



Background

The Division recognizes the choice of parents/guardians to exercise their right and responsibility to provide an education at home for their children in Grades 1 to 12.

The Division recognizes its role in the supervision and evaluation of home education programs in order to ensure that students will have the opportunity to meet standards of education acceptable to the Minister of Education.

The Division believes any arrangement between the Division and the parents/guardians should be based on mutual trust, and that schools should maintain friendly and supportive contact with home education parents/guardians and students.

Where the choice of home education or shared responsibility is exercised by the parents/guardians, the Division will supervise and offer assistance and advice to the parents/guardians to ensure the student's access to resources and to facilitate satisfactory student achievement.

Parents choose curriculum resources and methodology consistent with their family's beliefs and consistent with the *Home Education Regulation 89/2019*.

Definitions

A **Home Education Program** means an education program provided by the parents/guardians to a student in accordance with the *Home Education Regulation 89/2019* but does not include any portion of an education program that is the responsibility of a Board.

The *Home Education Handbook Understanding Choices and Responsibilities* provides information for parents/guardians on:

- Planning the child's education program.
- Understanding legal rights and responsibilities.
- Following through with a home education plan.
- Planning supports and services.
- Ending a home education program.
- Planning for transitions.

Shared Responsibility Students are those students that receive between 20% and 80% of school programming from the school authority. Program delivery less than 20% is considered a home education program; program delivery of over 80% is considered a full-time student of the school authority.

Procedures

1. Prairie Land Public School Division will assist and co-ordinate Home Education and Shared Responsibility Programs that are in the best interest of students. Prairie Land Public School Division will enter into an agreement with parents/guardians of home education and shared responsibility students to provide home education. These agreements provide the basis for the Home Education or Shared Responsibility Program.
2. Programs for home education students may be designed by the parents/guardians with the assistance of certificated staff if the parents/guardians request assistance.
3. Parents/guardians considering the home education option should first discuss their intentions with the Principal of the school which the student would normally attend.
4. In order for the Home Education Coordinator or Principal to accept a home education registration, the following criteria must be met:
 - 4.1 The registration must meet the requirements of this procedure and the *Home Education Regulation 89/2019*.
 - 4.2 The Learning Plan provided by the parents/guardians enables the student to achieve applicable outcomes and may align with the Alberta Programs of Study or the learning outcomes for students receiving home education programs that do not follow the Alberta programs of study as identified in the Home Education Regulation 89/2019.
5. The Learning Plan must include the following:
 - 5.1 A list of activities with an explanation as to how the activities will enable the student to achieve the outcomes identified.
 - 5.2 Learning outcomes aligned with the *Programs of Study* or the learning outcomes for students receiving home education programs that do not follow the Alberta programs of study as identified in the Home Education Regulation 89/2019.
 - 5.3 Instructional methods and resources to be used.
 - 5.4 The plan for evaluation of progress.
6. When a student is accepted, the Home Education Coordinator or Principal will provide the parents/guardians with written confirmation of:
 - 6.1 Registration.
 - 6.2 The provision of supervision for the proposed program.
 - 6.3 The duration of the program for which supervision has been undertaken.
 - 6.4 Plans for monitoring and evaluation.
 - 6.5 Procedures to be followed in arranging access to school resources, services

and facilities.

7. The Home Education Coordinator or Principal of the school providing supervision and assistance will provide parents/guardians with access to a copy of all Policies respecting the supervision of home education students and notify parents/guardians of any changes that may occur in those Policies in the future.
8. Parents/guardians will notify the supervising teacher when there are significant alterations to the Learning Plans.
9. Parents/guardians will be provided a written report outlining the review of the Learning Plan and the parent's/guardian's assessment with recommendations completed by the supervising teacher.
10. Requests for evaluation of students who received home education with a Learning Plan that follows the *Programs of Study* and who wish to qualify for credits and marks in senior high school subjects, must be made through the Principal responsible for the Home Education program.
11. Prairie Land Public School Division will assign a certificated teacher to provide supervision, assistance, and evaluation in accordance with the Home Education Regulation.
12. The Board must also arrange for certificated teachers employed by the Board to conduct formal evaluations of each student each school year. These evaluations include a review of the student portfolio and recommendations to help students make improvements.
13. Monitoring and evaluation will be consistent with the *Home Education Regulation 89/2019* and with the provisions for home education contained in provincial guides and bulletins, including parent/guardian responsibility to ensure:
 - 13.1 Regular evaluation of the student's progress.
 - 13.2 A record of the methods and dates of evaluations is maintained.
 - 13.3 Dated samples of student work.
 - 13.4 A general record of student activities.
 - 13.5 At least two formal evaluations will be conducted each school year to review home education progress, including the learning plan by the supervising teacher. Evaluation is based on the professional judgment of the supervising teacher.
 - 13.6 The parents/guardians are available for regular review of the student's achievement.
 - 13.7 The student is available for an evaluation of their progress by the supervising teacher.

14. The frequency and nature of monitoring and evaluation will be developed in consultation with parents/guardians and consideration of the nature of the learner such as age, maturation and learning needs.
15. Parents/guardians wishing to enroll their child in a Home Education Program will complete the prescribed *Notification Form for Home Education Program Supervised by a School Authority* each year and return to the Home Education Coordinator or Principal.
16. The Home Education Coordinator or Principal will assist the parents/guardians in developing an education program and plan, consistent with Alberta Education Guidelines, outlining the options available and the expectations of the Division and Alberta Education.
17. An agreement will be signed between the Division and the parents/guardians which includes:
 - 17.1 The prescribed *Notification Form for Home Education Program Supervised by a School Authority* completed by the parents/guardians.
 - 17.2 A letter from the Home Education Coordinator or Principal approving the program.
18. Parents/guardians choosing home education have the primary responsibility for planning, managing, providing, evaluating and supervising their children's courses of study. They must develop a home education program that enables the child to achieve appropriate learning outcomes.
19. The Division will provide supervision for the home education program in accordance with the *Home Education Regulation 89/2019*.
20. Approval of any Home Education Program by Prairie Land Public School Division will be based upon the program's appropriateness to the student's learning needs and the general goals for education listed in the *Home Education Regulation 89/2019*. Funding and reimbursement will be administered in accordance with section 7 of the Home Education Regulation and the provincial Standards for Home Education Reimbursement.
21. Home education parents/guardians must evaluate and assess the program at regular intervals, including, but not limited to, the following methods:
 - 21.1 Maintaining a portfolio of student work and a record of student activities.
 - 21.2 Maintaining a record of the methods and times of assessment used by the parents/guardians and the levels of performance by the student in those assessments.
 - 21.3 Ensuring that the student is available for assessment by the Division:
 - 21.3.1 At a time and place mutually agreeable to the parent and the Division.
 - 21.3.2 At the option of the parents/guardians, in the presence of the

parents/guardians.

- 21.4 Ensuring that a student at the equivalent grade level is provided with the opportunity to:
 - 21.4.1 Write the *Student Learning Assessment for Grade 3* and the *Provincial Achievement Tests for Grades 6 and 9* or any other provincially mandated test, as the parents/guardians choose.
 - 21.4.2 Undergoes an alternative evaluation, as approved by the Home Education Coordinator, that reflects standards similar to the standards in the provincial achievement tests and that meets the student learning outcomes prescribed in the Schedule at a time and place mutually agreed to by the parents/guardians and the Division.
22. Together with the parents/guardians, Prairie Land Public School Division must ensure that each student meets the parents/guardians educational outcomes in accordance with the *Home Education Regulation 89/2019*.
23. Prairie Land Public School Division will cover the costs of *Programs of Study* and instructional materials directly related to the programs offered by parents/guardians, to a maximum of 50% of the basic funding received by the Division for approved Home Education Programs.
- 26 Prairie Land Public School Division will not be responsible for the costs of tuition, optional materials, loan or caution fees.
27. Parents/guardians who wish to offer a Home Education Program, must notify and be accepted by Prairie Land Public School Division before September 30 of the current school year, in order for parents/guardians to receive a maximum of 50% of the home education funding.
28. Children are not eligible for funding if a Home Education Program is accepted after September 30 of the current school year. This includes situations where a student changes from an online or regular program to home education after September 30 of the current school year.
29. Submissions for reimbursement and the Division's approvals must be consistent with the *Home Education Regulation 89/2019*. To determine whether a cost or expense is reimbursable, the Division may refer to the *Standards for Home Education Reimbursement*.
30. Prairie Land Public School Division is not permitted to provide funding to students or families if the student is enrolled in an online or regular school program.
31. If parents/guardians wish to register a student in a Home Education Program after the September 30 of the current school year funding deadline, the student may be accepted as a Home Education student with Prairie Land Public School Division providing the student was registered prior to September 30 of the current school

year in a Prairie Land Public School Division school.

32. In the event that a student transfers from a Prairie Land Public School Division school to a Home Education Program after September 30, the school that the student would normally attend will be responsible for the pro-rated costs of the program at a rate of 1/10 of the cost for every month remaining in the school year.
33. Termination of a supervised home education program will occur in accordance with section 8 of the Home Education Regulation.
34. If Prairie Land Public School Division terminates a Home Education Program, Prairie Land Public School Division maintains responsibility for the student's education for the remainder of the school year and will ensure the student has access to an education program and enroll the student in their designated school.
35. Parents/guardians may terminate a Home Education program by:
 - 35.1 Providing written notice of the termination.
 - 35.2 Enrolling the student in a school.
36. A written statement regarding the termination shall be provided to the parents/guardians and the Principal of the designated school and will include:
 - 36.1 The reason for termination.
 - 36.2 Direction to enroll at the designated school.
 - 36.3 Appeal Procedures.
37. Parents/guardians of home education students will register through the Prairie Land Public School Division Home Education Coordinator or Principal who will in turn support the students' access to field trips, visiting programs, Learning Commons, etc. at the designated partner school. Home education parents/guardians will be responsible for any fees/fundraising that may be associated with such activities.
38. The partner school will send out all appropriate communication (e.g. newsletters, emails, etc.) to the home education parents/guardians.
39. Extra-curricular school programs may be made available to home education students at the discretion of the Principal and if adequate supervision and space is available in the activity.
40. It is expected that a home education student who is participating in any extra-curricular school program or activity will be subject to the same conditions as students attending the school. These conditions may relate to selection (for a team or group), expectations of behaviour, academic standing, fundraising, payment of fees, etc. Alberta Schools' Athletic Association regulations may affect the eligibility of students in some activities.

41. Requests for taking some courses and/or programs at school will be considered providing the following are met:
 - 41.1 Requests must be directed through the local Principal.
 - 41.2 There must be adequate student space available in the course.
 - 41.3 The parent/guardian pays any fees levied by the school for the course (materials fee, etc.).
42. Prairie Land Public School Division Home Education Program will notify parents/guardians, in writing, of the Board's decision with respect to supervision or continuing to supervise the proposed Home Education Program, within fifteen (15) days of receiving the *Form AP18 Notification Form for Home Education Program Supervised by a School Authority* in the *Forms Manual*. and the supporting Learning Plan.
43. Parents/guardians will be notified of any implications that a home education program may have on the student's eligibility to be granted high school credits.

References: Sections 18, 20, 42, 43, 44 and 244 *Education Act Home Education Regulation 89/2019 Standards for Home Education Reimbursement 2023 Home Education Handbook Understanding Choices and Responsibilities 2023 Standards for Home Education Reimbursement 2023 Notification Form for Home Education Program Supervised by a School Authority*

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