

Curriculum & Instruction 8100 <hr/> Home-Based Education	Administrative Application	
	Last Reviewed /Approved on:	January 15, 2019
	References:	The Education Act, 1995, Sec. 2, 86(1)(n), 117(2) 157(1)(c), 370(1)(j-1) The Home-based Education Regulations, 2015 Saskatchewan Home-based Education: Policy and Procedures Manual 2016-17 Declaration on Christian Education, The Documents of Vatican II Education Administration Application 9100 – Admission of Students to the Regina Catholic School Division Policy 12 – Role of the Director
	Status:	Operational

Preamble

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 on Christian Education, The Documents of Vatican II Education.*

The Regina Catholic School Division (RCSD) acknowledges that Catholic parents have the legal right to direct their children’s education at and from their home according to the legal framework of *The Education Act* and *The Home-Based Education Program Regulations*. RCSD is committed to supporting home-based educators through a variety of educational services.

Definitions

1. **Home-Based Education**
Home-based education is an educational program.
 - a. Provided to a child who has attained the age of six (6) years but has not attained the age of eighteen (18) years.
 - b. That is started at the initiative of and is under the direction of the parent(s) or guardian(s) of the child.
 - c. In which the child is receiving instruction at and from the home of the child.
2. **Home-Based Educator** - A home-based educator is a parent(s) or guardian(s) who is providing instruction in a registered home-based education program.
3. **Home-Based Learner** - A home-based learner is a student who is receiving instruction in a registered home-based education program.
4. **Home-Based Education Official** - A home-based education official is an employee of the school division with designated responsibilities for the administration of home-based education programs who is not engaged as a teacher, vice-principal, or principal in a school.

Application

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

1. Administration of Home-Based Education Programs

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

- a. Ensure that home-based educators are aware of *The Home-Based Education Program Regulations* and this application.
- b. Provide administration over the registration, monitoring, and termination or cancellation of home-based education programs.
- c. Ensure that the written home-based education program plan complies with the goals of education for Saskatchewan and RCSD and is appropriate for the age and ability of the home-based learner.

2. Orientation

The home-based education official may conduct orientation meetings with home-based educators to assist them with informed decision-making regarding home-based education programs.

3. Eligibility Requirements

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

- a. The student is currently attending or eligible for admission in the school division in accordance with *Administrative Application 9100 – Admission of Students to the Regina Catholic School Division*. Home-based education families must reside in the city of Regina during the school year. Should a family move out of the city of Regina they must register with the school division where they reside.
- b. The student has attained the age of six (6) years but not attained the age of eighteen (18) years.

4. Notification

Notification of request to provide a home-based education program shall proceed as follows:

- a. Initial notification by a parent/guardian shall be submitted on the standard form prescribed by Ministry of Education, within the time cited in subsection 8(2) of *The Home-Based Education Program Regulations*.
- b. The notification must include all necessary documentation as described in subsection 8(4) of *The Home-Based Education Program Regulations*.
- c. The designated home-based education official shall review and respond to notification in regulation 4(a) within thirty (30) days of receipt in compliance with *The Home-Based Education Program Regulations*.
- d. Prior to formal registration, the home-based education official may request a conference with the applicant for the purpose of:
 - i. Discussing matters related to the notification request.
 - ii. Discussing annual progress report options.

- iii. Informing the parent of services provided by the school division to home-based educators.

5. Registration

- a. The home-based education official shall register home-based education programs where notification and written education plans meet the requirements of *the Education Act, The Home- Based Education Program Regulations*, and Board policy.
- b. Written educational plans **shall include a religious education component consistent with the goals and objectives of the religious education program provided by the school division.**
- c. Registration shall be valid until the end of the school year for which registration is granted, unless the family moves to another school jurisdiction during the school year. At this time they must register with the school division in which they reside.
- d. Renewal of registration shall be subject to *The Home-Based Education Program Regulations* and processed in the same manner as the initial registration
- e. A conference may be scheduled at the time of renewal if deemed appropriate by the home-based education official or if requested by parents.
- f. Registrations shall take place by submitting appropriate documentation to the Regina Catholic School Division Office.

6. Educational Services

For the purpose of supporting home-based education programs, services will be offered to home-based educators and their students.

- a. Services and Resources
 - i. **Textbooks and other Learning Resources**

Home-based educators may borrow textbooks and learning resource materials normally used in the school division pending availability and in compliance with ILS (Information and Library Services) lending services. These can be accessed through their local school, the Catholic Education Centre, and/or ILS.
 - ii. **Resource Materials and Guide Books**

Home-based educators may borrow resource materials, curriculum guides, and teaching kits by accessing these through lending services at ILS or by contacting their local school.
 - iii. **Religious Education/Family Life**

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.
 - iv. **Consultative and Assessment Services**

Home-based educators may arrange for consultative and assessment services from the Curriculum and Student Services staff related to the education program by directing their request to the school division home-based education official.

- v. **On-Line Learning/In-School**
Home-based educators may access one (1) on-line course or one (1) in-school course per semester. Registration is contingent upon enrolment numbers and available space.
 - vi. **Driver Education**
Driver education shall be available to home-based education students 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.
 - vii. **Photographs**
Home-based educators may contact their local school regarding dates and times for school photographs. All related costs shall be paid by the parents/guardians.
 - viii. **Photocopying**
Photocopying shall be made available to the home-based educators at the Catholic Education Centre. There shall be no cost for the first 250 copies per student per year. Additional photocopying will be at the rate per copy established by the school division. Requests for photocopying must be made in writing and forwarded to the Receptionist, Front Desk, and Catholic Education Centre.
 - ix. **Parent and/or Teacher Professional Development**
The home-based education official shall inform home-based educators of relevant professional development opportunities throughout the school year. Parents/guardians may attend these sessions by registering with the home-based education official.
 - x. **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 the home-based education official.
 - xi. **School Activities**
Home-based educators may access school-level activities such as liturgies, concerts, activity nights, sports events, and participation 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.
 - xii. **Home-based Education Reimbursement for Educational Resources and Services** RCSD will reimburse registered home-based educators up to \$900 per student per school year for related educational resources and services. In unique circumstances, where a child may either return to school or register as a home-based student during the year, the reimbursement allocation will be prorated. Reimbursement is awarded following the approval of the annual progress report by the home-based education official.
- b. Guidelines
- i. Services extended to home-based learners shall not go beyond those services or resources provided to other students registered in the school division.

- ii. The home-based educator should make requests for services to the home-based education official at the time of registration.
- iii. Specific requests for services shall be in writing and directed to the home-based education official or the school principal, where so identified.
- iv. Where applicable, parents shall be assessed the usual fees specific to each program or activity, including transportation, as normally charged to students enrolled in the school.
- v. Home-based learners participating in any school-based activities shall abide by the policies of the school in the same manner expected of all students enrolled at the school.
- vi. Parents shall be responsible for replacement or repair costs should there be any damage to or loss of equipment, materials, or any items received on loan.

7. Monitoring

The home-based education official shall ensure that registered home-based education programs operate in compliance with *The Education Act*, *The Home-Based Education Program Regulations*, and Board policy and administrative applications.

- a. The home-based education program official is authorized to:
 - i. Monitor home-based education programs.
 - ii. Provide educational consultation to home-based educators.
 - iii. Access progress on home-based educational plans.
 - iv. Develop adaptive instruction plans in collaboration with home-based educators.
- b. The home-based educator shall provide an annual progress report by June 30 of the school year for each student registered in a home-based educational program.
- c. A conference may be scheduled for reviewing a portfolio of the home-based learner's work and cumulative record.
- d. Other conferences may be scheduled during the school year upon request.

8. Testing

Upon parental request, the home-based education official shall provide a standardized academic achievement test once each year, in compliance with *The Home-Based Education Program Regulations*.

9. Dispute Resolution

In situations where disputes arise, the following processes shall be followed:

- a. The home-based education official shall make every effort to resolve differences with home-based educators in an informal and cooperative manner.
- b. Where disputes cannot be resolved through informal means, dispute resolution shall proceed in accordance with *The Home-Based Education Program Regulations*.

10. Termination

Home-based educators wishing to cancel home-based education programs must do so in compliance with *The Home-Based Education Program Regulations*.

11. Cancellation

The home-based education official may cancel a registered home-based education program where sufficient reason exists, in accordance with *The Home-Based Education Program Regulations*.