HOME EDUCATION

Background

The Division recognizes that its primary mandate is to provide education programs to students through its school system.

The Division further recognizes a parent’s right to provide a home education program and accepts the responsibility to supervise the home education program according to the Home Education Regulation A.R. 126/99 (amended A.R. 4/2000).

Procedures

1. Parents shall notify the Superintendent, in the prescribed form, of their intent to home educate annually.

2. A home education program offered by the parent must:
   2.1 Be prescribed, authorized or approved by the Minister under section 39(1)(a), (b) or (d) of the School Act; or
   2.2 Comply with the program certified by the parent and accepted by the Superintendent in the form prescribed as being consistent with the student learning outcomes prescribed in the schedule.

3. A parent who offers a program referred to in 2.2 above must provide the Superintendent with a plan of the program, appropriate to the age and abilities of the student, including the specific details prescribed in the Regulation.

4. A parent who provides a home education program to a student must:
   4.1 Evaluate and assess the program and the student complying with the Regulation;
   4.2 Ensure that the student is available for assessment by the Division according to the Regulation.

5. If the Superintendent determines that the notification requirements of section 2 of the Regulation have been met and that a home education program meets the requirements of section 3 of the Regulation, the Division shall fulfill the requirements of the Regulation providing that the Superintendent agrees to supervise the Home Education Program.

6. The Division will provide financial and other support for home education programs as prescribed in legislation.
7. School services and facilities may be accessible to students who are home educated.

8. The Superintendent may terminate a home education program that s/he is supervising, by notice in writing to the parent, and ensure that the student is enrolled in a school operated by the Division or another Jurisdiction. If the student does not enroll in a school upon termination, a report shall be made to the “Student Attendance Secretariat” of Alberta Education.

9. In compliance with sections 123 and 124 of the School Act, an appeal process is available to the parent or in the case of a student who is 16 years of age or older, the student.

10. A school that registers a student coming from a home education program shall assess the student’s writing, reading, and mathematics skills and send a report to central office.

11. Notification

   11.1 The Director of Administrative Support shall be responsible for the administration of this procedure.

   11.2 A parent who wishes to provide a home education program for a student or a parent who wishes to continue to provide a home education program for a student during the next school year must notify the Superintendent, in the prescribed form.

   11.3 The Notification to Home Educate must be submitted to the Superintendent:

   11.3.1 Annually, if the home education program is to begin at the beginning of the next school year or continue during the next school year; or

   11.3.2 When the student stops attending or is no longer enrolled in a school operated by the Division if the home education program is to begin during the school year.

12. Program Approval

   12.1 The Home Education Coordinator shall determine if the home education program complies with the requirements of the Regulations and make a recommendation to the Director of Administrative Support for approval or non-approval. Parents will be notified of their right to appeal the decision of the Director of Instruction to the Board, if the program is not approved.

   12.2 The Superintendent must reply in writing to the parent not more than 15 days after the date on which s/he is notified. The reply shall include the following:

   12.2.1 A statement giving approval to Home Educate;

   12.2.2 A statement giving deficiencies in the program plan if approval is denied;

   12.2.3 A statement about the eligibility to write grade 12 diploma examinations and the granting of credits.
13. Educational Records

13.1 The Home Education Coordinator shall notify the previous school of the student's placement on a home education program and request the cumulative record. If a student has not been registered in a school, a cumulative record shall be started for that student.

14. School Services and Facilities

14.1 Mutual agreement between the Principal and the home educator will be required in order to determine what school services or facilities would be accessible, subject to the approval of the Director of Administrative Support.

14.2 The Home Education Coordinator shall consult with the Principal in cases where requests for school services and facilities are made by the home educator.

14.3 The Home Education Coordinator shall arrange a meeting, where necessary, with the home educator and the Principal with regards to school services or facilities requested.

15. Monitoring

15.1 The Home Education Coordinator will monitor home education programs on a regular basis and will act in a consultative role to parents.

15.2 If the Home Education Coordinator determines that reasonable achievement is not being made by the student, the parent and Director of Administrative Support shall be advised in writing. The letter shall include areas of deficiencies and recommendations to assist the student.

16. Home Education Students May Register in Courses at School (Blended Programs)

16.1 The number of courses that a home education student may register in a school operated by the Division will be determined by:

16.1.1 Provincial funding policies;

16.1.2 Program availability at the school;

16.1.3 Space availability in the school;

16.2 It will be the parents' responsibility to provide transportation to and from school if arrival times, departure times, or bus route requirements are different from the regular busing times or bus routes.

16.3 Home Education students are able to enroll in RAP or Work Experience Courses and must be under supervision of a certificated teacher as outlined in the Provincial Off-Campus Education Policy.

17. Credit Eligibility

17.1 Credit eligibility [Section 7 of the Regulation]:

- “On the recommendation of a school principal, a student in a home education program following a course of studies prescribed, authorized or approved by the Minister under section 39(1)(a)(b) or (d) of the Act is
eligible to receive high school credits if the student achieves the course standards and learning outcomes prescribed by the Minister."

18. Diploma Exams

18.1 A student following a course of studies that is not prescribed, authorized or approved by the Minister may write the diploma exam but will only receive an exam mark. Credits or a high school diploma would not be issued.

19. Funding

19.1 The Division will provide some financial support for home education in compliance with the Regulation. The amount of support may be adjusted from time to time. The funding procedure shall be as follows:

19.1.1 The funding allocation to parents whose child has not registered with ADLC shall be 50% of the home education program amount received by the Division from the Minister if the student is in Home Education full time.

19.1.2 If a student is registered with ADLC, the Division will pay for the entire program or courses. The parents will be expected to pay for the following:

- The cost of mailing lessons or supplies to ADLC.
- Any caution fees charged by ADLC.
- Replacement cost of any materials that are not returned as required. This applies to materials loaned as well as materials ADLC charges a caution fee for.
- Any ADLC materials that are not compulsory.

19.1.3 Funding is allocated annually for the current school year (September 1 to August 31). Unused monies will not be credited to a parent’s allocation for the following year. Parent allocation monies not used during the current year will be used to cover other Home Education expenses.

19.1.4 Any deficits must be cleared up each school year by the parent.

19.1.5 A parent who receives financial support from the Division must use the money only to defray the costs incurred by the parent for programs of study, instructional materials or other resources related to the home education program.

19.1.6 The funding allocation for a parent cannot be used:

19.1.6.1 As a form of personal remuneration, or

19.1.6.2 To pay 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.

19.1.7 In order to ensure that expenditures are supported by the Division, the parents shall obtain pre-approval from the Home Education Coordinator or have purchases processed through central office. Any request for
payment of purchases must be submitted to central office and accompanied by an official itemized statement and/or receipt before the end of August for the current school year.

19.2 Any instructional materials, other than worksheets or other materials that cannot be used again, purchased by a parent with money received from the Division or purchased by the Division on behalf of the parent, must be returned, on request, to the Division when they are no longer required by the parent for the home education program supervised by the Superintendent or when the parent registers with a willing non-resident Board or private school.

20. Assessment of Student Achievement and Progress by the Home Educator

20.1 Assessment is to be ongoing through a variety of means:

20.1.1 The home educator shall establish an effective evaluation and reporting system in compliance with section 4 of the Regulation that will provide for evaluation and assessment of the program and the student at regular intervals. The evaluation and assessment shall include the following:

20.1.1.1 Maintaining a portfolio of student work and a general record of student activities;

20.1.1.2 Maintaining a record of the method and times of evaluation used by the parent and the levels of achievement attained by the student;

20.1.1.3 Ensuring that the student is available for assessment by the Division in compliance with the Regulation;

20.1.1.4 Ensuring that a student at the equivalent grade level and at the time designated by the Minister writes the grade 3, 6 and 9 Alberta Achievement tests or complies with the approved alternate evaluation according to the Regulation.

20.1.1.5 Ensuring that the records of assessment and evaluation are available to the Home Education Coordinator.

20.1.2 A report of the results of the home educator's assessment and evaluation shall be submitted to the Home Education Coordinator at the approximate system reporting periods.

21. Supervision

21.1 When the Superintendent agrees to supervise a home education program, s/he must do so in compliance with the Regulation. The Home Education Coordinator shall supervise home education and shall:

21.1.1 Facilitate student learning by providing assistance and advice to the parent;

21.1.2 Provide for and maintain records of assessments of student achievement and conduct at least two assessments in each school year;
21.1.3 Ensure that each assessment by the Home Education Coordinator includes information on:

21.1.3.1 The home education program in general;
21.1.3.2 Student progress and achievement;
21.1.3.3 Learning resources used;
21.1.3.4 Concerns of the Parent/Guardian;
21.1.3.5 Input from student;
21.1.3.6 Recommendations and/or assistance provided.

21.1.4 Arrange for the provision of:

21.1.4.1 Alberta Achievement Tests annually
21.1.4.2 Standardized Achievement Tests as required
21.1.4.3 Diagnostic Tests as required
21.1.4.4 Ability Tests as required
21.1.4.5 Diploma Exams when requested
21.1.4.6 Final ADLC exams when requested

21.1.5 Based on the assessments by the parent and the supervisory visits provide a written report to the parent on the progress of the student.

21.1.6 Provide the parent with a copy of all procedures respecting the supervision of home-educated students.

22. Program Termination

22.1 During the school year, the Superintendent may terminate the program, by notice in writing to the parent, and ensure that the student is enrolled in a school operated by the Division subject to section 6 of the Home Education Regulation.

22.2 The Director of Administrative Support shall, in writing, advise the parents of their right to appeal the decision to terminate the program to the Board.

22.3 A parent may terminate a home education program by complying with the Regulation, section 6(4) (a) and (b).

22.4 When a Home Education program is terminated, the Division shall, subject to sections 13 and 45 of the School Act, enroll the student in the school of the attendance area where the student resides if a program offered in that school is suitable for the student; unless the parent has made arrangements, that are acceptable to the Division, with a different school for the student's enrolment.

23. Placement of Home Education Students Back Into a School Setting

23.1 It is the home educator’s responsibility to provide documentation confirming appropriate grade placement:
23.1.1 If the student was registered with ADLC, a statement of marks from ADLC will be sufficient to confirm completion of courses required for the specific grade.

23.1.2 If a student is registered with an educational organization other than ADLC, it will be necessary for the home educator to provide documentation confirming equivalent grade completion based on appropriate learning objectives, skills and competencies.

23.1.3 If a home educator provides a program that is modified using specific resource materials, the home educator shall certify in writing that the student has successfully mastered the skills, competencies and learning objectives stated in the detailed program description. The skills, competencies and learning objectives shall comply with the requirements as per the Home Education Regulation.

23.2 If a student will not complete the program as described in the notification by the end of June, the home educator shall consult with the Home Education Coordinator and the Principal regarding requirements for appropriate placement.

23.2.1 A student may not have finished the entire program as described in the notification but has successfully completed a major portion of the program. Documentation confirming marks to date could be used by the Principal to make an appropriate placement.

23.2.2 If a student has not completed a major portion of the program as described in the notification, it may be necessary for the student to complete a portion of the program prior to the end of August. The portion of the program to be completed shall be determined by the Coordinator of Home Education in consultation with the Principal, the home educator and any other personnel as necessary.

23.2.3 If at the end of August, the student has not successfully completed the required portion of the program, the student shall repeat the present grade placement unless the Principal determines through testing that the student could be successful in the next grade placement.

23.3 If a student is enrolled in a school operated by the Division, the Superintendent may assess the student for the purpose of determining the student’s appropriate grade level. [See Regulation section 6(5)].

24. Appeal Procedure

24.1 Where a decision of an employee of the Board significantly affects the education of a student, the parents, or the student who is 16 years of age or older, may appeal the decision to the Board.

24.2 The parent or student shall inform the Board, in writing, of the intention to appeal a decision within 10 school days from the date the parent or student was informed of the decision.

24.3 The Board shall notify the parent or student in writing of the date, time and place of the Board meeting when the appeal will be heard.
24.4 The Board shall inform the parent or student in writing within 10 school days after the appeal hearing of:

24.4.1 The decision of the appeal; and

24.4.2 The parents' or student's right to appeal the decision of the Board to the Minister.

25. Home Education Guiding Principles

25.1 The facilities or services that may be available to home educators include the following:

25.1.1 Achievement testing

25.1.2 Library facilities

25.1.3 Field trips that are appropriate for the home education program

25.1.4 Computers (in-school use)

25.1.5 School pictures

25.1.6 Participation in co-curricular or extra-curricular activities that do not represent the school.

25.2 The procedure for accessing school facilities or services shall follow administrative procedure.

25.3 School facilities or services can only be accessed if regular school proceedings are not interrupted and the request meets the approval of the Principal. A decision to refuse requested service or use of facilities may only be made after consultation with the Director of Administrative Support.

25.4 Blended Programs are programs that are accessed partially in a school building and partially in the student's home. Blended Programs are permitted as per administrative procedure.

25.5 Home educators or students must report to the office when they come to the school.

25.6 Home Education students are not permitted in the local school during the school day unless they have pre-approval. Coming to school to socialize is generally not acceptable.

25.7 Home Education students are expected to adhere to school rules and expectations, when services or facilities are accessed. The Principal has the right to deny any future use of school facilities or services for the remainder of the school term if a student's behaviour is unacceptable, subject to the approval of the Director of Administrative Support.

25.8 It is the responsibility of the home educator to initiate and arrange for communication with the local school. This may require that the home educator checks with the school on a regular basis.

25.9 It must be emphasized that any equipment or non-consumable materials must be returned to the Division when the student:

25.9.1 Has completed the program;
25.9.2 Is no longer on a home education program;
25.9.3 Moves to a different school jurisdiction;
25.9.4 Is directed back to school.

25.10 If a parent places a student on home education after the school term has started, funding may be prorated and/or the number of courses may be restricted.

Reference: Section 13, 29, 39, 40, 45, 123, 124, 125, School Act
Home Education Policy 1.1.2
Guide to Education ECS to Grade 12