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## ADMINISTRATIVE PROCEDURE 230

### HOME EDUCATION

#### Background

Parents are the primary educator of the child and parents have a right and a responsibility to make decisions regarding the education of their children. The Division, therefore, recognizes that parents may exercise this responsibility through a home education program with assistance from and under the supervision of the Division in order to ensure that their child will have an opportunity to meet the standards of education acceptable to the Minister.

#### Procedures

1. Parents of a student, or a student who is of legal age, or either of them are required to notify the Principal, Off-Campus in writing of their intent to home school.
  - 1.1 Students eligible to register in home education include:
    - 1.1.1 Children who become 6 years of age after September 1 of the school year they are to be enrolled and who are recommended for enrollment by school personnel, in consultation with the parents.
    - 1.1.2 Children who become 6 years of age or more by September 1 of the school year they are to be enrolled; and
    - 1.1.3 Students who are less than 20 years of age on September 1 of the school year they are to be enrolled.
  - 1.2 The letter of intent to provide home education shall include:
    - 1.1.1 The student's name as registered under the Vital Statistics Act, or, if the student was born in a jurisdiction other than Alberta the student's name as registered in that jurisdiction, and any other names by which the student is known;
    - 1.1.2 The student's birth date;
    - 1.1.3 The sex of the student;
    - 1.1.4 The name of the parent(s);
    - 1.1.5 The address and telephone number of the student and of the parent;
    - 1.1.6 The address where the home education program is to be conducted; and

- 1.1.7 The citizenship of the student and, if the student is not a Canadian citizen, the type of visa held by the student and its expiry date.
  - 1.3 When a parent registers a student in June for a home education program starting in August, the Division will order the courses for that student in August.
2. The Home Education Program must meet the requirements established by the Minister.
  - 2.1 A parent who offers a program referred to in subsection 3(b) of the Home Education Regulation in the School Act must provide a plan or program appropriate to the age and abilities of the student, including the following:
    - 2.1.1 The skills and competencies to be taught in each subject area and the other learning objectives to be achieved;
    - 2.1.2 The instructional methods and resources materials to be used to achieve the learning objectives; and
    - 2.1.3 The methods of assessment and the intervals between assessments.

The Division will provide professional assistance and advice to parents who are preparing the above plan.
  - 2.2 The Principal – Off Campus shall decide on the suitability of the home education program and will give approval or non-approval. Parents will be notified of their right to appeal the decision of the Principal, Off-Campus, to the Superintendent, if the program is not approved.
  - 2.3 For students who have previously been enrolled in school, the Principal, Off-Campus shall notify the Principal of the student's registration and will request that the cumulative record be sent to the home education office. For students who have not been registered in a school, a cumulative record shall be started for that student.
3. The supervision of home education students will be carried out by Division home schooling staff.
  - 3.1 The Principal, Off-Campus and the Home Education Facilitators will monitor home education programs on a regular basis and will act in a consultative role to parents either at home or at a mutually agreed upon location.
  - 3.2 In consultation with parents, the frequency of visitations is to be established. It is expected that contact be made regularly.

The supervision will include a discussion of:

    - ♦ The home program in general;
    - ♦ Student progress and achievement; and
    - ♦ Learning resources.

After each contact a visitation log shall be kept noting:

- ◆ Date of visit;
- ◆ Student achievement/program/activities;
- ◆ Status of learning resources;
- ◆ Assistance provided to parents; and
- ◆ Any written correspondence with parents.

4. An ongoing assessment of home educated students will be carried out by Division home schooling staff.
  - 4.1 Assessment of student achievement shall follow the guidelines as established by Alberta Education: Home Education Regulation, AR 126/99 (amended A.R. 4/2000).
  - 4.2 If reasonable achievement is not being shown, the parent shall be advised in writing. A copy of the letter shall be kept on file. The letter shall include areas of deficiencies, recommendations for remediation and an offer to assist in meeting the expectations.

If after one month, reasonable achievement is still not being shown:

    - 4.2.1 In the case of Distance Learning courses, the parent/student shall be informed that the student will not be enrolled in any further Distance Learning courses by the Division; and, if they are under 16 years of age, that they must attend school; or,
    - 4.2.2 In the case of a non-Distance Learning school program, the Coordinator, the Facilitator and the parent(s) shall meet within a one-month period after the first letter was sent. A plan of assistance with a closer frequency of monitoring will be established. If after one month, reasonable achievement is still not being shown, the Principal, Off-Campus will notify the Superintendent to direct the child back to school. Parents will be advised of their right to appeal the decision to the Board.
5. Parents of home education students will be subject to costs and benefits as determined by funding guidelines and course costs incurred.
  - 5.1 Parents will receive an instructional materials rebate as outlined by the following procedures.
    - 5.1.1 Parents can expect 50 percent of the education grant for home education students for the purchase of supplies and materials. This rebate is based on receipts supplied by the parent;
    - 5.1.2 The full cost of Distance Learning Materials/Tuition will be first deducted from the grant; and

- 5.1.3 The curriculum materials fee will be pro-rated at 10 percent per month. Thus, if parents register for Home Education in November they can only expect 80 percent of the grant available to them.
  - 5.2 For students attending school part time, parents will only receive a percentage of the refundable curriculum fee. Thus, if a student is half time they can only expect 50 percent.
  - 5.3 Students coming on home education after September 30 will be expected to pay a fee for the use of texts and loan kits. This fee is refundable on return of the kits and books.
  - 5.4 Home Education students taking a course of studies in school shall pay the Instructional Materials Fee. This fee shall be pro-rated.
6. Schools will be subject to financial obligations with Home Education as determined by funding guidelines.
  - 6.1 When a student in grades 1 to 9 registers in home education after September 30 from a Grande Yellowhead Public School Division school, the school budget will be charged the cost of the student's program plus the cost of monitoring the program. All accounting will take place in June.
  - 6.2 When a student re-enters a Grande Yellowhead Public School Division school from home education after September 30, the cost of the home education program and the cost of monitoring will be deducted from the Government grant and the remaining money will be forwarded to the school budget in June.
  - 6.3 If a student is registered in home education and is taking Distance Learning courses, he/she will be permitted to register for one course only at his/her local high school.
  - 6.4 Students enrolled in grades 1 to 9 and participating in a blended program and accessing 50 percent or more of their educational program at school may be claimed as enrolled students. In these cases the school budget will be charged the annual government grant for home education.
  - 6.5 Students accessing school programs under 50 percent of the time are claimed as home education students and thus no money is available to offset the costs to the school program.
7. Parents of Home Education students may enter into agreements with schools in their attendance area for the use of school facilities and equipment.
  - 7.1 The parent may request use of school programs/facilities through the Principal.
  - 7.2 Parents shall consult with Principals in cases where access to school programs or facilities is desired, e.g., library, computers, and specific courses of study. Home education facilitators are available to assist parents in the consultation if parents so wish.

7.3 Admission of students for school-sponsored, extra-curricular activities will be at the discretion of the Principal. If costs are involved, parents will be informed of the costs prior to approval.

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  
Guide to Education ECS to Grade 12

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