

## Administrative Procedure 230

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### HOME EDUCATION PROGRAM

#### Background

While the Division strongly encourages its resident students to attend the educational program offered in its schools, the School Act recognizes parents have a right and a responsibility to make decisions respecting the education of their children. The School Act further authorizes parents to provide a home education program subject to ministerial requirements.

The Division will provide support and supervision for parents of resident students who wish to provide a home education program for their child(ren). The Superintendent has the authority to grant approval for the supervision of a home education program.

#### Procedures

1. Parents who wish to have their child participate in a home education program must notify the Superintendent in writing of their intention and will submit either a completed application form or a letter to the Superintendent outlining the reasons for their request and a detailed educational plan for the home education program.
2. Parents/guardians may request a copy of the home education information folder which includes the home education procedures and forms.
3. The education plan shall include:
  - 3.1 The skills and competencies to be taught in each subject area and the other learning objectives to be achieved;
  - 3.2 The instructional methods and resource materials to be used to achieve the learning objectives; and
  - 3.3 The methods of assessment and the intervals between assessments.
4. Parents who provide a home education program to a student must evaluate and assess the program and the student at regular intervals, including the following:
  - 4.1 Maintaining a portfolio of student work and a general record of student activities;
  - 4.2 Maintaining a record of the methods and times of assessment used by the parent and the levels of performance by the student in those assessments;
  - 4.3 Ensuring that the student is available for assessment by the Superintendent or designate:
    - 4.3.1 At a time mutually agreed to by the parent and the Superintendent;



- 4.3.2 At the option of the parent, in the home of the student, at the local school or at the Division office; and
  - 4.3.3 At the option of the parent, in the presence of the parent.
5. If a student has not met acceptable provincial standards in a particular subject after writing an achievement test, the Superintendent or designate will review the test with the parent and recommend appropriate remedial measures to improve the student's achievement.
  6. The Superintendent or designate will offer professional assistance to a parent who is preparing an educational plan.
  7. Students who are approved for a home education program will be allowed to use school services and facilities as approved by the principal.
  8. Students on an approved home education program shall be listed on the register of the school that serves the attendance area in which they live.

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  
Ministerial Order 004/98  
Guide to Education ECS to Grade 12  
Individual's Rights Protection Act  
Alberta Bill of Rights  
Child Welfare Act  
Canadian Charter of Rights and Freedoms

