

## Administrative Procedure 270

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### HOME EDUCATION

#### Background

The provision of a home education program is governed by the School Act and provincial regulations. The Division is prepared to accept the responsibility for the supervision of a student on a Home Education program if the parent agrees in writing to meet the requirements of the Division and Alberta Education Policy 1.1.2 and Alberta Regulation 126/99. Division-wide supervision of Home Education programs has been delegated to the Assistant Superintendent.

#### Procedures

1. All staff members involved with home education programs shall become familiar with the provincial policies and adhere to the requirements.
2. A parent requesting that the Division supervise a home education program shall provide a completed Home Education Regulation Notification Form (Appendix).
3. If the parent submitted Home Education Regulation Notification meets the requirements, the Assistant Superintendent shall provide for the necessary program supervision and assessment of student achievement and assign the student to a school in the Division.
4. The Principal of the school to which the student is assigned shall be responsible for monitoring and reviewing the home schooling program.
5. The Principal shall:
  - 5.1 Provide for the assessment of the student's achievement on a regular basis and communicate those results forthwith to the parent.
  - 5.2 Notify the parent if there are any deficiencies in the program and/or the student's achievement.
  - 5.3 Make recommendations to the parents to assist the student in increasing his/her level of achievement.
  - 5.4 Inform the parents of their responsibility to submit an annually updated Home Education Program Plan at the beginning of the school year.
  - 5.5 Advise parents that student enrolled in home education must take the provincially administered achievement and diploma tests unless the student has been exempted by the Superintendent.
  - 5.6 Inform parents of the arrangements made for the writing of the provincial examinations and make arrangements for the supervision of the writing of Distance Learning Centre examinations and diploma exams at the secondary level.

6. The Principal will complete the Alberta Education Age/Grade/Sex forms for assigned students, include the students in enrollment counts and month-end reporting, and any other related student information forms.
7. Home Education Funding
  - 7.1 Section 8 of the Alberta Education Home Education Regulations 126/99 outlines the manner in which the 50% parent portion of the student grant monies may be utilized.
  - 7.2 The Assistant Superintendent shall determine the necessary rental fees and the Secretary Treasurer shall disburse funds to parents as required by provincial policy and regulations.
  - 7.3 The cost of the ADLC materials is paid from the 50% home education grant provided to parents.
  - 7.4 Parents choosing distance learning programs other than those from the ADLC will be provided the 50% of the home education grant provided by Alberta Education to cover the cost of the program.
    - 7.4.1 This percentage may be adjusted at the discretion of the Assistant Superintendent based on individual program needs.
  - 7.5 Parents may choose not to accept funding.
8. Termination
  - 8.1 The Assistant Superintendent, upon the recommendation of the Principal may, in writing, terminate the program and direct the student to a school if:
    - 8.1.1 The student is failing to achieve at an acceptable rate.
    - 8.1.2 The home education program does not meet or comply with provincial or Division requirements.
  - 8.2 The termination of a home education program by the Assistant Superintendent may be appealed in accordance with Board Policy 13 – Appeals Regarding Student Matters.
  - 8.3 When a home educated student wishes to be readmitted to a Division school, or when the program has been terminated and the student directed to a school, the Principal and the Assistant Superintendent shall be responsible for determining the appropriate educational placement.
9. The Division Office shall maintain a file containing all of the decisions and information regarding a student on a Home Education program.
10. The Assistant Superintendent will ensure the maintenance of a “master register” of home education students and the schools to which they have been assigned.
11. The Principal will encourage students on Home Education programs to participate in local school programs, such as field trips and extracurricular activities, and provide them with access to school facilities, such as Learning Commons and computer, provided that the student can be appropriately supervised, and to provide instructional materials in return for a rental fee.

## 12. Participation on High School Athletic Teams

- 12.1 Home schooling students must be registered by September 30 of the current year, with the school they will be playing for, to be eligible for high school Alberta School Athletic Association (ASAA) participation. The following additional criteria must also be met:
  - 12.1.1 The student must reside in the attendance area of the school in which the student will participate.
  - 12.1.2 The Principal of the school must approve the student's involvement in the extracurricular program.
  - 12.1.3 The student must comply with all eligibility requirements of the school.
  - 12.1.4 The student must comply with all eligibility rules and regulations of the Alberta Schools Athletic Association.

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

Administrative Procedure 270 - Appendix

HOME EDUCATION REGULATION
NOTIFICATION FORM

Government of Alberta
Education

Form 2

HOME EDUCATION REGULATION A.R.145/2006
NOTIFICATION FORM
School Act, Section 29

The personal information collected on this form is collected pursuant to the provisions of Section 33(c) of the Freedom of Information and Protection of Privacy Act, R.S.A 2000, cF-25, the Student Record Regulation, A.R. 225/2006 and Section 2 of the Home Education Regulation, A.R.145/2006 (in the case where the collection is done by an associate board) and pursuant to the provisions of the Personal Information Protection Act, the Private Schools Regulation, A.R. 190/2000 and Section 2 of the Home Education Regulation, A.R.145/2006 (in the case where the collection is done by an associate private school) for the purposes of: (a) notifying a School Board or an Accredited Private School that a parent wishes to educate a student in a home education program, (b) verifying that a student is eligible for a home education program, (c) and for providing further particulars on the home education program in which the student will be participating so that the associate board or accredited private school can supervise the program to ensure compliance with the School Act. This information will be treated in accordance with the Freedom of Information and Protection of Privacy Act and the Personal Information Protection Act as applicable and depending on whether the personal information is in the custody of an associate board or an associate private school. Should you have any questions regarding this activity, please contact Zone 6 Services Branch, Alberta Education at 10044-108 Street, Edmonton, Alberta, T5J 5E6 phone: 780-427-5381.

Alberta Education does not require parents who complete a Notification Form to complete a registration form for the associate board or associate private school.
Parents choosing blended programs may be required by the school to complete additional forms.
Part A and B must be completed by the parents and submitted to the proposed associate board or associate private school.
Part C must be completed by the associate board or private school. Parents must be notified in writing of the decision of the associate board or private school to supervise or continue to supervise the home education program within 15 school days of the associate board or private school receiving the Notification Form.
Part D must be completed by the parent and submitted to the proposed associate board or associate private school. This part relates to the required descriptions of those components of the proposed Home Education Program that relate to Learning Outcomes referred to in the Home Education Regulation.

PART A Student Information

- Notification of Intention to Home Educate with a new associate board or associate private school.
Notification of Renewal of Intention to Home Educate with the same associate board or associate private school.

1. Legal Surname \_\_\_\_\_ Legal Given Name(s) \_\_\_\_\_
2. Birthdate: (mm / dd / yyyy) \_\_\_\_\_ 3 \_\_\_\_\_ Gender (M/F): \_\_\_\_\_ 4. Registration Date: (mm / dd / yyyy) \_\_\_\_\_
5. Student Also Known As: Surname \_\_\_\_\_ Given Name(s) \_\_\_\_\_
6. The name of the student's parent (as defined in the School Act, Section 1(1)(q) and (2)):
(last name) Mother (first name) Mother ( ) Home Phone ( ) Work/Fax
(last name) Father (first name) Father ( ) Home Phone ( ) Work/Fax
Family E-mail Address: \_\_\_\_\_ Alberta Education I.D. # \_\_\_\_\_
(To be provided by the school)