



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 regulations.

Procedures

1. The superintendent shall ensure that the home education program is provided in accordance with Alberta Education Policy governing Home Education Policy.
2. A parent wishing to educate their child at home shall submit a completed *Home Education Notification Form* to the superintendent or designate on, or prior to, the beginning of the school year.
3. The superintendent may designate a staff member to assist the parent in developing an educational program that meets the provincial requirements.
4. If the parent has met the requirements set for the notification and description of the educational program, the following procedures shall be followed:
 - 4.1 The superintendent or designate will confirm the substance and acceptability of the program in writing to the parent, the principal of the divisional school to which the student has been assigned.
 - 4.2 The home education teacher shall maintain contact with the parent and provide assistance in accordance with the following:
 - 4.2.1 A minimum of two on-site visits per year.
 - 4.2.2 Appropriate letters and phone contacts.
 - 4.2.3 Assistance, upon request for program delivery.
 - 4.3 The home education teacher shall maintain a record for each student that includes:
 - 4.3.1 Dates of on-site visits.
 - 4.3.2 Record of student progress.
 - 4.3.3 Record of student assessments.
 - 4.3.4 Record of the requests for assistance and dates provided.



Procedure 202

Home Education Programs

- 4.4 The student shall be assigned to a division school and entered in the school's register.
5. The superintendent or designate shall arrange for:
 - 5.1 The assessment or the provision of the assessment of the student's achievement on a regular basis and to communicate those results forthwith to the parents;
 - 5.2 The making of recommendations to the parent to assist the student in increasing the level of achievement.
 - 5.3 The provision of instructional materials, where available, on a loan basis.
 - 5.4 The completion of the cumulative record appropriately.
6. Students shall take the provincial achievement tests unless excused by the superintendent. The Home Education Teacher shall conduct an assessment of the exempted students before the next school year.
7. Parents of home education students will be encouraged to send their child to the assigned division school to participate in those programs not readily available in the home. This will be done in consultation with the teacher(s) and principal and could include: music, art, physical education, library facilities, computer services and facsimile services.
8. In cases where the division purchases texts and/or other LRDC materials for use in a home education program, such items are the property of the division and must be returned in good condition to the assigned school upon completion or termination of the home education program.
9. The superintendent may, in writing, terminate the home education program and direct the student to a school and program operated by the division if:
 - 9.1 The student continues to fail to meet an acceptable level of achievement,
or
 - 9.2 The home education program does not continue to meet requirements of provincial policy and regulations.



Procedure 202

Home Education Programs

10. In the event of the termination of a home education program, the parent shall be advised that the superintendent's decision may be appealed by the board in accordance with Board Policy 13 – Appeals.
11. In cases where the student on a home education program in the division is a non-resident student, the resident board shall be notified and a copy of the letter to the parent confirming the substance and acceptability of the program shall be provided.