

Purpose/Background

The Division recognizes that some parents may desire to have their child(ren) excused from attendance at a school operated by the Division in favour of a Home Education program. The Superintendent may approve, supervise and evaluate individual programs to ensure that the child(ren) have the opportunity to meet standards of education acceptable to the Minister.

Procedures

1. Parents are allowed to select the program of studies to be used in the Home Education program provided the program meets the goals and standards of basic education, schooling and personal characteristics required by the Minister.
2. Home Education students are required to write the Provincial Achievement Tests for grades 6 and 9 and any other provincially mandated tests.
3. Students exempted by the Minister shall be assessed by the Supervisor of Home Education to determine the achievement level.
4. The Division is required to provide to Home Education parents 50 percent of the funds received by the Division from the Minister for a Home Education program to help defray the cost of the Home Education program. Parents may choose not to accept funding.
 - 4.1 Home Education students enrolled in Alberta Distance Learning Centre programs are not eligible for 50 percent of the funds as the majority of associated costs for the program are paid by the Division.
5. The Principal of the local school may grant access to school facilities and the use of equipment and materials when the Home Education program requires such access and the identified student requires no Division transportation, no additional school supervision and the parents agree to hold the Division save harmless. Parents' wishes regarding use of facilities, equipment and materials shall be outlined in the annual Notification Form.
6. The Division will offer advice and provide professional expertise to a parent who is preparing an educational plan.
7. Parents who are intending to home educate and wish the Division to act as the willing resident board must provide notification to the Superintendent on the appropriate form (Form 270-1) by August 15 prior to commencing Home Education.

This notification form must be completed in full to provide:

- 7.1 Identification information on the student.
- 7.2 A detailed educational plan, appropriate to the age and abilities of the student, outlining clearly the nature of the program and the objective to be achieved in the school year. It is to state the philosophy of the Home Education program, outline a program, which covers the necessary skills and learning objectives and indicate the teaching methods and primary

learning resources to be used. In addition, the number and nature of assessments to be carried out, information on the person(s) providing instruction and the facilities and services of the Board which the parent(s) would like to access are also to be included.

- 7.2.1 A detailed educational plan is not required for students enrolled in an Alberta Distance Learning Centre program.
- 7.3 Certification by the parent that the program educational plan and learning resources are prescribed, authorized, or approved by the Minister or comply with Orders passed pursuant to the *School Act*.
8. Parents shall be required to register their Home Education students in a school within the Division.
9. The parent who provides a Home Education program to a student must assess and evaluate the student at regular intervals including, but not limited to, the following:
 - 9.1 Maintaining a portfolio of student work and a record of student activities.
 - 9.2 Maintaining a record of the methods and times of assessment used by the parent and the levels of performance by the student in those assessments.
 - 9.3 Ensuring that the student is available for assessment by the Division at least twice each year:
 - 9.3.1 At a time arranged with the Superintendent.
 - 9.3.2 At the option of the parent, in the home, or the local school operated by the Division.
 - 9.3.3 In the presence of the parent, at the option of the parent; and
 - 9.3.4 Ensuring that a student at the equivalent grade level writes the Alberta achievement tests for grades 6 and 9 or any other provincially mandated tests unless the Minister exempts the student.
10. If a student does not write the tests referred to in clause 9.3.4 of this Administrative Procedure and is not exempted by the Minister, the Superintendent will record the student as not demonstrating having met acceptable provincial standards. The Superintendent will then assess the student within a reasonable period to determine the student's level of achievement in that subject.

If a student has not met acceptable provincial standards in a particular subject after writing an achievement test or a Division test, then the Superintendent or designate will review the test with the parent and recommend appropriate remedial measures to improve the student's achievement.

11. The Supervisor of Home Education will:
 - 11.1 Provide advice and professional assistance to parents in developing the Home Education plan.
 - 11.2 Maintain records of assessment of student achievement.
 - 11.3 Perform at least two assessments per year for each student.
 - 11.4 Advise parents on student progress.
 - 11.5 Make recommendations to parents to help a student improve achievement.
12. The Superintendent may terminate the program, in writing, at any time and direct the student to a school operated by the Division if the Superintendent is of the opinion, after giving due consideration to the abilities of the student and the assessments made by the Division and the parent in accordance with the Procedure that:
 - 12.1 Subject to Section 11 of this Administrative Procedure that the student fails to meet an acceptable level of achievement.
 - 12.2 The Home Education program does not meet the requirements of this Administrative Procedure as undertaken by the parent; and
 - 12.3 The parent does not satisfy the Superintendent that the parent has complied with Section 9 of this Administrative Procedure.
13. A parent may terminate a Home Education program by providing notice in writing to the Supervisor of Home Education and by enrolling the student, if under the age of 16 years, in a school operated by the Division or appropriate alternative. The Principal, in consultation with the parent and teachers, shall determine the placement of the student.
14. The Division will provide the parent of the home educated child 50 percent of the funds received from the Minister for the purpose of defraying receipted costs incurred by the parent for programs of study, instructional supplies or materials. Parents of the home educated child on an Alberta Distance Learning Centre program are not eligible to receive this funding as the majority of the Alberta Distance Learning Centre program is paid for by the Division. Money will not be provided:
 - 14.1 As any form of personal remuneration or to pay an honorarium to any other instructor of the student.
 - 14.2 For private lessons for the student; and
 - 14.3 For travel costs or other expenses usually required to be paid by a parent of a student who is enrolled in a school operated by the Division.
 - 14.4 Any materials and supplies received for a Home Education program shall remain the property of the Division and shall be returned on request of the Superintendent when no longer required for the Home Education program.



15. The Division will endeavor to provide reasonable access for Home Education students to resources available to other students such as school facilities, libraries, counseling services, etc., if these services can be scheduled. Parents are expected to provide a list of those requested, and they will be advised in writing by the Superintendent if they can be provided. Information on available facilities and services will be provided to a parent upon request.

Reference:

- Section 3, 11, 18, 20, 32, 33, 42, 43, 44, 52, 53, 204, 222 Education Act
- Home Education Regulation 145/2006
- Guide to Education ECS to Grade 12
- Home Education Handbook