

Administrative Procedure 270 - Home Education Program

Background

The Division has the responsibility to serve the educational needs of all students within its boundaries, including those students whose parents choose to fully or in part provide a home education program.

Definitions

Home Education Program: An education program provided by a parent to a student in accordance with the Home Education Regulation.

Home Education Students: Students who are taking a Division approved home education program under the direction and supervision of their parents.

Home Education Student Plan - This plan is created by a parent with the outcomes, resources, instructional strategies, assessments, and timelines the student will progress through during the school year.

Shared Responsibility (Blended) Program - A version of home schooling where part of the school day is in a regular school and partly at home.

- In School Component - A school-provided program where a teacher employed by the Division is responsible for providing the planning, resource selection, instructional delivery, assessment and evaluation of student progress in selected courses that follow the Alberta Program of Studies. In a Shared Responsibility Program, the school authority is responsible for a minimum of:
 - 50% of the student's program in Grades 1 to 9, or
 - 20% of the student's program in Grades 10 to 12.
- At home component - A Home Education Program that meets the requirements of the Home Education Regulation.

Procedures

1. Parental Request, Parental Responsibilities, and Principal Approval

- 1.1. The parent shall notify the Principal of their local school of their intent to provide a home education program and to request that the Division supervise the home education program. The parent is to complete the Home Education Notification Form, Part A and B ([Appendix 270-1](#)) and the Division Home Education Student Plan ([Appendix 270-2](#)) by August 15.
- 1.2. For renewals of the home education program, the parent shall complete the Home Education Notification Form, Part A and B ([Appendix 270-1](#)) and the Division Home Education Student Plan ([Appendix 270-2](#)) by August 15 of each school year.

- 1.3. The parent who provides the home education program must:
 - 1.3.1. develop, administer, and manage the home education program,
 - 1.3.2. evaluate, record, and keep a portfolio of student work throughout the school year, and
 - 1.3.3. be available for a review of the student's achievement with the Principal at mutually agreed upon times.
 - 1.4. The parent shall complete the Home Education Student Plan - Alberta Program of Studies ([Appendix 270-2](#)) if the student will be following the Alberta Program of Studies. Where a home education program does not follow the Alberta Programs of Studies, the parent shall complete the Home Education Student Plan - Learning Schedule ([Appendix 270-3](#)). The Home Education Student Plan - Learning Schedule submitted by the parent must include, but is not limited to, the following:
 - 1.4.1. the student's legal name, birth date and contact number
 - 1.4.2. parent's name, address and contact numbers,
 - 1.4.3. the skills and competencies to be taught in each subject area and the other learning objectives to be achieved,
 - 1.4.4. the instructional methods to be used,
 - 1.4.5. the activities and resource materials to be used to achieve the learning objectives,
 - 1.4.6. the methods of assessment and the timeline of assessment,
 - 1.4.7. the name and qualifications of any instructor, and
 - 1.4.8. the needs regarding the use of school services, resources, and facilities.
 - 1.5. The Principal, in consultation with the Deputy Superintendent, shall notify in writing to the parents whether the agreement is accepted, not accepted or provisionally accepted not more than 15 days after receiving notification using Part C of the Home Education Notification Form ([Appendix 270-1](#)).
 - 1.6. Although the mandate of the Division's home education program is to assist in educating students who reside within the Division's boundaries, the Superintendent may, under special circumstances, allow for the registration of non-resident students in the Division home education program.
 - 1.7. Further information is available in Alberta Education's ***Home Education Handbook***.
2. Termination of the Home Education Program
 - 2.1. The parent may terminate the home education program at any time by providing written notice to the Principal and enrolling the student in a school operated by a school authority or in a private school.
 - 2.2. The Superintendent, may terminate the home education program by notifying the parent in writing when monitoring and assessment indicates:
 - 2.2.1. the student is not making satisfactory progress,
 - 2.2.2. the program of instruction is not consistent with the authorized Program of Studies or does not meet Alberta Education requirements, or

2.2.3. suggested improvements have not been implemented satisfactorily.

3. Responsibilities of the School

- 3.1. The Principal shall provide assistance and advice to the parent in developing the Home Education Student Plan ([Appendix 270-2](#)).
- 3.2. The Principal shall conduct at least two (2) evaluations of the progress of the student in each school year using Home Education Evaluation ([Appendix 270-4](#)) and monitor as deemed necessary.
- 3.3. The Principal shall coordinate school services and resources with the parent for the home education student. For example, extracurricular activities, student photos, newsletters and monthly calendars can be made available to the home education student.
- 3.4. The Principal shall make available and encourage the home education student to write the applicable provincial assessments.
- 3.5. The Principal shall maintain the home education student's records and advise parents that they may view those records.
- 3.6. Participation of Division home education students on school teams or extracurricular or co-curricular activities is at the discretion of the Principal.

4. Disbursement of Funds to Parents

- 4.1. The Principal shall reimburse up to 50 per cent of the funding received on behalf of a student for study materials purchased by the parents or shall supply materials. This reimbursement is for costs incurred for instructional materials verified by receipts. This funding must not be used as a form of personal remuneration for the parent, or to pay for travel costs or other expenses usually required to be paid by a parent of a student who is enrolled in the school. Standards for Home Education Reimbursement, ([Appendix 270-5](#)), contains more details with regards to the disbursement of funds to parents.
- 4.2. If a parent chooses to use distance learning materials, the Principal shall use the portion attributed to the parent to pay for those materials.
- 4.3. Any instructional materials, other than materials that cannot be used again, purchased by a parent with funding received from the school must be returned to the Principal by the end of the school year.

5. High School Students

- 5.1. The Principal shall notify the parent of any implications that a home education program may have on the student's eligibility to be granted high school credits.

5.2. On the recommendation of the Principal, a student receiving a home education program that follows the Alberta Programs of Study is eligible to receive high school credits if the student achieves the course standards and learning outcomes set out in the Alberta Programs of Study.

6. Shared Responsibility Education Plan

6.1. Students who wish to receive a Shared Responsibility Education Plan, where a student receives a portion of their instruction by a Division school, must request the percentage or number of courses the student will receive by August 15.

Reference: Section 3, 11, 18, 20, 32, 33, 42, 43, 44, 52, 53, 204, 222 Education Act
Vital Statistics Act
Home Education Regulation 89/2019
Guide to Education ECS to Grade 12
Home Education Handbook

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