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**Regina
Catholic Schools**

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, 2015*. 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:

- Ensure home-based educators are aware of the Home-Based Education Program Regulations and Administrative Application 8100.
- Administer the registration, monitoring, and termination or cancellation of home-based education programs.
- 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

- To register, parents complete a "[Notice of Intent and Registration of a Home-Based Education Program](#)" form which includes a written [educational plan](#) that meets the requirements of the Act, Home-Based Education Regulations, and Board Policy. Registration provides an exemption from compulsory attendance requirements (Section 157, the *Education Act*). Parents are required to give at least 30 days notice before commencing a new home-based education program, whether at the beginning or in the middle of a school year.
- 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).
- Registration is valid until the end of the school year for which registration is granted.
- 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.
- 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 306-791-7200.

Definitions:

Home-based education is an educational program:

- provided to a child who has attained the age of 5 years but has not attained the age of 18 years.*
- that is started at the initiative of and is under the direction of the parent or guardian of the child.*
- 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 school division 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:

- The pupil is currently attending or eligible for admission in the school division in accordance with [Administrative Application 9100 — Admission of Pupils to Regina Catholic School Division](#).
- The pupil has attained the age of 5 years but has not attained the age of 18 years.

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. Home-based educators may request 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. Only home-based education students who meet the division criteria for assessment/services shall be granted services, and only services that are currently available to Regina Catholic Schools students.
- b. Specific requests for services need to be in writing and directed to the home-based education official or the school principal where identified.
- c. Home-based educators may borrow textbooks and resource materials pending availability. These can be accessed through Information and Library Services. (See page 3 of this document for more information.)
- d. Home-based students of high school age may access one on-line course or one in-school course per semester. Registration is contingent upon enrolment numbers and available space.
- e. 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).
- f. 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. Participation in such events may require the home-based educator to be present.
- g. 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.
- h. The Board may agree to provide a reimbursement grant for expenses incurred by home-based educators who register by September 15 at a rate determined by the Board. Families are not required to submit receipts for their purchase of educational resources. Reimbursement will be provided once all year end reporting documents have been submitted as outlined in the Home-Based Regulations. Extenuating circumstances will be handled on a case-by-case basis.

WRITTEN EDUCATIONAL PLAN

The written educational plan will demonstrate that there is a positive and constructive approach to the student's program of education. The plan should be appropriate for the age and ability of the child and it should not be inconsistent with the Goals of Education for Saskatchewan. Within Regina Catholic Schools, written educational plans shall include a religious education component consistent with the goals and objectives of the religious education program provided by the Board.

The written educational plan is focused on the outcomes of the home-based learner and includes:

- ◆ the reason and philosophical approach;
- ◆ a minimum of 3 broad annual goals in each of the 4 areas of study for each student;
- ◆ the means of assessing and recording the educational progress of each broad annual goal for each student in a home-based education program;

ANNUAL PROGRESS REPORT

The annual progress report shall include one of the following:

- ◆ the portfolio of work with sufficient detail for the registering authority to assess the educational progress of the home-based learner;
- ◆ tests results of the home-based learner who has taken a nationally normed standardized achievement test administered according to Administrative Application 8100; or
- ◆ test results of the home-based learner who has taken a nationally normed standardized achievement test administered by the home-based educator, or at the expense of the home-based educator, another person, provided that:
 - ◇ the home-based educator, or the other person, meets the qualifications required by the specific test;
 - ◇ the home based educator provides the registering authority evidence of the qualifications of the person administering and interpreting the test; and,
 - ◇ the person administering the test provides the registering official with the results of the test and an interpretation of the results.

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 the Home Based Education Regulations, 2015.
- ◆ The notification must include all the necessary documentation outlined in 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.

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

INFORMATION AND LIBRARY SERVICES (ILS)

- ◆ Hours of Operation: Monday through Friday 8:15 a.m. to 4:30 p.m.
Information and Library Services: 306-791-7211 1027B College Ave.

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:** Ministry of Education curriculum documents are available online: <https://curriculum.gov.sk.ca>

📖 **Teacher Resources:** Professional reading, and subject specific teacher books.

📖 **Novel Sets:** Elementary and middle level novels and supporting novel guides.

📖 **Elementary Textbooks:** K-8 student textbooks for selected subjects.

PORTFOLIO OF WORK

A portfolio of work must include the following:

- ◆ a periodic log; and,
- ◆ one of the following for each of the broad annual goals:
 - ◇ a detailed summative record;
 - ◇ sufficient samples of work; or,
 - ◇ a summative record and samples of work.



Laminating:

Information and Library Services houses one laminating machine. 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 PM.

Cost: \$2.40 per meter

Payment: Cheque made payable to Information and Library Services.




Photocopying:

Photocopying is 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 or through the administrative assistant of the home-based education official. Only parent educators may request photocopies on behalf of a student.

Websites and On-Line Resources




HOMESCHOOL INFORMATION & RESOURCES

Click on the following hyperlinks:

-  [Media Awareness](#)
-  [On-Line Learning Centre](#)
-  [Regina Public Library](#)
-  [Khan Academy](#)

HOMESCHOOL SUPPORT GROUPS

Click on the following hyperlinks:

-  [ARCHE—Association of Regina Christian Educators](#)
-  [SHBE—Saskatchewan Home-Based Educators](#)
-  [Home School Curriculum Suppliers](#)



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. Participation in such events may require the home-based educator to be present

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 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



What do I need to know about High School?

Saskatchewan Ministry of Education — [How to Earn Secondary Level Credits](#)

How does a Home Based Education Student apply for University entrance?

[University of Regina Admission Requirements](#)



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