

## ADMINISTRATIVE PROCEDURE NO. 222

### HOME EDUCATION PROGRAM

#### Background

While the Board strongly encourages its resident students to attend educational programs offered in their schools, the Education Act recognizes that parents have the right and responsibility to make decisions respecting the education of their children. The provision of a home education program is governed by the *Education Act* and provincial regulations. The Board 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 Board and Alberta Education Policy 1.1.2 and Alberta Regulation 126/99.

#### Procedures:

1. The parent shall notify the Superintendent of the intent to provide a home education program. A parent requesting that Red Deer Catholic Regional Division supervise a home education program shall provide a completed NOTIFICATION FORM – HOME EDUCATION REGULATION A.R.126/99.
2. The parent will be asked to enter into a contract with the Board outlining the terms and conditions of the home education program. The parent assumes responsibility for programming and instruction. The parent may terminate the home education program at any time by providing written notice and enrolling the child in school.
3. The Superintendent may terminate the home education program by notifying the parent in writing when monitoring and assessment indicates:
  - i) the student is not making satisfactory progress,
  - ii) the program of instruction is not consistent with the authorized Program of Studies or does not meet Alberta Education requirements, and
  - iii) suggested improvements have not been implemented satisfactorily.
4. The complete plan of the home education program submitted by the parent must include, but is not limited to, the following:
  - i) the student's legal name, birth date, gender, address, contact number, and citizenship,
  - ii) parent's name, address and contact numbers,
  - iii) the skills and competencies to be taught in each subject area and the other learning objectives to be achieved,
  - iv) the instructional methods to be used,

- v) the activities and resource materials to be used to achieve the learning objectives,
  - vi) the methods of assessment and the timeline of assessment,
  - vii) the name and qualifications of any instructor, and
  - viii) the needs regarding the use of school services, resources and facilities.
5. The parent who provides the home education program must:
    - i) develop, administer, and manage the home education program,
    - ii) evaluate the progress of the student at regular intervals. There should be a record of student activities, methods of assessment, achievement attained and a portfolio of student work.
    - iii) be available for a review of the student's achievement with the Superintendent or designate at a mutually agreed upon time.
    - iv) ensure that the student, when at a level equivalent to grade three, six, and nine, writes the provincial achievement tests at the time designated by the Minister.
    - v) records the results of the students achievement in the student's record in accordance with Regulation 6024 – Student Records.
  6. The principal of the school to which the student is registered shall monitor the home education program on a regular basis. The Superintendent shall review the approval of a home education program.
  7. Home education programs shall be based on the Alberta Program of Studies or meet Alberta Education requirements.
  8. Where the student is registered in a program through the Alberta Distance Learning Centre (ADLC) as part of the approved program, the costs will be borne by the Division.
  9. School services and resources for a home education student may be arranged through discussions with the principal of the school in which the student is registered. For example, extracurricular activities, student photos and identification, newsletters, and monthly calendars can be made available to the home education student.
  10. Additional information regarding home education may be found in Alberta Education Policy 1.1.2 and Alberta Regulation 126/99.

References:

Sections: 1 and 20 of the Education Act

Revised: July 2005, November 2019