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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

<b>Policy Code:</b>	HGBG
<b>Policy Title:</b>	Home Education
<b>Cross Reference:</b>	IE
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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION ACKNOWLEDGES THAT A PARENT OR GUARDIAN HAS THE RIGHT UNDER SECTION 20 OF THE *EDUCATION ACT* TO PROVIDE HOME EDUCATION FOR THEIR CHILD(REN). THE BOARD WILL SUPPORT PARENTS WISHING TO HOME EDUCATE WITH THE JURISDICTION IF THE HOME EDUCATION PROGRAM MEETS THE REQUIREMENTS OF PROVINCIAL REGULATION.

**DEFINITIONS**

Home education programs are those for which the parent assumes responsibility for programming and instruction by providing a notification of intent to home educate, and the jurisdiction has agreed, in writing to the parent, to supervise the home education program.

Blended programs are those for which the responsibility for programming and instruction is shared between parent(s) and school.

**REGULATIONS**

1. A parent who intends to provide a home education program through Horizon School Division must notify the superintendent or designate of that intention using the Alberta Education “Home Education Regulation Notification Form” (attached).
  - 1.1. A notification of intention to home educate form is required for each school year.
  - 1.2. Horizon School Division home education students are registered at their designated school.
2. The Superintendent or designate shall review and respond to notification of intention to home educate not more than 15 days after the date on which notification is received.
  - 2.1. The Superintendent will typically only approve home education programs for resident students.
  - 2.2. Before home education notices are approved, the division office designate responsible for the administration of home education must be satisfied that:
    - 2.2.1. the home education program provided by the parent meets the requirements of this policy and the Home Education Regulation;

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- 2.2.2. reasonable consistency exists between the proposed program of instruction and the provincial Program of Studies or Learning Outcomes as identified in the Home Education Regulation; and
    - 2.2.3. an acceptable written learning plan has been submitted by the parent.
  - 2.3. The Board shall authorize payment to a parent, an amount of not less than 50% of the home education program funding, to defray the costs incurred by the parent for programs of study, instructional materials or other resources necessary and related to the home education program as per Alberta Education regulation, upon submission and approval of detailed receipts.
    - 2.3.1. Reimbursement shall be at minimum based on a prorated amount equivalent to the timeframe the student is registered as a home education student.
    - 2.3.2. If a parent chooses to use distance learning materials, the board is entitled to use the portion attributed to the parent to pay for those materials.
  - 2.4. Reimbursement will not occur for
    - 2.4.1. personal remuneration for the parent; or
    - 2.4.2. 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 a school operated in the province as a whole.
  - 2.5. When a parent registers for home education and opts to return to a school within Horizon, or commences a home education program part way through a school year, parents will be reimbursed for expenses incurred up to a prorated amount based on the months the student was registered for home education.
3. When a student is accepted into a home education program, the principal of the designated school, with guidance from a division office designate, is responsible for providing the parent with written confirmation of
  - 3.1. registration information;
  - 3.2. provision of supervision for the proposed program;
  - 3.3. duration of the program for which supervision has been undertaken;
  - 3.4. plans for monitoring and assessment;
  - 3.5. procedures to be followed in arranging access to school resources, services and facilities; and
  - 3.6. advice regarding program components.
4. It is the responsibility of the parent to develop, administer and manage a home education program, including activities that will enable the student to achieve the outcomes that are appropriate for that program: either the Alberta Programs of Study or the learning outcomes contained in the schedule included in the Home Education Regulation.
  - 4.1. Parents are expected to provide the division with a written description of the program which

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must include:

- 4.1.1. a list of the activities selected by the parent and an explanation as to how those activities will enable the student to achieve the ultimate goals set out in the home education program;
  - 4.1.2. the instructional methods and resources to be used;
  - 4.1.3. the means of conducting evaluations of the student's progress; and
  - 4.1.4. the name of the person instructing the home education program, if not the parent.
- 4.2. The cost of learning materials, including courses taken through the Alberta Distance Learning Centre, for home education will be paid by the jurisdiction on behalf of the parent, using the parent component of the home education funding. Should expenses exceed the parents component of the home education funding, parents will be expected to pay additional costs.
- 4.2.1. Schools will be responsible for supplying required text or workbook resources and for the recovery of those resources once the student has completed the course of study.
  - 4.2.2. Any instructional materials, other than materials that cannot be used again, purchased by a parent with funding received must be returned to the board within one year following the student's completion of the course to which the materials relate if the board requests those materials within that year.
- 4.3. The cost of learning materials for the home component of blended programs including courses taken through the Alberta Distance Learning Centre will be paid by the jurisdiction on behalf of the parent, using the parent component of the home education funding.
- 4.3.1. Costs for parents wishing to access home education or blended programming during the summer months will not be covered by the division.
5. A parent providing a home education program must, at regular intervals, conduct an evaluation of the progress of their child(ren) including:
- 5.1. record of student activities and dated samples of work;
  - 5.2. records of methods and dates of evaluation; and
  - 5.3. ensuring the student is available for assessment by the division at least two (2) times annually.
    - 5.3.1. The division strongly supports having home education students write Alberta Provincial Achievement Tests. Students who do not write Alberta Provincial Achievement Tests will be assessed using an alternative assessment process at the discretion of the jurisdiction.
6. The division will;
- 6.1. facilitate student learning by offering assistance and advice to parents and principals providing home education programs;
  - 6.2. monitor and assess consistent with the Alberta Home Education Regulation and with the provisions for home education contained in provincial guides and bulletins;

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- 6.2.1. The frequency and nature of monitoring and assessment will be developed in consultation with parents and with consideration of the nature of the learner.
- 6.2.2. Assessment procedures regarding the student’s progress will include the professional judgement of supervising teachers.
- 6.2.3. Parents will be provided a written report outlining the recommendations from the assessments.
- 6.2.4. Requests for evaluation of students who wish to qualify for credits and marks in senior high school subjects must be made through the school principal.
- 6.3. provide for and maintain student records and advise parents providing home education programs that they may view those records;
  - 6.3.1. Horizon managed records for home education students are to be maintained in accordance with division policy.
- 6.4. advise a parent providing a home education program of entries made in the records relating to the progress of the student; and
- 6.5. provide principals with an updated monthly report of how the student is doing in regards to completed assignments.
7. A student registered in a home education program may be given access to division facilities and activities if
  - 7.1. access is approved by the principal of the facility;
  - 7.2. access is compatible with the normal operations of the school and with its obligation to meet the educational needs of all students;
  - 7.3. school supervision or staff resources, as deemed necessary by the principal, can be provided;
  - 7.4. requirements established for other students are met (eg. accident insurance and completion of waiver/authorization forms); and
  - 7.5. requirements for parent volunteers are met.
8. The division may terminate the home education program by notice to the parent if
  - 8.1. the division determines that the student is not making reasonable progress in the activities selected by the parent or in achieving the ultimate goals set out in the home education plan, or
  - 8.2. the parent providing the home education program has not met the requirements of the Home Education Regulation.
9. Upon termination, the student shall be enrolled in their designated school.

ATTACHMENT A

HORIZON SCHOOL DIVISION

Supervising School - Information Guidelines for Home Education

**STRUCTURE OF THE HOME EDUCATION PROGRAM**

**School Secretary:**

1. Oversee S.I.S. record of home education students; and
2. Assist Division Office with fees.

**School Staff Assigned to Supervise Home Education:**

The principal shall designate a staff member to monitor/supervise a home education program and provide advice and assistance to the parent.

Sufficient time will be allotted to the supervising teacher to fulfill the duties listed in *Supervisory Functions Respecting Home Education*, support the home education parent, and permit a minimum of three visits per year.

The supervising teacher will be informed on the special characteristics of tutorial learning.

**EXTRA CURRICULAR**

The school at which the home education student registers is not obligated to provide opportunity for participation in school and extra-curricular events.

**PROGRAM TERMINATION**

1. A supervising teacher may recommend termination of a home education program if the supervising teacher determines that the student is not progressing toward the standards of education set by the Minister, or if the parent providing the home education program has not met the requirements of the Home Education Regulation.
2. The written recommendation to terminate the program will be provided to the parent and the Superintendent. The notice must contain reasons for the recommended termination, and give due consideration to the age, grade level, abilities of the student, student evaluations, and must inform the parent of their right to ask the Minister to review the decision to terminate the home education program.
3. The Superintendent or designate will determine whether the program shall be terminated.
4. When a program is terminated, the Superintendent or designate shall provide notification, in writing, to the student's parent (and the student if 16 years of age or older).

**SUPERVISORY FUNCTIONS RESPECTING HOME EDUCATION**

1. If requested by the parent, provision of professional assistance with the preparation of the written description of the student's program as described in regulation four (4) of this policy and the Home Education Regulation.
2. Ensure the program developed by the parent is consistent with the Alberta Programs of Study or the Student Learning Outcomes contained in the Schedule included in the Home Education Regulation.
3. Inform the parent of the online location of all policies of the Board respecting Home Education matters.
4. Establish and oversee home education contracts and inform parents of contractual requirements.
5. Education and educational program counselling for parents and students involved in home education.
6. Maintain regular contact with each parent and student as to the success of the program.
7. Provide for and maintain records of evaluation of the progress of the student.
8. Provide opportunities for students at levels equivalent to Grades six and nine to write provincial achievement tests at the time designated by the Minister under the supervision of the school.
  - 8.1 Write provincial achievements tests or undergoes an approved alternative evaluation that reflects equivalent standards and meets the Student Learning Outcomes prescribed in the schedule.
  - 8.2 A student may be excused from provincial achievements tests or an alternative evaluation on the same basis as a student in a regular program.
9. Advise the student's parents as to the progress of each student including:
  - 9.1 at least one evaluation of the progress of the student in each semester;
  - 9.2 eligibility for high school credit information, including eligibility to write the Grade 12 diploma examinations;
  - 9.3 student achievement relative to grade level, including recommendations on any matter that may assist the student in attaining higher level of achievement, where necessary; and
  - 9.4 achievement information.
10. Ensure regulations and guidelines are adhered to.



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7. The address and telephone number of the student:

\_\_\_\_\_  
Street address or legal description (Area code) Telephone number

\_\_\_\_\_  
Community Province Postal Code

The address and telephone number of the parent (if different from the student’s):

\_\_\_\_\_  
Street address or legal description (Area code) Telephone number

\_\_\_\_\_  
Community Province Postal Code

8. The address where the education program is to be conducted (if different from the above):

\_\_\_\_\_  
Street address or legal description (Area code) Telephone number

\_\_\_\_\_  
Community Province Postal Code

9. The citizenship of the student and, if the student is not a Canadian citizen, the type of visa or other document by which the student is lawfully admitted to Canada for permanent or temporary residence, and the expiry date of that visa or other document:

\_\_\_\_\_

10. The estimated grade level of the student: \_\_\_\_\_

11. The name of the resident school board: \_\_\_\_\_

12. Education program and name of school or name of associate board or associate private school for the previous school year: \_\_\_\_\_

13. Is assistance required in preparing the home education program plan? (Check one)  Yes  No

14. Provide the name of the person(s) providing the home education program or instructing the home education program, if not the parent: \_\_\_\_\_

15. a) **For associate school boards** – please see note below:

If you wish to declare that you are an Aboriginal person, please specify:

Status Indian/First Nations  Non-Status Indian/First Nations  Métis  Inuit

*Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. Alberta school boards are also collecting this information pursuant to the same section in conjunction with section 2(1)(t) of the Student Record Regulation and for the same purposes.*

For further information or if you have questions regarding the collection activity, please contact the office of the Director, Aboriginal Policy, Policy Sector, Strategic Services Division, Alberta Education, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-8501. If you have questions regarding the collection activity by your school board, please contact the School Board Superintendent.

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b) **For associate private schools (if private school is a Level 2 Accredited Funded Private School)** – please see note below:

If you wish to declare that you are an Aboriginal person, please specify:

- Status Indian/First Nations       Non-Status Indian/First Nations       Métis       Inuit

*Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success.*

*Pursuant to section 13 and 14 of the Personal Information Protection Act (PIPA), Level 2 accredited private schools in Alberta are collecting this information in order to develop policies, programs and services to improve Aboriginal learner success.*

For further information or if you have questions regarding the collection activity by Alberta Education, please contact the office of the Director, Aboriginal Policy, Strategic Services Division, Alberta Education, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-8501. If you have questions regarding the collection activity by the school, please contact the school principal.

### 16. Section 23 Francophone Education Eligibility Declaration

*Section 2 (1) of the Student Record Regulation states that:*

*The student record of a student must contain all information affecting the decisions made about the education of the student that is collected or maintained by a board, regardless of the manner in which it is maintained or stored including (s) if the parent of a student is eligible to have the student taught in the French language pursuant to section 23 of the Canadian Charter of Rights and Freedoms, a notation to indicate that and a notation to indicate whether the parent wishes to exercise that right.*

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be  
compl

Pursuant to Section 23 of the *Canadian Charter of Rights and Freedoms*:

Citizens of Canada

- whose first language learned and still understood is French; or
- who have received their primary school instruction in Canada in French have the right to have their children receive primary and secondary instruction in French; or
- of whom any child has received or is receiving primary or secondary school instruction in French in Canada, have the right to have all their children receive primary and secondary school instruction in the same language.

In Alberta, parents can only exercise this right by enrolling their child in a French first language (Francophone) program offered by a Francophone Regional authority.

A. According to the criteria above as set out in the *Canadian Charter of Rights and Freedoms*, are you eligible to have your child receive a French first language (Francophone) education? (Please place an X in the appropriate box.)

- Yes       No       Do not know

B. If yes, do you wish to exercise your right to have your child receive a French first language (Francophone) education?

- Yes       No

## PART B Declaration by Parent

I/We, \_\_\_\_\_, the parent(s) of \_\_\_\_\_ the student, declare to the best of my/our knowledge that the home education program and the activities selected for the home education program will enable the student (check as applicable):

- to achieve the outcomes contained in the Alberta Programs of Study.  
 to achieve the outcomes contained in the Schedule included in the *Home Education Regulation*.

In addition, I/We understand and agree that the instruction and evaluation of my/our child's progress is my/our responsibility and that the associate board or private school will supervise and evaluate my/our child's progress in accordance with the *Home Education Regulation*.

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I/We understand and agree that the development, administration and management of the home education program is our responsibility.

Parents who provide home education programs acknowledge that there are implications when they choose to use programs different from the Alberta *Programs of Study*:

- 1. Students may not apply to a high school principal for high school credits.
- 2. Students may not receive an Alberta High School Diploma.

Any student in a home education program may write a high school diploma examination. However the diploma examination mark achieved will stand alone and will not result in a final course mark unless accompanied by a recommendation for credit by a high school principal. A final course mark requires both a school awarded mark and a diploma examination mark. Arrangements to write diploma examinations should be made well in advance of the writing date by contacting the associate school board or associate private school for assistance or Learner Assessment Branch at 780-427-0010.

\_\_\_\_\_  
Signature(s) of Supervising Parent(s) or Legal Guardian(s)

\_\_\_\_\_  
(mm / dd / yyyy)

**PART C Associate School Board or Associate Private School Notification of Acceptance**

As per Section 2(3) of the *Home Education Regulation* the associate board or associate private school must reply in writing to the parent not more than 15 school days after the date on which it is notified whether it agrees to supervise or continue to supervise the Home Education Program.

This agreement  is accepted  is not accepted by the  is provisionally accepted by

\_\_\_\_\_  
(Print the name, address and phone number of the associate board or private school)

\_\_\_\_\_  
Signature of Superintendent or Principal

\_\_\_\_\_  
(mm / dd / yyyy)

**PART D Requirements for the Home Education Program for Components of the Program that Do Not Follow the Alberta Programs of Study**

If portions of the student program will enable the student to achieve the outcomes contained in the Schedule included in the Home Education Regulation, please attach according to this Form the required written description of the Home Education Program for a student who is following the *Schedule of Learning Outcomes for Students Receiving Home Education Programs That Do Not Follow the Alberta Programs of Study*:

- 1. Describe in the home education program plan, the instructional method to be used, the activities planned for the program and how the instructional method and the activities will enable the student to achieve the learning outcomes contained in the Schedule.
- 2. Identify the resource materials, if different from provincially authorized materials, to be used for instruction.
- 3. Describe the methods and nature of the evaluation to be used to assess the student’s progress, the number of evaluations and how the evaluation addresses the learning outcomes in Question 1.
- 4. Describe the associate board or associate private school facilities and services that the parent wishes to use.