

## Administrative Procedures

<b>AP-606</b>	<b>Date of implementation:</b> Fall 2007
	<b>Date of update:</b> October 3, 2023
<b>HOME-BASED EDUCATION</b>	<b>Related Administrative Procedures:</b> <a href="#">AP-610 Distance Education Services</a>

**Purpose:** To provide guidance to employees when supporting a family that has chosen home-based education for their children.

The Division acknowledges the (legal) right of parents residing within the school division to choose home-based education for their children.

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

### 1) Registration

- a) The Director or designate is responsible for the registration of home-based education programs and students.
- b) Parents or guardians are to register their home-based education program with the Director or designate by September 15 of each year.
- c) Parents or guardians establishing residence in the school division during the school year are to notify the Director or designate of their intent to register.

### 2) Annual Progress Report

- a) Parents or guardians are to provide an Annual Progress Report to the Director or designate for each student by June 15.
- b) A conference to review the student's progress is an option and may be initiated by either the Director or designate or parent/guardian.

### 3) Termination

- a) If a home-based educator wishes to terminate a registered home-based education program during the year in which it is registered, the home-based educator shall notify the registering authority, in writing, in accordance with the policies established by the Minister of Education.
- b) On receipt of a notice pursuant to subsection (a) above, the registering authority shall cancel the registration of the home-based education program, effective on the date of termination specified in the notice.

- c) If the registration of a home-based education program is terminated at the request of a home-based educator pursuant to this section, the home-based educator is not entitled to register a home-based education program for that pupil until the school year following the school year in which the registered home-based education program is terminated.

#### 4) Activities and Services

- a) The following services as arranged by the Director or designate shall be provided by the Division:
  - i) Learner assessments
  - ii) Driver education
- b) The following resources and/or services as arranged by the Director or designate may be provided by the Division:
  - i) Provincial curriculum information
  - ii) Participation of home-based students in field trips and/or special events at the school (subject to school-based criteria and attendance area policy). Parents are responsible for ensuring that the schools receive reasonable notice of the desire to participate and recognize that such participation may require payment of extra costs associated with the event.
  - iii) Access to distance education courses via approved providers
    - (1) Home-based educators will have access to two distance education courses without a reduction to their annual reimbursement.
    - (2) Home-based educators will have their annual reimbursement reduced at a rate of Five Hundred Dollars (\$500) for every distance education course in which they are registered beyond the two (2) courses stated in 4(b)(iii)(1) above.
    - (3) Registration for all courses must be requested through and approved by the Director or designate.
    - (4) Requests for elective distance education courses will be considered following the criteria in AP-610.

#### 5) Funding

- a) Home-based educators will receive an annual reimbursement as approved by the Board if registration requirements have been met. To be eligible for the reimbursement, students must be registered either in a Prairie Spirit school, or in the home-based education program with Division no later than September 30 of the current school year.
- b) Students who are registered in a Prairie Spirit school to start the year and enter the home-based education program after September 30 will have their reimbursement amount prorated for the

number of months in the home-based program. No reimbursement will be provided for any student registrations after March 1.

- c) Students starting the year registered in a Prairie Spirit School Division home-based program who join a Prairie Spirit school during the year will have their reimbursement amount prorated for the number of months in the home-based program.
- d) Home-based educators shall have the option to not participate in any funding program without prejudice.