



# Home-Based Education

Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children.

*Declaration of Christian Education, The Document of Vatican II Education.*

## Administrative Application 8100

The Board acknowledges that Catholic parents may choose to accept the responsibility to personally direct the education of their children at and from their home through a registered home-based education program. When Catholic parents choose home-based education, the Board expects they will provide a sound educational program as outlined in the *Education Act 1995* and the *Home-Based Education Program Regulations, 1994*. The Board is committed to supporting home-based educators through a variety of educational services.

### Regulations

The following regulations are supplementary to the requirements of the Education Act and the Home-Based Education Program Regulations:

#### Administration of Home-Based Education Programs

The Director will designate a home-based education official responsible for the administration of the home-based education programs to:

- a) Ensure home-based educators are aware of the Home-Based Education Program Regulations and Administrative Application 8100.
- b) Administer the registration, monitoring, and termination or cancellation of home-based education programs.
- c) Ensure the written home-based education program plan complies with the goals of education for Saskatchewan and is appropriate for the age and ability of the home-based learner.



### Registration

- a) The home-based educator will register home-based education programs where there is written notice and educational plans which meet the requirements of the Act, Home-Based Education Regulations, and Board Policy.
- b) Written education plans should include a religious education component consistent with the goals and objectives of the religious education program provided by the Board (please refer to [www.rcsd.ca](http://www.rcsd.ca)).
- c) Registration is valid until the end of the school year for which registration is granted.
- d) Renewal of registration is due by **August 15th of the upcoming school year** and is subject to the Home-Based Education Regulations, and will be processed in the same manner as the initial registration.
- e) A conference may be scheduled at the time of renewal if deemed necessary by the home-based education official or if requested by parents.



**Contact:** The home-based education official is available to conduct orientation meetings with home-based educators to assist them through the process of home-based education. Please contact the Catholic Education Centre at 791-7200.

### Definitions:

#### Home-Based Education

Home-based education is an educational program:

- a) provided to a child who is between the ages of 5 and 17 inclusive.
- b) that is started at the initiative of and is under the direction of the parent or guardian of the child.
- c) in which the child is receiving instruction at and from the home of the child.

#### Home-Based Educator

A home-based educator is a parent providing and directing a registered home-based education program for his/her child.

#### Home-Based Learner

A home-based learner is a pupil who is receiving instruction in a registered home-based education program.

#### Home-Based Education Official

A home-based education official is an employee of the Board with designated responsibilities for the administration of home-based education programs who is not a teacher, vice-principal or principal in a school.

#### Eligibility Requirements

Parents are eligible to register for a home-based education program provided that:

- a) The pupil is currently attending or eligible for admission in the school division in accordance with Administrative Application 8100 — Admission of Pupils to Regina Catholic Schools.
- b) The pupil is between the ages of 5 and 17 inclusive.

# EDUCATIONAL SERVICES



To enhance the quality of home-based education programs, available resources and services will be provided to home-based educators by the Board as outlined in the regulations as follows:

- a) Services provided to home-based learners will not go beyond the services and/or resources provided to other students registered in the school division.
- b) Requests for services should be made by the home-based educator at the time of registration, wherever possible. This includes consultative and assessment services from the Curriculum and Instruction staff or the Student Support Services staff related to the education program.
- c) Specific requests for services need to be in writing and directed to the home-based education official or the school principal where identified.
- d) Home-based educators may borrow textbooks and resource materials. These can be accessed through Information and Library Services (See page 3 of this document for more information).
- e) Upon parent request, the home-based education official is able to provide a standardized academic achievement test once each year, as outlined in the Home-Based Education Regulations.
- f) Where applicable parents will be charged the usual fees specific to each program or activity, including transportation, as normally charged to pupils enrolled in the school (for example, Band Program, curling, canoeing).
- g) Home-based learners participating in any school-based activities are to follow the policies of the school in the same manner expected of all pupils enrolled at the school. This includes participation in extra-curricular programs at individual school sites (for example basketball team, field trips). Parents may contact the local school to discuss their child's needs and also request a copy of the school newsletter.
- h) Parents will be responsible for replacement or repair costs if there is any damage or loss of equipment, material, or any items received on loan.
- i) The Board may agree to provide reimbursement for expenses incurred by home-based educators at a rate determined by the Board. Reimbursement of receipts for purchases made for the current school year should be submitted between September 1st and August 31st to access the current school year funding. Where orders or services may need to be placed prior to the start of the next school year, receipts will be allowed to date back to no later than January 1st of the current year. Purchases may include, but are not limited to paper supplies, educational resources and software.

## NOTIFICATION

A parent wanting to provide a home-based education program is required to:

- ☞ Complete and submit the standard form approved by the Ministry of Education within the time line cited in subsection 8(2) of the Home Based Education Regulations, 1994.
- ☞ The notification must include all the necessary documentation outlined in 8 (4) of the Regulations.
- ☞ The home-based official will review and respond to the notification within 30 days.
- ☞ Prior to formal registration, the home-based education official may request a conference with the applicant to discuss matters related to the request, annual progress report options and informing the parent of the services provided by the Board to home-based educators.

## MONITORING PRACTICE

The home-based education official ensures home-based education programs operate in compliance with the Act, Home-Based Education Regulations and Board Policy and is authorized to monitor home-based education programs; provide educational consultation; access progress on home-based educational plans; and develop adaptive instruction plans in collaboration with home-based educators.

Home-based educators are to provide an annual progress report by **June 30th of the school year** unless other arrangements have been made. Conferences may be scheduled for reviewing a portfolio of the home-based learner's work and cumulative record and can be scheduled during the school year upon request.

## DISPUTE RESOLUTION

If a dispute arises the home-based education official will make every effort to resolve differences in an informal manner. Where disputes cannot be resolved informally, resolution shall proceed in accordance with the Home-Based Education Regulations.

## INFORMATION & LIBRARY SERVICES: Coordinator Joanne Beltramini






Hours of Operation

8:15 a.m. to 4:30 p.m.

Monday through Friday—791-7273 (j.beltramini@rcs.sk.ca)




### ILS Professional Library

The ILS Professional Library contains teacher support resources; it does not contain resources typically found in a school library. Some resources are restricted to school use only. Loan periods vary depending on the type of resource. Based on the availability, the following resources are available for loan:

-  **Curriculum Documents:** Print copies available upon request. The Ministry of Education provides documents in PDF format as well as additional learning resources.
-  **Teacher Resources:** Professional reading, guided reading, and subject specific teacher books.
-  **Audio-Visual Resources:** Educational DVDs, videos, kits and CDs.
-  **Novel Sets:** Elementary and middle level novels and supporting novel guides, videos and audio CDs.
-  **Elementary Textbooks:** K-8 student textbooks for selected subjects.

## Websites and On-Line Resources








### HOMESCHOOL SUPPORT GROUPS:

-  **ARCHE—Association of Regina Christian Educators (ARCHE):**  
<http://business.accesscomm.ca/arche/>
-  **CHR—Catholic Home Schoolers of Regina:**  
<http://chr.grundahl.ca/>
-  **SHBE—Saskatchewan Home-Based Educators:**  
<http://www.shbe.info/>

### HOMESCHOOL CURRICULUM SUPPLIERS:

<http://www.love2learn.net/favsupp.htm#canada>

### HOMESCHOOL INFORMATION & RESOURCES:

-  **Curriculum Documents:**  
<http://www.rcsd.ca/moodle/course/view.php?id=74>  
Parents should click on the button < Login as a Guest >
-  **WBLRD Learning Resources (The Central iSchool):**  
[http://www.centralischool.ca/wblrd/web\\_resources.html](http://www.centralischool.ca/wblrd/web_resources.html)
-  **The Canadian Encyclopedia:**  
<http://www.thecanadianencyclopedia.com>
-  **Saskatchewan Stories:**  
<http://www.saskstories.ca>
-  **Media Awareness:**  
<http://www.media-awareness.ca>
-  **On-Line Learning Centre:**  
<http://olc.spsd.sk.ca>
-  **Regina Public Library:**  
<http://www.reginalibrary.ca>

## M3 Web OPAC:



Use the URL below to search for resources housed at Information and Library Services  
<http://library.rcsd.ca>

Click on the <Preferences> tab and place a check mark in front of Information and Library Services. Scroll to the bottom of the screen and select <Submit>. You are now ready to conduct your search!

## Laminating:




Information and Library Services houses two laminating machines. When not in use by the ILS staff, the laminators can be booked by home-based educators.

**Contact:** Information and Library Services at 791-7211 to confirm that the laminator is available. Please note that it takes approximately 15 minutes for the machine to heat up. Bookings will not be taken after 4 p.m.

## Photocopying:



Access to photo-copying is available at the Catholic Education Centre. Please contact the Education Centre at 791-7200 to book an appointment. There is no cost for the first 250 copies per student per year. Additional photocopying will be at the rate established by the school division.

 **TERMINATION OR CANCELLATION—**  
Home-based educators wishing to cancel or terminate home-based education programs must do so in compliance with the Home-Based Education Regulations.

## Frequently Asked Questions

**Can my child access school level activities?** Home-based educators may access school-level activities such as liturgies, concerts, activity night, sports events and participate in extra-curricular teams by contacting the local school principal. Parents are encouraged to contact the principal of their local school to discuss their child's needs in this area and request a copy of the school newsletter and information bulletins.

**Can my child access physical education programs?** Home-based educators may access physical education programs such as canoeing and curling by contacting their local school principal. Access to these programs is subject to the approval of the principal and home-based education official.

**Can I have my child's photograph taken at the school?** Home-based educators may contact their local school regarding dates and times for school photographs. All related costs shall be paid by the parents.

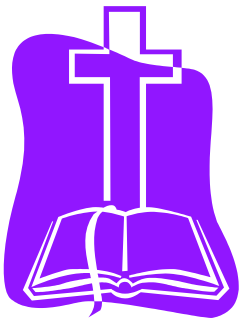
**Can my child participate in the driver education program?** Driver Education is available to home-based education pupils at no cost. Registration should be made prior to September 1st of the current school year with the principal of the local high school and with the approval of the home-base education official.

**How does my child access individual elective courses?** One elective course per semester, such as practical and applied arts and Arts Education, may be provided to home-based education pupils on an age/grade appropriate basis in the school setting, subject to available space. All related costs are to be paid by the parents. Enrolment is subject to approval of the principal and the home-based education official.

**How do I access textbooks and other learning resources?** Home-based educators may borrow textbooks and learning resource materials normally used in the school division. These can be accessed through Information and Library Services.

**How do I access materials and guide books?** Home-based educators may borrow resource materials and curriculum documents, by accessing these through the lending service at Information and Library Services.

**As a Home-Based Educator what religion and family life resources are available to me?** Home-based educators may access the Archdiocese of Regina Religious Education correspondence courses adapted for home study at no charge. Additional resources and instructional supports for religion and family life may be accessed through the home-based education official.



### VISION

The Regina Catholic School Division provides a quality Catholic education that is:  
faith-based,  
student-centered and  
results oriented.



### Regina Catholic Schools

Catholic Education Centre  
2160 Cameron Street  
Regina, SK S4T 2V6

Phone: 791-7200  
Fax: 347-7699  
www.rcsd.ca

### MISSION STATEMENT

The Regina Catholic School Division is dedicated to working with the community and the local church to provide a quality Catholic education that fosters academic excellence and the development of informed, responsible citizens.