

# HOME EDUCATION

## Background

All Catholic students within the boundaries of the Division are to attend the Catholic school in their attendance area. Notwithstanding this, in some situations parents may exercise the right to educate their child at home.

The Education Act provides a variety of options for educating school-aged children. Home Education is one such option. The Division will work with parents to support the learning of students in situations where Home Education is the option of their choice in accordance with Section 20 of the Education Act and the [Home Education Regulation](#).

The Superintendent or designate are responsible for the administration of this Administrative Procedure.

## Definitions

Home Education – instruction provided for a child privately at home or elsewhere, not in a public, separate or approved private school.

## Procedures

### 1. Application Process

- 1.1. On an annual basis, parents who wish to have their child excluded from compulsory school attendance in order to pursue a home education program within the Division must apply in writing to the Outreach Principal and submit a completed Home Education Notification Form prior to August 15 of each school year. A home education program offered by parents must meet the goals and standards of basic education, schooling and personal characteristics required by Alberta Education and meet the standards as set out in the Home Education Regulation.
- 1.2. The Outreach Principal or designate will offer professional assistance to a parent who is preparing an educational plan
  - 1.2.1. Parents may request a copy of the EICS' Home Education Information Folder which includes information from Alberta Education, such as the Home Education Handbook and the Home Education Notification / Application Form.

- 1.3. The application for home education must contain an educational plan that includes:
  - 1.3.1. The skills and competencies to be taught in each subject area and the other learning objectives to be achieved;
  - 1.3.2. The instructional methods and resource materials to be used to achieve the learning objectives; and
  - 1.3.3. The methods of assessment and the intervals between assessments.

## 2. Approval Process

- 2.1. The Outreach Principal shall advise the parents within 15 days, in writing, of the decision on the application. In the letter, the parent will be notified of any implications that the home education program may have on the student earning high school credits.
- 2.2. Home education approvals will be granted on an annual basis. Parents must reapply to have their child(ren) continue to receive approval for home education beyond the initial school term.
- 2.3. Approval for continuation of a Division supervised home education program may be denied if:
  - 2.3.1. The program is inconsistent with the requirements of the Government of Alberta;
  - 2.3.2. The student fails to meet an acceptable level of achievement; and
  - 2.3.3. The parents fail to meet the Division's standards for evaluating and assess the program and the student.

## 3. Operation of the Program

- 3.1. Parents shall notify the Outreach Principal immediately if there are any significant changes to the educational program. The program must continue to meet the requirements of section 2.3.
- 3.2. Students who are approved for a home education program will be allowed to use school services and facilities as approved by the Outreach Principal.

## 4. Assessment and Evaluation

- 4.1. 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:
  - 4.1.1. Maintaining a portfolio of student work and a general record of student activities;
  - 4.1.2. 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;
  - 4.1.3. Ensuring that the student is available for assessment by the Outreach Principal or designate, at the option of the parent:
    - 4.1.3.1. In the home of the student, at and EICS school or at the EICS Central Learning Services; and
    - 4.1.3.2. In the presence of the parent.
- 4.2. Division staff will periodically monitor and evaluate the progress of the child. At a minimum, Division teachers will conduct 2 evaluations of the student's progress every school year and shall document the evaluations for inclusion in the student's cumulative records. Parents will be notified regarding any deficiencies in the program and if reasonable achievement for the students is not being shown. Recommendations will be made to the parents to assist the student in increasing the level of achievement.
- 4.3. Home education students shall write the Alberta Achievement Tests for Grades 3, 6 and 9 and any other provincially mandated test unless exempted from the Achievement Testing program by the Minister of Education.
- 4.4. Any students exempted from the achievement testing program by the Minister will be assessed by the Outreach Principal or designate within a reasonable period to determine the student's level of achievement.
- 4.5. If a student has not met acceptable provincial standards in a particular subject after writing an achievement test, the Outreach Principal or designate will review the test with the parent and recommend appropriate remedial measures to improve the student's achievement.
5. The Principal shall:
  - 5.1. List student on the appropriate school register.
  - 5.2. Maintain a cumulative student file that meets the requirements of the Student Records Regulation, Home Education Regulation, Alberta Education Funding Requirements and AP 185 – Records Management.

- 5.3. Before October 31 of each school year, notify the resident School Board of all students who are enrolled in the Division's home education program of the student's attendance as well as the information required under the Student Records Regulation.
  - 5.4. Supervise Division teaching staff, who serve Home Education students per the procedures of AP 422 – Professional Growth, Supervision and Evaluation of Teachers.
  - 5.5. Keep parents who are providing a home education program informed of all related regulations and Division procedures.
  - 5.6. Advise parents who are providing a home education program of their right to review the Division student record.
  - 5.7. Ensure parents are provided with the results of any student evaluations conducted by Division staff.
6. Home Education funding shall be administered as follows:
    - 6.1. The Division will provide financial support of not less than fifty percent (50%) of the amount received from Alberta Education for home education purposes to parents who are providing a home education program to students.
      - 6.1.1. Parents must provide receipts for expenses eligible under the Home Education Regulation in order to be reimbursed and reimbursement will only be provided to defray the costs incurred by the parents for programs of study or instructional materials as described in Alberta Education's directive, Standards for Home Education Reimbursement.
      - 6.1.2. Parents of students whose program is solely parent directed shall be reimbursed for eligible expenditures after the funding date.
      - 6.1.3. Parents of students in a Shared Responsibility program shall be reimbursed for eligible expenditures after the deadline date for finalization of the percentage of teacher-directed and parent-directed instruction. The finalized percentage of home education funding will not change upward after the deadline date but may be adjusted downward based on any changes to the student's programming after the deadline.

- 6.1.4. Materials purchased that can be reused for other students must be returned to the Division if no longer needed by the student and requested by the Division.
    - 6.2. The remainder of the funding shall be allocated for staffing, professional development, supplies and services to administer the program as well a reasonable percentage to cover central administration and central instructional support.
  7. Termination of Home Education Program
    - 7.1. In consultation with the parent who is providing the home education program and the Principal, the Superintendent may terminate a home education program by providing notice in writing if:
      - 7.1.1. The student is not making reasonable progress in the goals set forth in the Parent's education plan
      - 7.1.2. The parent is not meeting the terms of this procedure or the Home Education Regulation.
    - 7.2. A parent may terminate a home education program by notifying the Principal in writing of their decision and enrolling their student in a school operated by a board or private school.
    - 7.3. When a student whose Home Education program was terminated is a resident student of the Division, the Superintendent shall determine the appropriate placement of the student for grade or subject level purposes and may request a formal assessment of the student to do so.

#### Important Links

[Alberta Guide to Education.](#)

[Alberta Education / Home Education / Blended Programs / Responsibilities: Home Education Handbook](#)

Reference: *Education Act*, SA 2012, c E-0.3, ss. 3, 11, 18, 20, 32, 33, 42, 43, 44, 52, 53, 204, 222  
Home Education Regulation 145/2006  
Guide to Education ECS to Grade 12  
Home Education Handbook