goals in each area of study for language arts, science, social studies and mathematics
    - 1.4.2.3 The means of assisting and recording the educational progress of each student on the program; Parents must maintain a portfolio of work for each home-based learner that includes: a periodic log and a detailed summative record and/or sample of work for each of the broad annual goals identified. For details, refer to the provincial Home-Based Education Policy Manual available in your school division office or on line at: <http://education.gov.sk.ca/Home-Schooling>.

- 1.4.2.4 Home-based educators are not required to provide the portfolio of work to their registering official unless they have chosen this option for their annual progress report.
- 1.4.2.5 Services requested from the school division.

## 2. Annual Progress Report

- 2.1 Parents or guardians are to provide an annual progress report for each student by June 30.
- 2.2 Home-based educators shall choose one of the following options for the format of each annual progress report:
  - 2.2.1 The portfolio of work according to Ministry Policy B.5 and with sufficient detail for the registering authority to assess the educational progress of the home-based learner.
  - 2.2.2 Test results of the home-based learner who has taken a nationally normed standardized achievement test administered in accordance with Ministry Policy A.3.1
- 2.3 The Superintendent of Operations may schedule a conference with the parents to review the student's progress.

## 3. Activities

The following services are to be provided by the school division:

- 3.1 Provincial curriculum guides on loan.
- 3.2 Textbooks and learning resources used in division schools on loan if available.
- 3.3 Access to school division libraries.
- 3.4 Standardized testing in relation to the annual progress report.
- 3.5 Assessment and diagnostic testing of an intensive needs student.
- 3.6 Access to Speech/Language Pathologist or Psychologist upon request to the Superintendent of Learning and a subsequent referral to the Superintendent of Operations.
- 3.7 Driver Education shall be provided to an eligible student when it is offered at the school in the student's attendance area. Registration costs will be paid by the school division.
- 3.8 Provided registration has taken place by September 15 of the school year, the school division will allow for reimbursement of up to \$200 per student for program materials to support the Home Based Education Program. Reimbursement can be claimed by submitting the [Reimbursement Form](#).
- 3.9 Partial or full payment for correspondence and distance education courses in accordance with *Administrative Procedure 341 – Purchase of Services for Students*.

- 3.10 At the request of the home-based educator, home-based learners shall be allowed to participate in the school photograph program at the school in the local attendance area. The home-based educator shall be responsible for normal costs involved.
- 3.11 Access to photocopying may be arranged with the local in-school administrator. There shall be a maximum of 300 copies per student per school year.

The following services may be provided by the school division:

1. Access to individual courses in a school through application to the Superintendent of Operations.
2. Participation in extra-curricular activities through application to the Superintendent of Operations.
3. Use of school-based software programs (Raz Kids and Mathletics) through application to the Superintendent of Operations.

Reference: Sections 2, 85, 87, 117, 157, 370 of the Education Act  
Sections 17, 18 Education Regulations  
Ministry Policy B.5 and A.3.1

June 12, 2018