

## Administrative Procedure 230

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# HOME EDUCATION PROGRAMS

### Background

The School Act recognizes parents have a right and a responsibility to make decisions respecting the education of their children. Parents may choose to exercise this responsibility through a home education program, with assistance from and under the supervision of a Board in order to ensure that their child will have an opportunity to meet standards of education acceptable to the Minister.

The Division recognizes the rights of parents to educate their children at home. The Division accepts the responsibility to facilitate, monitor and evaluate the progress of students in home education programs in accordance with Division policy, Alberta Education Home Education Regulations and the School Act.

### Definitions

A blended program means an education program where a teacher employed by the Division is responsible for providing the delivery and evaluation of part of the education program.

A home education program is a program provided by a parent of a student that meets all of the requirements of the Home Education Regulations and is under the supervision of a school in the Division. The program may be:

- The Alberta Program of Study accessed through the Alberta Distance Learning Centre; or
- The Alberta Program of Study not accessed through the Alberta Distance Learning Centre; or
- Other programs or courses which are consistent with Sections 2(1) and 2(3) of the Ministerial Order 004/98. (Basic education in Alberta and Student Learning Outcomes as found in the Guide to Education.)

Home Education Regulation A.R. 126/99 Notification Form means the form prescribed in Alberta Regulation 126/99 included in the Forms Manual (Form 230-1).

### Procedures

1. The principal is responsible for registering students whose parents wish to provide a home education program.
2. The principal shall ensure that parents are offered and given appropriate advice in such areas as follows:
  - 2.1 Professional assistance in preparing a written description of the student's home education program for the year, if requested;

- 2.2 Information regarding any limitations a particular program choice may have on the student being granted credits or eligibility to write the Grade 12 examinations;
  - 2.3 Assessments of the progress of the student based on the evaluations by the parent, the examination of the student portfolio and testing by the school; and
  - 2.4 Recommendations on matters that will assist the student in attaining a higher level of achievement.
3. A home education program may consist of courses through Distance Learning, courses following the Alberta Program of Study that are not through Distance Learning, other courses that are consistent with the regulations, or a blended program.
  4. Parents who wish to provide a home education program for their child shall complete the Home Education Regulation A.R. 126/99 Notification Form (Form 230-1). The original is to be retained in the student's record and copies given to the parents and the Student Services Coordinator.
  5. Before completing the Notification of Acceptance part of the Home Education Regulation A.R. 126/99 Notification Form (Form 230-1), the principal shall ensure that the parents have completed a description of a plan for an appropriate program which includes:
    - 5.1 The skills and competencies to be taught and learning objectives to be achieved,
    - 5.2 The instructional methods and materials to be used,
    - 5.3 The methods of assessment and the intervals between assessments; and
    - 5.4 A method of maintaining a portfolio and a record of the student's work.
  6. The principal shall ensure the home education programs are monitored and the progress of students is evaluated.
    - 6.1 The principal shall appoint a school home education designate who is responsible for supervising home education programs.
    - 6.2 Students' portfolios must be examined on a regular basis and an assessment conducted each reporting period.
    - 6.3 The school shall ensure that students in a home education program participate in the Division standardized testing program, the Alberta achievement tests in grades 3, 6 and 9, and the diploma examinations in grade 12.
    - 6.4 The school shall maintain a record for students in home education programs.
  7. The principal shall determine which services and resources of the school are available for use by the students in home education programs.
    - 7.1 Students may access school texts by paying the instructional materials fee.
    - 7.2 Students may pay partial or full school fees to access libraries, field trips, computers, or any other service or resource as arranged with the school.
    - 7.3 Students may participate in co-curricular activities, school pictures, student identification cards and other activities as arranged with the school.

8. The principal, in consultation with the Superintendent, may terminate a home education program, in writing, if the requirements of the Home Education procedure are not being met. The parent shall be informed of his/her right to appeal the termination.
9. A parent may terminate a home education program at any time by providing written notification and enrolling the student in school.

Reference: Section 13, 29, 39, 40, 45, 123, 124, 125, School Act  
Home Education Regulation 126/99 (amended A.R. 4/2000)  
Home Education Policy 1.1.2  
Ministerial Order 004/98  
Guide to Education ECS to Grade 12  
Individual's Rights Protection Act  
Alberta Bill of Rights  
Child Welfare Act  
Canadian Charter of Rights and Freedoms