

Administrative Procedures Manual	Administrative Procedure 270
	Home Education
	APPROVED: September 2013
Page 1 of 6	AMENDED/REVIEWED: September 2019, August 2016, December 2014
LEGAL REFERENCE:	Section 3, 11, 18, 20, 42, 43, 44 Education Act Home Education Regulation 145/2006 Guide to Education ECS to Grade 12 Home Education Handbook

Background

It is a parent's right to provide a home education program for their child that meets the requirements as outlined in the Education Act.

Home education students are recognized as full members of the Division student community and all rights, privileges and responsibilities as extended to students attending Division schools are extended to these students. The Division views the home education site as an extended classroom of the home education student's neighborhood school.

Definitions

Home education is instruction provided for a child by a parent at home or elsewhere; not in a public, separate or private school.

Home education plan is a plan developed by the parent and the Division, which includes learner expectations, evaluation and monitoring procedures, resources and facilities to be used or provided and a schedule of activities.

Home education student is a student who is registered in a home schooling program directly supervised by the Division.

Procedures

1. Notification

- 1.1 A parent who wishes to provide a home education program will complete the prescribed [Home Education Notification Form](#) provided by Alberta Education by September 30.

2. Program Plan

- 2.1 A home education program plan must be in accordance with the Alberta Home Education Regulation.
- 2.2 If, in the opinion of the Home Education Facilitator, further planning information is required, the Facilitator will assist the parent in the development of the plan and a copy will be attached to the Home Education Notification Form.

3. Parental Responsibilities

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- 3.1 A parent who provides a home education program must evaluate and assess the student in the following ways:
 - 3.1.1 Maintaining a portfolio of student work;
 - 3.1.2 Maintaining a record of methods and times of assessment used by the parent and the levels of performance by the student in those assessments;
 - 3.1.3 Ensuring that the student is available for assessment by the Home Education Facilitator or other designated staff of the Division at a time and a place that is mutually agreeable to the parent and the staff. The parent may be present during the assessment.
- 3.2 A parent who provides a home education program must ensure, when a student is actively working on their home education program, they are at all times under the direct supervision of the parent or another responsible adult.

4. Provincial Achievement Testing

- 4.1 In accordance with the Education Regulations, the parent must ensure that each student at the equivalent grade level and at the time designated by the Minister, writes the grade 3 Student Learning Assessment (SLA), and the grade 6 and 9 Provincial Achievement Tests (PAT) unless the Minister exempts the student.
- 4.2 If a student is exempted from writing provincial exams, the Home Education Facilitator and the parent will establish an assessment procedure to assess the student's level of achievement in the subject(s).
- 4.3 If a student has not met acceptable provincial standards, the Home Education Facilitator must review the test with the parent and recommend appropriate remedial measures to improve the student's achievement.

5. Division Supervision of Home Education Programs

Division staff will:

- 5.1 Provide professional assistance and advice to the parent;
- 5.2 Provide for and maintain records of assessment and student achievement, including arranging for at least two (2) assessments in each school year:
 - 5.2.1 Assessments may include the following:
 - 5.2.1.1 Portfolios;
 - 5.2.1.2 Parent administered test;

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5.2.1.3 Standardized achievement test administered by the Home Education Facilitator or designated Division staff;

- 5.2.2 Notify the parent of any limitations that a particular program of choice may have on the student's being granted credits or eligibility to write the grade 12 diploma exams;
- 5.2.3 Upon examination of the assessment information, advise parents on the progress of the student and make recommendations to the parent on matters that will assist the student in achieving a higher level of achievement;
- 5.2.4 Provide the parent with a copy of all changes in legislation, policy and procedures with respect to the supervision of home education students;
- 5.2.5 Where students with diverse learning needs are on a home education program, work with the parent to develop an Individualized Program Plan designed to address the special needs of the student. The Home Education Facilitator and other Division personnel may be involved in this process;
- 5.2.6 Provide assessment services to students with diverse learning needs.
- 5.3 Principals and home education parents are encouraged to meet early in the school year to establish the services and programs available to students on a home education program, e.g. library services, school photo programs, newsletters, access to instructional/support materials and programs.
- 5.4 A parent may request that a student be accommodated within the instructional program of the school. Where resources and facilities can accommodate such a request, principals are encouraged to enroll home education students in school classes.

6. Termination

- 6.1 The Division may terminate the home education program in writing at any time and direct the student to enroll in a school operated by the Division if after giving due consideration to the abilities of the student and the assessments made:
 - 6.1.1 The student fails to meet an acceptable level of achievement, or
 - 6.1.2 The home education program does not meet the requirements of the Minister of Education.
- 6.2 The Division will comply with the process of termination as stated in the Home Education Regulation.

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- 6.3 Where a parent chooses to terminate a home education program, it is the responsibility of the parent to:
 - 6.3.1 Provide notice in writing to the Home Education Facilitator, and
 - 6.3.2 Enroll the student in a school operated by the Division.

7. Credit Eligibility

- 7.1 Home education students may elect to take the majority of their courses as home education as well as taking one (1) or more courses at the Division high school. Should a home education student wish to take this combination, the following will apply:
 - 7.1.1 The student will have access to courses on the same basis as regular high school students, i.e., an equitable basis;
 - 7.1.2 Home education students wishing to register at the high school are to indicate their intention to the Principal by April 30 prior to the term of enrolment;
 - 7.1.3 Students registered in work experience are expected to complete Career and Technology Studies 10 requirements as necessary, by arrangement with the Principal or designate;
 - 7.1.4 Where a home education student is enrolled at the high school, the parent, or the student if the student is over eighteen (18) years of age, is responsible to ensure that the student arrives on time for classes. Students must leave the school shortly after the student’s class is over;
 - 7.1.5 Transportation to and from the school is the responsibility of the parent or the adult student;
 - 7.1.6 All other school rules and policies will apply as necessary.
- 7.2 Assigning credits for high school courses completed through Home Education
 - 7.2.1 Home education students or their parents may request that high school credits be awarded for courses where course requirements are completed on a home study basis. In these cases, the Home Education Facilitator or the Principal may award credits provided that the following guidelines are followed:
 - 7.2.1.1 Students, or student’s parents, are to notify the Home Education Facilitator of such intention prior to the coursework or activities being undertaken;

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- 7.2.1.2 The student and the student's parent will work with the Home Education Facilitator to develop a course plan which will include course objectives, activities planned to successfully complete the objectives and a plan to evaluate the student to show that the student has successfully met the course requirements;
- 7.2.1.3 Students wishing to receive high school credits for special projects will have their requests considered on the same basis as students registered at the high school;
- 7.2.1.4 Once satisfied that the student has successfully completed the requirements of the course, the Home Education Facilitator will inform Alberta Education of the student being awarded credits;
- 7.2.1.5 The parent, or adult student, may appeal a decision of the Home Education Facilitator regarding final grades to the Superintendent or designate.

8. Funding

- 8.1 The Division will provide funding of not less than fifty percent (50%) of the amount received from the Minister for the parent who is providing a home education program to the student.
 - 8.1.1 If the parent chooses Alberta Distance Learning Centre (ADLC) courses, the Division will pay for the course directly to the ADLC.
 - 8.1.2 If the choice is made to have the course graded locally through the Division Outreach Program, the equivalent ADLC cost will be charged against the funds available to the parent.
- 8.2 A parent may decline all or part of any money offered by the Division.
- 8.3 A parent who receives money from the Division must provide the Home Education Facilitator with receipts for items purchased.
- 8.4 A parent who receives money from the Division must use the money only to defray the costs incurred by the parent for programs of study or instructional materials. Approved items include:
 - 8.4.1 Curriculum books;
 - 8.4.2 Computers and/or educational software;
 - 8.4.3 Educational videos, audiocassettes, etc.;
 - 8.4.4 Calculators, tape recorders;

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- 8.4.5 Workbooks, dictionaries, maps, atlases, calendars, flashcards;
 - 8.4.6 Science equipment;
 - 8.4.7 Art supplies (clay, paper, paints, etc.);
 - 8.4.8 School supplies;
 - 8.4.9 Chalkboards/whiteboards;
 - 8.4.10 Encyclopaedias;
 - 8.4.11 Educational magazine subscriptions;
 - 8.4.12 Educational electronic games (e.g. Speak 'n' Spell).
 - 8.5 Money received by the parent from the Division must not be used for:
 - 8.5.1 Any form of personal remuneration or to pay an honorarium to any other instructor of the student;
 - 8.5.2 To pay for private lessons for the student;
 - 8.5.3 To pay travel costs or any other expenses usually paid by a parent of a student in school.
 - 8.6 The Division may request that instructional materials purchased by the parent, with money received from the Division, be returned when they are no longer needed for the home education of the student for whom they were purchased.
9. Appeal
- 9.1 Where differences arise between those parties involved in a home education program, every effort will be made to resolve the differences through discussion with the appropriate parties.
 - 9.2 Where resolution is not achieved through discussion, procedures may be accessed for formal appeal through the office of the Superintendent.