

HOME EDUCATION AND SHARED RESPONSIBILITY EDUCATION

Background

The Division recognizes that some parents may prefer to have their child excused fully or partially from regular school attendance in favour of a home education or shared responsibility education program. The Division further recognizes its responsibilities to provide supervision for resident students in home education or shared education programs.

Guidelines

A. Home Education Programs

1. Parents shall notify the Superintendent or delegate of the intention to provide a home education program and the plan for the program and shall comply with parental duties as outlined in the *Home Education Regulation*, A.R.145/2006. The parent may access advice and other professional assistance from the Division in the preparation of the plan.
2. The Superintendent shall respond to the parent, ensure that the program and its plan meets requirements as outlined in the current Home Education Regulation and provide for the supervision needed.
3. The Board is the associate board for the student's home education program and must notify the parents/legal guardians of any implications that a home education program may have on a students' eligibility to be granted high school credits.
4. Funding is provided to associate boards supervising home education programs as long as the board is offering at least 50% of the student's program based on the *Standards for Home Education Reimbursement*.
5. An associate board must enter the student's resident board into PASI for funding consideration based on the current *Funding Manual for School Authorities*.
6. A parent may terminate a home education program at any time by providing written notice and enrolling the student in school in the associate board and/or in the resident board. If an associate board that is not the student's resident board enrolled the student in home education, the associate board is responsible for the student's education for the remainder of the school year.
7. The Superintendent may terminate a home education program at any time after giving due consideration to the factors outlined in the procedures that follow if he/she is of the opinion that:

- 7.1 The student fails to meet an acceptable level of achievement.
- 7.2 The home education program does not meet requirements.
- 7.3 The parent has not complied with the required duties.

The Superintendent shall give to parents, in writing, reasons for the termination and the notice of the right to appeal the decision to the Board. He/She shall also provide reasonable notice for the continuation of the student's education in school.

If the Superintendent terminates a home education program, he/she shall ensure that the student is enrolled in a school operated by a Board or private school.

8. Parents have the right to appeal the decision of the Superintendent to terminate a home education program to the Board and the right to appeal the decision of the Board to the Minister of Learning.
9. All pupils being supervised by the jurisdiction on a home education program shall be registered in a jurisdiction school (including correspondence registrants).
10. Students on a home education program are eligible for high school credits as long as the home education plan follows the prescribed Alberta Education programs of study.
11. School teachers and Principals shall encourage students on home education programs to participate in school and extra-curricular programs and provide them with access to school facilities and services. Principals shall develop a set of guidelines and procedures that could delineate the process for home education students to access school and extra-curricular programs.
12. The Superintendent shall offer, as outlined in Appendix 1, the provincial grant received for home education students to parents. Parents who choose to receive this money shall follow ministerial regulations for its use and provide the Division with receipts.
13. The Superintendent may delegate any of his/her responsibilities in these guidelines or procedures except the termination of a home education program and the attendant appeal process.

B. Shared Responsibility Programs

1. A parent of a student providing a home education program to the student and Alberta funded school authority may agree to share responsibility for the student's education. Two conditions must be met for this to occur:
 - a. The school authority portion of the agreement must consist of a program where an Alberta certificated teacher, employed by a school board or an accredited-funded private school, is responsible for planning, resource selection, instruction, assessment, and evaluation of student progress in selected courses that follow the Alberta programs of study or locally developed courses. The school authority must be responsible for at least a minimum of:
 - 50% of the student's program in grades 1-9;

- 20% of the student's program in grades 10-12.
- b. The home education portion of the agreement must consist of a program provided by a parent under the authority of the *Education Act* and the Home Education Regulation. The parent is responsible for developing, administering, and managing the home education program. The school authority is responsible for supervising the home education program.
2. School authorities need to follow the most up-to-date guidelines in the Guide to Education with respect to entering the student's enrolment information into PASI. The associate board supervising the shared responsibility program must enter the authority code of the student's resident board into PASI for funding consideration.
 3. School authorities are *not* required to offer shared responsibility programs.
 4. The above guidelines for supervision and termination of home education programs apply to shared responsibility programs.

Procedures

1. Parent notification of intention to offer a home education or shared responsibility education program shall be in writing and normally prior to August 15 of each year. This notification is also required if a parent intends to use a willing non-resident board. The Superintendent's response shall be in writing and not more than fifteen (15) days after the receipt of the parent's written notification. The Superintendent reserves the right to refuse to offer and to agree to a shared responsibility program.
2. The home education program submitted by the parent shall be:
 - 2.1 Prescribed, authorized or approved by the Minister of Learning under Section 18 of the *Education Act*, or
 - 2.2 Comply with the program certified by the parent and accepted by the Superintendent or delegate in the form prescribed as being consistent with the student learning outcomes prescribed in the schedule set out in current Home Education Regulation 145/2006.
3. The plan of the home education or shared responsibility program submitted by the parent shall include:
 - 3.1 The grade level and subject areas to be taught.
 - 3.2 The instructional methods and resource materials to be used.
 - 3.3 The means of assessment and the intervals between assessments.
 - 3.4 The name and qualifications of any unpaid instructors.
 - 3.5 The place of instruction, hours of instruction and proposed use of school programs, facilities and services.
 - 3.6 The student learner outcomes (if different from the Alberta Program of Studies) for each subject.

4. The supervision plan for the home education program or shared responsibility program approved by the Superintendent shall include:
 - 4.1 Identifying the plan to be established, home education or shared responsibility program.
 - 4.2 Facilitating student learning by designating an individual to provide assistance and advice to the parent about a home education or shared responsibility program.
 - 4.3 Assigning teachers who are supportive of home education parents and students and who are informed on the special characteristics of tutorial learning. Identifying teachers responsible for courses for a shared responsibility program, if such a program has been agreed to by the parents and Superintendent.
 - 4.4 Providing for and maintaining records of the evaluation of the progress of the student in a home education program including at least two evaluations in each school year and including a review of the student portfolio with the parent at least twice a year. Providing assessment information for courses in which the student is enrolled in a shared responsibility program and as outlined in the Division Student Assessment, Evaluation, and Reporting Administrative Procedure 365 and as required by the Teaching Quality Standard.
 - 4.5 Ensuring that students write the provincial achievement tests, reviewing the test(s) with parents of students who have written and not met acceptable standards and recommending appropriate remedial measures to improve the student's achievement, recording the names of students who fail to write these tests as not having met acceptable provincial standards, making an evaluation of student progress and reporting this in the student record in any subject where the provincial tests have not been written.
 - 4.6 Notifying the parent of any limitations a particular program choice may have on the student being granted credits or the eligibility to write grade twelve diploma examinations.
 - 4.7 Advising the parents on the progress of the student based on evaluations of the progress of the student and a review of the portfolio of the student.
 - 4.8 Making recommendations to the parent on matters that will assist the student in attaining a higher level of achievement, if necessary.
 - 4.9 Indicating the services and resources of the Division that are available for use by the parent and student, and sharing relevant information including Division policies and administrative procedures.
5. A parent who provides a home education program to a student must:
 - 5.1 Develop, administer and manage the home education program.
 - 5.2 Evaluate the progress of the student at regular intervals by
 - 5.2.1 Maintaining a portfolio of student work and a general record of student activities.

- 5.2.2 Maintaining a record of the method and times of evaluation of the progress of the student and levels of achievement attained by the student.
 - 5.3 Be available for a regular review of the student's achievement with the Superintendent or designate at a time mutually agreed to by the parent and the Superintendent or designate.
 - 5.4 Ensure that the student is available in order that the Superintendent or designate may evaluate the progress of the student at a time and place mutually agreed to by the parent and the Superintendent or designate, and in the presence of the parent, if the parent chooses to be present.
 - 5.5 Ensure that a student at a level equivalent to grade three, six and nine writes the grade three, six and nine provincial achievement tests and at the time designated by the Minister, or undergoes an alternative evaluation approved by the Superintendent or designate that reflects standards similar to the standards in the provincial achievement tests and that meets the student learning outcomes prescribed by Alberta Education at a time and place mutually agreed to by the parent and the Superintendent or designate.
 - 5.6 Record the results of the tests in the student's record.
6. During the school year, the Superintendent may terminate a home education by notice in writing to the parent if the Superintendent determines that the student is not progressing toward the standards of education set by the Minister, or the parent providing the home education program has not met the requirements of the Home Education Regulation (145/2006). A notice of termination must contain reasons for the termination. A termination must be made in consultation with the parent, and give due consideration to:
- 6.1 The age, grade level and abilities of the student.
 - 6.2 The student evaluations made by the Superintendent or designate and the parent in accordance with the Home Education Regulation (145/2006).

Upon receiving an appeal of the decision of termination, the Board shall arrange a hearing at which both the Superintendent and parents have the opportunity to present their views. Following the hearing, the Board shall, without administration being present:
 - 6.3 Reinstate the program, or
 - 6.4 Confirm that the home education program is terminated, and communicate its decision, in writing, to the parent. If the Board does not find in favour of the parent, the written communication to the parent will include notification of the parent's right to appeal the Board's decision to the Minister under Section 43 of the *Education Act*.
7. A parent may terminate a home education program:
- 7.1 By providing a notice in writing to the Superintendent respecting the termination of the home education program, and

- 7.2 By enrolling the student in a school operated by a Board or private school. If a student is enrolled in a school operated by a Board, the Board may assess the student for the purpose of determining the student's appropriate grade placement.

Reference: Section 4,11,18, 20,42, 43 *Education Act*
Home Education Regulation, A.R.89/2019
Funding Manual for School Authorities
Standards for Home Education Reimbursement
Teaching Quality Standard
Student Appeal Administrative Procedure 380
Student Assessment, Evaluation, and Reporting Administrative Procedure 365

Revised: February 13, 2019