

## Administrative Procedure 214

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### HOME EDUCATION

#### Background

The decision of parents to educate their child in a home schooling environment will be supported in accordance with the requirements of provincial legislation and regulation.

#### Procedures

1. The provision of home education programs is governed by Alberta Education Policy 1.1.2 – Home Education. All staff members involved with home education programs shall become familiar with the Policy and adhere to the requirements.
2. If the parent submits a completed Home Education Regulation Notification and the program meets the requirements, the Superintendent shall provide for the necessary program supervision and assessment of student achievement and assign the student to a school in the division. The school to which the student has been assigned shall receive an annual school-based managed fee for the student.
3. The Home Education Program Plan shall:
  - 3.1 Include the information requested on the division approved home education program plan form.
  - 3.2 Be directed to the Superintendent to ensure the education program meets the requirements.
4. The Principal of the school to which the student is assigned shall be responsible for the monitoring and review of the home schooling program.
5. The Principal shall ensure a minimum of two visits to the home, where access is reasonable, by either the Principal or a designated teacher.
6. The Principal will encourage students on home education programs to participate in local school programs, such as field trips, and provide them with access to school facilities, such as library and computer, provided that the student can be appropriately supervised, and to provide instructional materials in return for a rental fee.
7. The costs for student programs accessed through the Alberta Distance Learning Centre or through Distance Education Consortia shall be assumed by the school at which the student is registered.

8. The Principal shall:
  - 8.1 Provide for the assessment of the student's achievement on a regular basis and communicate those results forthwith to the parent.
  - 8.2 Notify the parent if there are any deficiencies in the program and/or the student's achievement.
  - 8.3 Make recommendations to the parents to assist the student in increasing the level of achievement.
  - 8.4 Advise parents that students enrolled in home education must take the provincially administered achievement and diploma tests unless they have been exempted by the Superintendent.
  - 8.5 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.
9. The Superintendent, upon the recommendation of the Principal may, in writing, terminate the program and direct the student to a school if:
  - 9.1 The student is failing to achieve at an acceptable rate, or
  - 9.2 The home education program does not meet or comply with provincial or divisional requirements.
10. 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 Superintendent shall be responsible for determining the appropriate educational placement.
11. The central office shall maintain a file containing all of the decisions and information regarding a student on a home education program.
12. The Principal shall inform the parents of their responsibility to submit an annually updated Home Education Program Plan at the beginning of the school year.
13. Administrative assignments are as follows:
  - 13.1 The Superintendent will ensure the maintenance of a "master register" of home education students and the schools to which they have been assigned.
  - 13.2 The Principal will complete the Alberta Education Age/Grade/Sex forms for assigned students, include the students in enrollment counts and month-end reporting, plus any other related student information forms.
  - 13.3 The Secretary-Treasurer shall determine the necessary rental fees in cooperation with the Principal and disburse funds to parents as required by provincial Policy and regulations.
14. The Home Education Regulation Notification Form can be found in the Forms Manual.