

In Saskatchewan, registered independent schools that meet specific criteria stipulated in legislation are eligible for designation as qualified independent schools.

| Policy |
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| <p>Criteria required for designation as a qualified independent school are outlined in subsection 10(1) of <i>The Registered Independent Schools Regulations</i>. Registered independent schools eligible to apply to be designated as qualified independent schools include schools which:</p> <ul style="list-style-type: none"> (a) have lawfully operated as a registered independent school for at least two consecutive school years immediately prior to applying for a certificate of qualification; (b) are owned or operated by a non-profit corporation that is incorporated or continued in Saskatchewan; (c) conform to provincial curriculum policy, as determined by the Minister; (d) provide approved programs and approved courses of study in accordance with provincial curriculum policy, as determined by the Minister; (e) in employing teachers to teach, employ only those teachers who hold a valid Professional 'A' Teacher's Certificate issued pursuant to <i>The Registered Teachers' Act</i>; (f) agree to participate fully in the ministry's provincial student assessment program; (g) agree to participate fully in the ministry's accountability framework; (h) agree to submit financial statements to the ministry, as directed by the Minister; (i) agree to be supervised and inspected by ministry officials; (j) comply with ministry policies and directives; (k) in the opinion of the Minister, subscribe to the Goals of Education for Saskatchewan; and, (l) do not have an associate school agreement with a board of education. |

To be considered eligible as a qualified independent school (QIS), please complete one application per school seeking designation. An original signed copy of the application and supporting documents must be submitted by **January 1** to be considered for certification for the beginning of that same school year.

Please submit application materials to:

Ministry of Education
 Independent Schools & Home-based Education
 Programs Branch
 409A Park Street
 REGINA SK S4N 5B2
 Email: programsed@gov.sk.ca

Applications received after January 1 will not be considered. Incomplete applications will not be accepted. Please contact Kevin Gabel at Kevin.Gabel@gov.sk.ca; 306-787-1843 if you require assistance to fill out the application.

NOTE: Qualified independent schools are not required to reapply each year for designation.

| School Information | |
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| Legal School Name | Grade Levels Offered |
| | |
| Corporate Name of the School (please attach copy of the Non-Profit Corporation Certificate) | School Number |
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| Mailing Address | Street Address |
| | |
| City/Town | Province/Postal Code |
| | |
| School Phone Number | School Fax Number |
| | |
| School Email Address | |
| School Contact for Funding (i.e., Director, Chief Financial Officer or Equivalent) | |
| | |
| Given Name | Last Name |
| | |
| Phone Number (office/home/cell) | Email Address |
| Chairperson Information | |
| | |
| Given Name | Last Name |
| | |
| Phone Number (office/home/cell) | Email Address |
| <p>Registered Independent schools are expected to own, operate or utilize school facilities that meet the following standards. Please check each box to validate that all criteria are met:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet all applicable public health, safety and fire and building standards. Please provide proof (e.g. copy of Fire Department Inspection Report, Public Health Inspection Report, other). <input type="checkbox"/> School entrances and exits are clear and not blocked. <input type="checkbox"/> Student classrooms, hallways, bathrooms, gyms and designated or multipurpose rooms in the school are safe to enter, exit and be occupied for extended periods of time for children of the ages for which the school provides programming. <input type="checkbox"/> Fire extinguishers and smoke alarms are routinely checked and currently in working order. <input type="checkbox"/> Has no mold or other factors that would make it an unhealthy environment for children. <input type="checkbox"/> Complies with applicable municipal zoning bylaws. | |

Curriculum and Programming Information

Curriculum

Registered independent schools seeking designation as a qualified independent school are **required** to implement the Saskatchewan provincial curriculum.

Following submission of this application, schools will be required to submit detailed information on proposed curricula to ensure alignment with the Saskatchewan provincial curriculum. For further information on Saskatchewan curriculum outcomes, indicators and learning resources, please review the curriculum website at www.curriculum.gov.sk.ca.

Supervision/Inspection

All qualified independent schools are supervised and inspected by ministry staff 2-3 times per school year. Supervision generally involves environment/facility inspections, meeting with the principal, examining school documents (timetables, resource materials and report cards) and making classroom visits to observe adherence to mandated provincial curricula. Classroom visits may involve reviewing student work, classroom resources and speaking to teachers and students about teaching and learning.

Operational/Instructional Days

Amendments to *The Education Act, 1995*, and regulations were made effective January 1, 2013 that impact school calendars. The regulations ensure students have adequate instructional time by prescribing a minimum of 950 hours of instruction for grades 1 to 12 and 475 hours of instruction time for Kindergarten over the school year. Qualified independent schools must adhere to these regulations. For further information, please review sections 23 to 28 of *The Education Regulations, 2015* regarding the school year including, the school day, school holidays, vacation periods, instructional time and non-instructional time. In addition, please review section 163 of *The Education Act, 1995*, for information regarding the school year. The school year for students cannot begin earlier than September 1.

- Please provide a copy of the proposed **school calendar** with this application to ensure compliance with the legislation.

Professional Staff Information

Qualified independent schools are required to employ teachers with a Professional ‘A’ teaching certificate as classroom teachers. Qualified independent schools must have a minimum of **one** Professional A teacher employed full time for every 40 students enrolled in the school.

Teachers new to the profession or new to the province are responsible to apply directly to the SPTRB (www.sptrb.ca) for information regarding certification.

What is the number of Professional A staff employed in your school? _____

Professional Staff and Proposed Teaching Assignment(s)

| Teacher Name | Teaching Assignment(s) | Full-time Equivalent Count | Professional A Certificate # |
|------------------|-----------------------------|----------------------------|------------------------------|
| <i>Joe Smith</i> | <i>Principal/Gr. 8 Math</i> | <i>.5</i> | <i>6294005</i> |
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Financial Operations/Management

Student Enrolment Data

Funding of 50 per cent of the provincial per student average will be provided to qualified independent schools based on the actual number of eligible Kindergarten to Grade 12 students registered in the school. Only those students who are Saskatchewan residents will be eligible for funding. Enrolment data must be provided to the Ministry of Education by **September 30th**.

Kindergarten students attending both a public and a qualified independent school are counted in the eligible enrolment of the public school and will not be eligible for funding in the qualified independent school.

To plan for the upcoming school year, the ministry requests an estimate of student enrolment. For this purpose, please complete the form below and add additional lines as required.

| Grade(s) | Current Year’s Actual Student Enrolment | Estimated Upcoming Year’s Student Enrolment |
|--------------|---|---|
| Kindergarten | | |
| Grades 1-5 | | |
| Grades 6-9 | | |
| Grades 10-12 | | |
| TOTAL | | |

Financial Statements

The Education Act, 1995, holds the K-12 education sector accountable for effective and efficient delivery of educational services. The Ministry of Education requires approved annual financial statements and management information as part of its accountability framework.

- Please provide a copy of the most recent audited/reviewed financial statements for the school.

Application Checklist

Please ensure all the following components are included with the application:

- copy of the school’s non-profit corporation certificate;
- most recent fire department inspection report and public health inspection report (if applicable);
- proposed school calendar; and,
- most recent audited/reviewed financial statements for the school.

Authorization

I certify that all information provided in the *Application for Funding of Qualified Independent Schools* is true and accurate and if any information changes, I agree to provide a written description of the changes to the Ministry of Education in a timely manner.

| | | |
|-------------------------------------|-------------------|-------------|
| | | |
| Signature of President/Chair | Print Name | Date |

| For Ministry of Education Use Only | |
|--|-----------|
| Proceed with application: <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| | |
| Director, Independent Schools & Home-based Education | Date |