

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 270 – Home-based Education</b>	
Related LCSD AP's		
Form(s)	F 270.1 – Home-based Education Expenses F 270.2 – Home-based Education Progress Report F 270.3 – Home-based Education Education Plan	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175 The Home-based Education Program Regulations, 2015 Saskatchewan Home-based Education: Policy and Procedures Manual, 2016-2017	
Received by the Board: December, 2022	Update: December, 2022	

## Background

In order to meet the diverse needs of students and to honor the right of parents to choose to provide for their child's education at home, the School Division has developed the following procedures for home-based education programs.

## Procedures

1. The School Division will appoint a registrar for Home-based education. Returning families must provide the Notice of Intent and Education Plans for the upcoming school year no later than August 15. This adheres to the *Saskatchewan Home-based Education: Policy and Procedures Manual* <http://publications.gov.sk.ca/documents/11/85880-HBE%20Policy%20Manual%202016-17%20Aug.24.16.pdf> and the *Education Act Home-based Education Program Regulations* <http://www.qp.gov.sk.ca/documents/English/Regulations/Regulations/E0-2r23.pdf>. Families registering for home-based education with LCSD for the first time, or after a lapse in home-based education, must provide the Notice of Intent and Education Plans for the upcoming school year at the time of registration.
2. If School Division personnel determine that the Notification of a Home-based Education Program is not in compliance with the Act, the Regulations, or the Policies, they shall, within 30 days, give the parent who provided the Notification of a Home-based Education Program, a written response and details of the non-compliance.
  - 2.1 If the parent does not supply the additional information or correct the non-compliance, or if School Division personnel determine that the notice is still not in compliance with the Act, the Regulations and the Policies, the School Division shall provide written notification to the parent of the reasons why the program cannot be registered as well as inform the parents of the mediation resolution process.

3. The School Division will accept new registrations from families who:
    - 3.1 Reside within the legislated boundaries of the City of Lloydminster in the Province of Saskatchewan, or
    - 3.2 Reside in the Province of Alberta, or
    - 3.3 Have a grandfather relationship with LCSD.
  
  4. Financial Support and Expense Reimbursement
    - 4.1 Saskatchewan residents who are 18 years of age, or greater, on or before the September funding deadline will not be eligible for financial support or reimbursement.
    - 4.2 Alberta residents who are 20 years of age, or greater, on September 1 will not be eligible for financial support or reimbursement.
    - 4.3 Financial assistance may be available to parents who plan to use accredited correspondence or online programs of studies for Home-based education upon approval from School Division personnel.
      - 4.3.1 The School Division will provide, at the request of the parents or guardians, the cost of registration, tuition, and course materials for such programs. Such costs could include technology purchases, but such purchases come with no technical support from the School Division. Reimbursement will not include the cost for consumable materials.
      - 4.3.2 The total amount of financial assistance allotted for one (1) student shall not exceed the value of the provincial grant available to the School Division with respect to the individual home-based education student.
    - 4.4 Expenditures must correspond with the student's approved Education Plan for the school year in which the expense is incurred.
    - 4.5 Families will be notified via email of the maximum amount of reimbursement available per student by August 31 of each school year.
  
  5. Payment by the School Division to the parents or guardians for costs incurred to the maximum allocation for each student shall be made based on the following:
    - 5.1 Submission of a completed Form 270.1 – forms will be accepted after October 1 of each school year;
    - 5.2 Original receipts for current school year expenditures must be attached to Form 270.1;
    - 5.3 As per 4.4, expenditures must be represented on the student's approved Education Plan;
    - 5.4 All student records must be in good standing; and
    - 5.5 All forms and receipts must be forwarded to LCSD by June 1 of the current school year to be considered for reimbursement. Forms and receipts received after June 1 may not be reimbursed.
  
  6. Written education plans shall be in accordance with Appendix C of the Saskatchewan Home-based Education: Policy and Procedures Manual and submitted by August 15 for the upcoming school year for returning families and at the time of registration for families new to LCSD. Each education plan must have a faith component included.
  
  7. A portfolio shall be developed and kept in accordance with Section 16 of the Home-based [Education Program Regulations](#). This portfolio will remain in the home.
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8. An annual progress report (Form 270.2) shall be provided to the School Division prior to July 31 for the preceding school year, or at the end of the home-based family's school year, if earlier, in accordance with section 17 of the *Home-based Education Program Regulations*.
9. Registration shall be valid until the end of the school year for which the registration was granted, and it will renew upon receipt and acceptance of the next year's Notice of Intent and Education Plan(s) if received by August 15. Either the parents/guardians or School Division may request a conference at the time of renewal if deemed appropriate.
10. The School Division shall ensure that the operations of the registered Home-based Education programs are in compliance with the *Home-based Education Program Regulations*, and administrative procedures of the School Division.
11. The School Division shall ensure that permanent records for each Home-based learner are maintained in accordance with section 11 of the *Home-based Education Program Regulations*, administrative procedures and policies of the School Division, and include:
  - 11.1 All notifications received pursuant to section 4;
  - 11.2 The written education plan, including any amendments, for each school year;
  - 11.3 Correspondence with the home-based educator with respect to the registration, monitoring and renewal of the program;
  - 11.4 Annual progress reports;
  - 11.5 Results of any tests or assessments administered pursuant to these regulations;
  - 11.6 Documents relating to any dispute resolution process;
  - 11.7 Documents relating to any appeals to the board of education with respect to the program; and
  - 11.8 Ministry documentation including the Notice of Intent.
12. The Division will make the following available to home-based educators, for items where extra supply exists:
  - 12.1 Loan of textbooks currently in use in the School Division;
  - 12.2 Loan of Ministry of Education curriculum publications;
  - 12.3 Access to regularly scheduled courses from grades eight to twelve (based on available space), for partial school days, with costs for each course deducted from the total allotment granted to the family from the School Division. Parents will receive costs for courses upon request;
  - 12.4 Standardized testing, as administered by the School Division to all students;
  - 12.5 Guidance counseling services, given requests for such service and all questions are provided to the guidance counselor at Holy Rosary High School at least one (1) week prior to the service being provided.

- 12.6 Participation in grade appropriate extra-curricular activities.
- 12.6.1 Fees will be levied in a manner consistent with fees assessed to all students participating in such activities.
- 12.6.2 Students participating in any of these activities will be expected to conduct themselves in a manner consistent with the expectations for all students participating and would be subject to disciplinary measures in the same manner as all students normally registered in the school. Failure to act in a manner consistent with school policies and administrative procedures and the Catholic faith may result in suspension from this activity;
- 12.7 Access to a Driver Education program delivered in Holy Rosary High School (scheduling based on available space). Registration must be made prior to September 1 of each school year. If a cost exists, the cost of the Driver Education program would be deducted from the total financial allotment granted by the School Division to the family. Parents will receive costs for courses upon request.

All services described above must be requested in the education plan that is submitted at the beginning of the school year. All other requests must be made in writing to the School Division.

13. Parents of registered home-based education students will be made aware of all notifications the School Division receives relevant to home-based education programs from the Ministry of Education.
14. Termination of the home-based education program by the either the School Division or the parents/guardians shall be in accordance with Section 14 or 19 of the Home-based Education Program Regulations.

### Summary of Deadlines

<b>Documents to be Submitted</b>	<b>Returning Students Submission Deadlines</b>	<b>New Registrations Submission Deadlines</b>
<b>Notice of Intent <u>and</u> Education Plan</b>  These must be submitted together as per the Notice of Intent.	On or before August 15  These are to be mailed or emailed to the Home-based Education Coordinator by August 15. The Coordinator will confirm the receipt of the documents in September.	At time of registration  Financial support is not available for registrations that are accepted after the September funding deadlines.
<b>Progress Report</b>	July 31 (or at the end of the family's school year, if earlier)	July 31 (or at the end of the family's school year, if earlier)
<b>Form 270.1 (Invoice and receipts)</b>	June 1	June 1