

Heritage Language Education Policy, Procedures and Guidelines

2025

Contents

Purpose	3
Definitions.....	3
Roles and Responsibilities	3
Heritage Language Schools	3
Ministry of Education.....	4
Procedures and Guidelines.....	4
Alternative Credit Options.....	5
1. Course Challenge	5
2. Prerequisite Waiver	5
Submission Deadlines	6
Appendix A: Intent to Offer Credit Courses in Heritage Languages	7
Appendix B.1: Secondary Language Courses.....	8
Appendix B.2: Teacher Certification	9
Appendix C: Heritage Language School Student Report.....	10
Appendix D: Heritage Language School Final Mark Report.....	11

Authority
<i>The Education Act, 1995</i> , sections 180 and 181 <i>The Education Regulations, 2019</i> , sections 24-27 and 34-40

Purpose

The Ministry of Education is committed to supporting students who are learning an additional language or maintaining their first language. This policy provides guidance to support Saskatchewan secondary level heritage language credit attainment. The purpose of this policy is to ensure that delivery and instruction of heritage language education adheres to the rigor and standards of courses offered by provincial school divisions.

This policy applies to ministry developed and locally developed heritage language courses. The Ministry of Education requires heritage language schools to comply annually with ministry procedures and guidelines when delivering heritage language courses for secondary credit.

Definitions

Heritage Languages:

- Languages other than the official languages of Canada (English and French).

Heritage Language Schools:

- Schools that are independent of the provincial Kindergarten to Grade 12 education system and are approved through the Ministry of Education to provide heritage language credit courses.

Saskatchewan Professional Teachers Regulatory Board (SPTRB):

- The SPTRB serves the public interest by ensuring registered teachers meet professional standards for certification, conduct and competence.

Prerequisite Course:

- Courses that contain content required prior to taking another course, or for one at a higher level of a given subject. All 20 and 30 level heritage language courses have prerequisites.

Temporary Teaching Permit:

- Confers the eligibility to teach a specific subject(s) and/or grade(s) with a specific school and is valid for the duration of one school year.

Roles and Responsibilities

Heritage Language Schools:

- Obtain approval from the Ministry of Education prior to offering the language course.

- Engage ministry approved qualified teachers with demonstrated proficiency in the targeted language.
- Offer ministry approved courses for credit attainment.
- Ensure students are enrolled in Grades 9 to 12 in Saskatchewan schools.
- Provide a minimum of 100 hours of classroom instruction for each credit course offered.
- Work in collaboration with ministry officials to facilitate site visits and any other appropriate follow-up activities for the purpose of supervising instructional practices.
- Submit final mark records to the ministry.
- Notify the ministry of any changes in staffing, enrolment or scheduling.
- Provide all information in the forms required by the ministry by their respective deadlines (see appendices).

Ministry of Education:

- Review the application to offer language courses for credit.
- Liaison between the SPTRB and the Heritage Language School to facilitate teacher certification.
- Approve new locally developed courses.
- Supervise instructional practice through a minimum of three supervision visits to ensure compliance with ministry policy.
- Review assessment practices.
- Provide instructional guidance as required.
- Approve mark submissions and grant secondary level credits, and, if applicable, review course challenge requests and prerequisite waivers.
- Provide ongoing consultative assistance.

Procedures and Guidelines

1. Complete [Appendix A: Intent to Offer Credit Courses in Heritage Languages](#) by **June 15**.
2. All Heritage Language Schools delivering credit courses must have a ministry-assigned school number. Once the initial application is approved, a Department Assigned Number (DAN) will be provided to the organization. The school DAN does not need to be renewed annually.
3. Apply to access the heritage language course from the [list of ministry-approved Locally Developed Courses](#). New applicants must first contact curriculum@gov.sk.ca to apply. If a desired course is not available, one may be developed according to ministry guidelines regarding Locally Developed Courses. Ensure that a minimum of 100 hours of classroom instruction will be provided for each credit course offered.
4. Complete and submit [Appendix B.1: Secondary Language Courses](#) course calendar and [Appendix B.2: Teacher Certification](#) by **August 31**.

5. Engage a qualified teacher to instruct the course prior to the start of the course offering. Teachers must have a Saskatchewan Professional A teaching certificate or a [temporary teaching permit issued by the SPTRB](#). Temporary teaching permits must be obtained by **August 31**.
6. Complete and submit [Appendix C: Heritage Language Schools Student Report](#), and if applicable, all course challenge requests and prerequisite waivers by **September 30**.
7. Submit marks using [Appendix D: Heritage Language School Final Mark Report](#) to the ministry no later than **3 days after the end of each term**.

Please note:

- Only students enrolled in Grades 9, 10, 11 or 12 may receive secondary credit.
- Course offerings must be approved annually by the ministry in order to be recognized for credit.
- Temporary teaching permits must be renewed annually.
- All information on the student form must be verified. Correct date of birth, provincial school, grade in provincial school and Saskatchewan Learning ID are required in order to register in heritage language classes.
- Visits by ministry staff will be completed for the purpose of supervising instructional practices.

Alternative Credit Options

Two options are available in the event that a student entering a heritage language 10 or 20 level course has the knowledge and background to begin at a higher-level course. Please contact the ministry prior to registering students without the prerequisites into higher-level courses (available only for students in Grades 10, 11 or 12).

1. Course Challenge:

Submit the [Intent to Challenge a Credit Course](#) and supporting documentation to the ministry. The teacher must provide a variety of assessments to ascertain the student's mastery of the course content, and the student must earn a minimum grade of 80 per cent in order to be granted credit for the course. This mark and evidence must be submitted to the ministry for approval. Please see the ministry [Course Challenge Process: Policy and Procedures guide](#).

2. Prerequisite Waiver:

The teacher will assess the student at the 10 or 20 level. If the teacher finds that the student has met the requirements of the lower level, the teacher will submit a written letter to the ministry indicating the student's ability to proceed to the next level course. In this case the student will not receive credit for the lower-level courses but may receive credit for the higher-level course without the required prerequisite course.

Please note:

- A student may not challenge a 30 level course.
- The Ministry of Education will recognize a maximum of two course challenge credits towards Grade 12 graduation requirements.

Submission Deadlines (for Fall start)

Submission	Deadline
Appendix A: Intent to Offer Credit Courses	June 15
Appendix B.1: Secondary Language Courses	August 31
Appendix B.2: Teacher Certification	August 31
Appendix C: School Student Report	September 30
Appendix D: Final Mark Report	3 days after end of term

Please contact programsed@gov.sk.ca for any questions related to this policy.

Appendix A: Intent to Offer Credit Courses in Heritage Languages

New Application <input type="checkbox"/>	Renewal <input type="checkbox"/>
School Name	
Address	
Department Assigned Number (Renewal only)	
School principal or contact	
Phone	
Email	

Ministry Use Only	
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Director or Designate:	Date:

Submit to programsed@gov.sk.ca no later than **June 15**.

Appendix B.1: Secondary Language Courses

Course Name and Level	Course Code	Start Date	End Date	Course summaries and calendar attached
<i>e.g., Mandarin 10</i>	<i>4067</i>	<i>Sept 1/2024</i>	<i>June 30/2025</i>	<input checked="" type="checkbox"/>

*A full credit course must provide a minimum of 100 hours of instructional time.

Please include the following supporting documents:

- School calendar and hours of instruction
- Course summaries with assessment criteria

Submit to programsed@gov.sk.ca no later than **August 31**.

Appendix B.2: Teacher Certification

School Year	
School Name:	

Name of Teacher	Course Name and Level	Certificate Number	Teaching Certificate Type	Documentation Attached
<i>e.g., Jane Smith</i>	<i>Mandarin 10</i>	<i>12345678</i>	<i>Temporary teaching permit (TTP)</i>	<input checked="" type="checkbox"/>

Submit to programsed@gov.sk.ca no later than **August 31**.

