

# Home Education Information Package



September 2003

Alberta Learning, Special Programs Branch prepared this information package.

Web site Access

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Alberta Learning, Zone Services Branches are prepared to assist parents and school authorities in making successful home education programs.

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## Choosing to Educate Your Children at Home

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Alberta Learning believes that enabling parents to choose the schools and/or programs that best suit the needs of their children, no matter where they live in the province, is in the best interest of all Alberta students. In Alberta, all children from the ages of 6 to 16 must attend school. By law, a resident school board is required to serve all students who reside within the district's boundaries. Parents who choose to educate their children at home assume primary responsibility for delivering and supervising their child's courses of study and work, together with a school board or accredited private school to ensure the child's educational goals are being met.

The *School Act (Revised Statutes of Alberta (RSA) 2000)* includes in the definition of "school", where "... an education program is offered to a student by, iv) a parent giving a home education program." Section 29 of the *School Act (RSA 2000)* recognizes and reaffirms the parent(s) right to provide a home education program for the student within the parameters of provincial policy, regulation and procedures. Further definitions of students, home education programs and the partnering school board or accredited private school with which parents must work are in Appendix C – Home Education Policy 1.1.2 (pages 14-17).

## What Does it Mean to Home Educate?

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Home education must be based either on a program that is prescribed, authorized or approved by the Minister under Section 29(1)(a), (b) or (d) of the *School Act (RSA 2000)*, or on a program designed by the parent. If the parent designs a program, the parent must declare that the program is consistent with the student learning outcomes listed in the Schedule in the *Home Education Regulation* (see Appendix A, page 10).

Unlike attendance at a school operated by a board or private school society, there are no time restrictions as to minimum number of instructional hours or time of day when home instruction takes place. The home education program may be presented to the student on an individual basis or students may be grouped together. The person(s) delivering the program may be the parent(s) or someone the parent has selected.

Parents must work with the supervising board or supervising accredited private school to ensure that students at a level equivalent to grades 3, 6 and 9 write the grades 3, 6 and 9 Provincial Achievement Tests (PATs) (or their equivalents). The supervising board or supervising accredited private school must provide a written report of the progress of the student and include the report in the student's record, which is maintained and retained by the supervising board or supervising accredited private school.

On the recommendation of a school principal, a student in a home education program following a course of studies prescribed, authorized or approved by the Minister under Section 29(1)(a), (b) or (d) of the *School Act (RSA 2000)* is eligible to receive high school credits if the student achieves the course standards and learning outcomes prescribed by the Minister. The principal of the school or authority sends the student's marks to the Learner Records and Data Exchange in order for the marks to be recorded on the student's transcript.

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## Questions and Answers

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***Do parents have a right to home educate their children?***

Yes. Section 29 of the *School Act* recognizes a parent's right to provide a home education program.

***Do parents have to work through their local (resident) school board?***

No. Parents may notify any school board or accredited private school that is willing to supervise the home education program. However, all home education programs must be under the supervision of a school board or an accredited private school.

***Is funding available to parents for home education in Alberta?***

Yes. For the 2003/2004 school year, supervising school boards and private schools receive \$1,143 for each home education student. The supervising authority is required to offer not less than 50% of that amount, or \$571.50, to the parent for the purchase of *Programs of Study* and instructional material. Receipts must be provided.

***Does a school board or accredited private school receive additional funding from Alberta Learning for home education students?***

Yes. Additional funding may be provided to the supervising board for home education students in grades 1 to 6 taking a full course load of Alberta Distance Learning Centre (ADLC) courses where the total compulsory course costs exceed the 50% funding provided by the supervising board to the home education parents.

Additional funding may be provided for home education students in grades 7 to 12 who are enrolled in the Alberta *Program of Studies* through the ADLC or through the Distance Education Consortia operated by the supervising board or accredited private school. The amount eligible for support is \$1,143 plus 50% of the cost of the registration fees and compulsory learning materials for these courses to a maximum of \$1,143 per student.

***How much money does a home educator receive from the supervising board or accredited private school?***

A supervising board or accredited private school must offer, in money, not less than 50% of the funding it receives from Alberta Learning.

***Can parents spend the parent portion of the funds on what they want?***

No. The funding must only be used to purchase *Programs of Study* or other resources related to the home education program or for small group instruction. Section 8(4)(b) of the *Home Education Regulation* requires parents to provide the supervising board or supervising accredited private school with receipts. A parent cannot use the money for personal remuneration, or to pay travel costs or other expenses usually required to be paid by the parent of the student enrolled in school.

***What are the student's responsibilities?***

A student registered in a home education program is responsible for meeting the learning outcomes described in the *Schedule* (see Appendix A, page 10). The student also must write Provincial Achievement Tests (PATs) or their equivalents for grades 3, 6 and 9.

***Does a home educator have to use the Alberta Program of Studies?***

No. Home educators may choose to use curriculum, resources and methodology other than those outlined in the *Alberta Program of Studies*. Parents have the right to choose an education program for the student that is consistent with the family's religious and conscientiously held beliefs. However, the province has a compelling interest in the education of all children and students, and home educators must ensure that the education being received at home meets the expectations set out by the Minister of Learning and prepares students to live in today's society.

***What are the school board's and accredited private school's responsibilities?***

Supervising boards and accredited private schools are required to develop a home education policy that includes guidelines for the supervision of home education students and for the use of school facilities and equipment and participation in school activities and extra-curricular activities. Other policy guidelines include the allocation of the parent portion of the home education funding.

School boards are responsible for assigning teachers to conduct at least two evaluations in each school year, including a review of the student portfolio with the parent at least twice a year.

School boards must notify the parent of any limitations a particular program choice may have on the student being granted credits or eligibility to write the grade 12 diploma examinations (see Appendix A, page 7).

***What are the parent's responsibilities?***

A parent who provides a home education program to a student must develop, administer and manage a home education program that will enable the student to achieve the learning outcomes described in the *Home Education Regulation Schedule* (see Appendix A, page 10).

The parent is responsible for regularly evaluating the progress of the student toward the achievement of these outcomes by maintaining a portfolio of student work and maintaining a record of the method and time of evaluation.

The parent also must ensure that the student is available in order that the supervising board or accredited private school may evaluate the progress of the student.

***Does a student have to write formal evaluations?***

Yes. Section 4(2)(a) of the *Home Education Regulation* requires the student to write either the PATs or an "alternative evaluation that reflects standards similar to the PATs and that meets the student learning outcomes prescribed in the Schedule," which is a part of the *Home Education Regulation* (see Appendix A, pages 7 and 10).

***Who determines which “alternative evaluation” is used if home education students do not write the Provincial Achievement Tests?***

Section 4(3) of the *Home Education Regulation* requires the superintendent of the supervising board, or the principal of the supervising accredited private school, to approve the alternative evaluation (see Appendix A, page 8). The superintendent or the principal, in consultation with the home education parent, will judge the merits of the alternative evaluation. Acceptable and excellent standards are described in the Achievement Test Bulletins and in the Alberta *Program of Studies*. The supervising board or accredited private school has the responsibility to ensure each student’s progress is evaluated and reported.

***What happens if a home education student refuses to write either the Provincial Achievement Tests (PATs) or the alternative evaluation?***

Section 4(2) (b) of the *Home Education Regulation* requires the supervising board or supervising accredited private school to provide a written report of the student’s progress and include it in the student’s record if the student does not write the PATs or the alternative evaluation. It is the responsibility of the supervising board or supervising accredited private school to ensure that student progress for grades 3, 6 and 9 is evaluated and reported in the student record (see Appendix A, page 8).

***Can a supervising board or supervising accredited private school terminate a home education program?***

Yes. Section 6 of the *Home Education Regulation* describes the process for terminating a home education program. A supervising board or supervising accredited private school that terminates a home education program is responsible for the student’s education for the remainder of the school year and must make suitable arrangements for the student’s access to an education program (see Appendix A, page 9).

***Who should I contact for more information about starting or maintaining a home education program?***

Alberta Learning, Zone Services Branches can answer questions and provide parents and school authorities with information to help make successful home education programs. Please call the zone office that serves your region.

**Northern Region – Zone 1**

☎ (780) 427-5394 in Edmonton  
toll-free in Alberta by dialing 310-0000

**Edmonton Region and Fort McMurray – Zone 2/3**

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**Southern Region – Zone 6**

☎ (780) 427-5377 in Edmonton  
toll-free in Alberta by dialing 310-0000

***Who should I contact for more information about Alberta's Home Education Regulation?***

Field Services	Zone 1	(780) 427-5394
	Zone 2/3	(780) 427-9296
	Zone 4	(780) 427-5381
	Zone 5	(780) 415-9312
	Zone 6	(780) 427-5377

Call toll free in Alberta at 310-0000.

***Where can I find more information about other education choices available in Alberta?***

Alberta Learning's website is a convenient source of information for parents, students, and teachers. Visit <http://www.learning.gov.ab.ca/BackToSchool/>.

## Notes

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# Appendix A

## Home Education Regulation

*Filed as a Regulation on May 27, 1999*

### SCHOOL ACT ALBERTA REGULATION 126/99

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#### Definitions

- 1 In this Regulation,
- (a) “Act” means the *School Act (RSA 2000)*;
  - (b) “home education program” means that portion of an education program delivered by a parent to a student in accordance with this Regulation;
  - (c) “resident board” means the board of the district or division of which a student is a resident student;
  - (d) “supervising board” means the resident board or the willing non-resident board providing supervision of a home education program;
  - (e) “supervising private school” means a private school accredited under Section 28(2) of the *Act* that has agreed to supervise a home education program;
  - (f) “willing non-resident board” means a board that is not the student’s resident board and that has agreed to supervise a home education program.

#### Notification

- 2(1) A parent who intends to provide a home education program for a student during a school year must notify, in the prescribed form,
- (a) the supervising board, or
  - (b) the supervising private school.

(2) If a parent is providing a home education program for a student during a school year and wishes to continue doing so during the next school year, the parent must notify, in the prescribed form, the supervising board or supervising private school that will continue to supervise the program.

(3) A supervising board or supervising private school that is notified under subsection (1) must reply in writing in the prescribed form to the parent not more than 15 days after the date on which it is notified.

### **Home education program**

3(1) A home education program offered by a parent must

- (a) be prescribed, authorized or approved by the Minister under Section 39(1)(a), (b) or (d) of the *Act*, or
- (b) comply with the program certified by the parent and accepted by the supervising board or supervising private school in the form prescribed as being consistent with the student learning outcomes prescribed in the Schedule.

(2) A parent who offers a program referred to in subsection (1)(b) must provide the supervising board or supervising private school with a written description of the student's program for the year, including the subject areas to be taught, the instructional methods, resources and means of evaluation to be used and the student learning outcomes prescribed in the Schedule to be achieved.

(3) If requested by the parent, a supervising board or supervising private school must advise and provide professional assistance to the parent who is preparing a written description of the program referred to in subsection (2).

### **Student progress evaluation**

4(1) A parent who provides a home education program to a student must

- (a) develop, administer and manage the home education program,
- (b) evaluate the progress of the student at regular intervals, by
  - (i) maintaining a portfolio of student work and a general record of student activities, and
  - (ii) maintaining a record of the method and times of evaluation of the progress of the student and the levels of achievement attained by the student,
- (c) be available for a regular review of the student's achievement with the supervising board or the supervising private school at a time and place mutually agreeable to the parent and the supervising board or the supervising private school, as the case may be, and
- (d) ensure that the student is available in order that the supervising board or the supervising private school may evaluate the progress of the student
  - (i) at a time and place mutually agreed to by the parent and the supervising board or supervising private school, and
  - (ii) in the presence of the parent, if the parent chooses to be present.

- 
- (2) A parent and the supervising board or supervising private school must
- (a) ensure that a student at a level equivalent to grades 3, 6 and 9
    - (i) writes the grades 3, 6 and 9 provincial achievement tests and at the time designated by the Minister, or
    - (ii) undergoes an alternative evaluation 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 parent and the supervising board or supervising private school,and
  - (b) record the results of the tests in the student's record in accordance with Section 5(c).
- (3) The superintendent of the supervising board or the principal of the supervising private school must approve the alternative evaluation referred to in subsection (2)(a)(ii).
- (4) If a superintendent of the supervising board or a principal of the supervising private school excuses a student pursuant to a directive issued under Section 3 of the *Student Evaluation Regulation* (AR 169/98) from writing the tests under subsection (2)(a)(i) or the alternative evaluation under subsection (2)(a)(ii), the supervising board or supervising private school must make a written report of the progress of the student and include the report in the student's record in accordance with Section 5(c).
- (5) If a student has not achieved acceptable provincial standards in a particular subject after writing a test under subsection (2)(a)(i) or undergoing an alternative evaluation under subsection (2)(a)(ii), the supervising board or supervising private school must review the test or the alternative evaluation with the parent and recommend appropriate remedial measures to improve the student's achievement.

### Supervision

- 5 A supervising board or supervising private school must
- (a) facilitate student learning by providing assistance and advice to the parent;
  - (b) assign teachers to home education who are supportive of home educating parents and students and who are informed on the special characteristics of tutorial learning;
  - (c) provide for and maintain records of the evaluation of the progress of the student;
  - (d) arrange for teachers employed by the supervising board or the supervising private school to conduct at least 2 evaluations in each school year, including a review of the student portfolio with the parent at least twice a year;
  - (e) ensure that students at the equivalent grade level comply with Section 4(2) or (4);
  - (f) notify the parent of any limitations a particular program choice may have on the student's being granted credits or eligibility to write the grade 12 diploma examinations;
  - (g) advise the parent on the progress of the student based on evaluations of the progress of the student undertaken by the supervising board or supervising private school and a review of the portfolio of the student;
  - (h) make recommendations to the parent on matters that will assist the student in attaining a higher level of achievement, if necessary;
  - (i) provide the parent with a copy of all policies or changes in policies of the supervising board or supervising private school respecting the supervision of home education students;

- (j) indicate the services and resources of the supervising board or supervising private school that are available for use by the parent and student.

### **Program termination**

6(1) During the school year, a supervising board or supervising private school may terminate a home education program by notice in writing to the parent if

- (a) the supervising board or supervising private school determines that the student is not progressing toward the standards of education set by the Minister, or
- (b) the parent providing the home education program has not met the requirements of this Regulation.

(2) A notice under subsection (1) must contain reasons for the termination.

(3) A termination under subsection (1)(a) must

- (a) be made in consultation with the parent, and
- (b) give due consideration to
  - (i) the age, grade level and abilities of the student, and
  - (ii) the student evaluations made by the supervising board or supervising private school and the parent in accordance with this Regulation.

(4) A parent may terminate a home education program

- (a) by providing a notice in writing to the supervising board or the supervising private school respecting the termination of the home education program, and
- (b) by enrolling the student in a school operated by a board or private school.

(5) If a student is enrolled in a school operated by a board or private school under subsection (4)(b), the board or private school may assess the student for the purpose of determining the student's appropriate grade placement.

### **Credit eligibility**

7 On the recommendation of a school principal, a student in a home education program following a course of studies prescribed, authorized or approved by the Minister under Section 39(1)(a), (b) or (d) of the *Act* is eligible to receive high school credits if the student achieves the course standards and learning outcomes prescribed by the Minister.

### **Funding**

8(1) The Minister must give an amount of money determined in accordance with the regulations made under the *Government Organization Act* or the *School Act* to the boards or private schools that supervise home education programs.

(2) A supervising board or supervising private school must offer, in money, not less than 50% of the home education program amount received by the supervising board or supervising private school from the Minister to the parents who are providing home education programs to students.

- (3) Notwithstanding subsection (2), if a parent chooses to use distance learning materials approved by the Minister, the supervising board or supervising private school is entitled to use the portion attributed to the parent under subsection (2) to pay for those materials.
- (4) A parent who receives money under this section must
- (a) use the money only to defray the costs incurred by the parent for Programs of Studies, instructional materials or other resources related to the home education program, and
  - (b) provide the supervising board or supervising private school with receipts showing how the money was spent.
- (5) A parent who receives money under this section must not use the money
- (a) as a form of personal remuneration, or
  - (b) to pay for travel costs or other expenses usually required to be paid by a parent of a student who is enrolled in a school operated by a board or private school.
- (6) A parent may decline all or part of any money offered by a supervising board or supervising private school under subsection (2).
- (7) Any instructional materials, other than worksheets or other materials that cannot be used again, purchased by a parent with money received under this section must be returned on request to the supervising board or supervising private school.

#### **Ministerial review**

9 A decision of a board or a private school made under this Regulation may be reviewed by the Minister in accordance with Section 124 of the *Act* and the Minister may exercise all the powers of review referred to in Section 125 of the *Act*.

#### **Repeal**

10 The *Home Education Regulation* (AR 283/94) is repealed.

#### **Expiry**

11 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on October 1, 2004.

**SCHEDULE**  
**From Ministerial Order No. 004/98**  
***Goals and Standards Applicable to the Provision of Basic Education in Alberta***

**STUDENT LEARNING OUTCOMES**

- 1 A basic education must provide students with a solid core program including language arts, mathematics, science and social studies.
- 2 Students are expected to develop the knowledge, skills and attitudes that will prepare them for life after high school. A basic education will allow students to
- (a) read for information, understanding and enjoyment;
  - (b) write and speak clearly, accurately and appropriately for the context;
  - (c) use mathematics to solve problems in business, science and daily-life situations;
  - (d) understand the physical world, ecology and the diversity of life;
  - (e) understand the scientific method, the nature of science and technology and their application to daily life;
  - (f) know the history and geography of Canada and have a general understanding of world history and geography;
  - (g) understand Canada's political, social and economic systems within a global context;
  - (h) respect the cultural diversity and common values of Canada;
  - (i) demonstrate desirable personal characteristics such as respect, responsibility, fairness, honesty, caring, loyalty and commitment to democratic ideals;
  - (j) recognize the importance of personal well-being and appreciate how family and others contribute to that well-being;
  - (k) know the basic requirements of an active, healthful lifestyle;
  - (l) understand and appreciate literature, the arts and the creative process;
  - (m) research an issue thoroughly and evaluate the credibility and reliability of information sources;
  - (n) demonstrate critical and creative thinking skills in problem solving and decision making;
  - (o) demonstrate competence in using information technologies;
  - (p) know how to work independently and as part of a team;
  - (q) manage time and other resources needed to complete a task;
  - (r) demonstrate initiative, leadership, flexibility and persistence;
  - (s) evaluate their own endeavours and continually strive to improve;
  - (t) have the desire and realize the need for life-long learning.



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## PART B Home Education Program

1. Describe in the home education program plan, the subject areas to be taught, the learning outcomes, (if different from the Alberta *Program of Studies*) for each subject and the grade level.
  
2. Is assistance required in preparing the home education program plan? (**Check one**)      Yes       No
  
3. Identify the resource materials, if different from the provincially authorized materials, to be used for instruction.
  
4. Describe the methods and nature of the evaluation to be used to assess the student's progress, the number of evaluations and how the evaluation addresses the learning outcomes in Question 1.  
(Attach an additional page if necessary).
  
5. Describe the supervising board/private school facilities and services that the parent wishes to use.
  
6. I/We accept:
  - (i) an amount payable under Section 8(2) of the *Home Education Regulation*, or
  - (ii) other amount of money \_\_\_\_\_

**PART C Declaration by Parent**

I/We, \_\_\_\_\_, the parent(s) of \_\_\_\_\_ the student, declare to the best of my/our knowledge that the home education program, the program of study and learning resources that I/we am/are using to educate my/our child are (**Check one**):

\_\_\_\_\_ prescribed, authorized or approved by the Minister under Section 39(1)(a), (b) or (d) of the *School Act*

or

\_\_\_\_\_ consistent with Sections 2(1) and (3) of the *Ministerial Order No. 004/98, Goals and Standards Applicable to the Provision of Basic Education in Alberta* passed pursuant to Section 39(1)(f) of the *School Act*.

I/We understand and agree that the instruction and evaluation of my/our child's progress is my/our responsibility and in addition the supervising board or private school will supervise and evaluate my/our child's progress in accordance with the *Home Education Regulation*.

\_\_\_\_\_  
Signature(s) of Supervising Parent(s) or Legal Guardian(s)

\_\_\_\_\_  
(month/day/year)

**PART D Supervising School Board or Private School Notification of Acceptance**

As per Section 2(3) of the *Home Education Regulation* the supervising board or private school must reply in writing to the parent not more than 15 calendar days after the date on which it is notified.

This agreement is accepted by the:

\_\_\_\_\_

\_\_\_\_\_  
(Print the name, address and phone number of the supervising board or private school)

\_\_\_\_\_  
(Signature of superintendent or principal)

\_\_\_\_\_  
(month/day/year)

# Appendix C

## Home Education Policy 1.1.2

### From the *Policy, Regulations and Forms Manual*

Approved: August 30, 2000

#### BACKGROUND

Parents have a right and a responsibility to make decisions regarding the education of their children. Parents may choose to exercise this responsibility through a home education program with assistance from and under the supervision of a school board or an accredited private school in order to ensure that their child will have the opportunity to meet standards of education acceptable to the Minister. Section 29 of the *School Act* recognizes and reaffirms the parents' right to provide a home education program for their child within the parameters of provincial policy, regulation and procedures.

Parents of a student enrolled in a regular school program may choose to provide a home education program for their child at any time. It is the responsibility of the supervising board or accredited private school to ensure the student has access to an education program as per Section 8 of the *School Act*.

#### POLICY

In order to provide choice in type of school, Alberta Learning recognizes that, under the supervision of a board or an accredited private school, parents have the right to choose home education for their children. The province has a compelling interest in the education of all children and has a responsibility to evaluate the student's progress to ensure the student has achieved acceptable provincial standards.

#### STATUTE

*School Act (RSA 2000)* (Please Note: References to sections were updated.)

##### Preamble

WHEREAS parents have a right and a responsibility to make decisions respecting the education of their children; ...

##### Interpretation

- 1 (1) (y) "school" means a structured learning environment through which an education program is offered to a student by ...
- (iv) a parent giving a home education program, ...

##### Compulsory education

- 13 (1) An individual who
- (a) is eligible to be enrolled in a school,
  - (b) at September 1 in a year is 6 years of age or older, and
  - (c) is younger than 16 years of age,
- shall attend school.

##### Private schools

- 28 (2) A private school is entitled to be accredited as an accredited private school if
- (a) the Minister approves the education program and any modification of it offered at the school, and
  - (b) the Minister is satisfied that
    - (i) the operator of the private school continues to meet the requirements under subsection (1),
    - (ii) 7 or more students from 2 or more families are enrolled and continue to be enrolled in the school, and
    - (iii) individuals whose qualifications are approved by the Minister are employed to teach at the school.

##### Home education program

- 29 (1) A parent of a student may provide, at home or elsewhere, a home education program for the student if the program
- (a) meets the requirements of the regulations, and
  - (b) is under the supervision of a board or a private school accredited under Section 28(2).
- (2) If a parent resides in unorganized territory, the Minister shall act as a board under this section.
- (3) The Minister may make regulations respecting home education.

Courses, programs, etc.

- 39 (1) The Minister may do the following:
- (a) prescribe courses of study or education programs, including the amount of instruction time;
  - (b) authorize courses of study, education programs or instructional materials for use in schools;
  - (f) by order adopt or approve goals and standards applicable to the provision of education in Alberta.

Responsibility to students

- 45 (1) A board shall ensure that each of its resident students is provided with an education program consistent with the requirements of this Act and the regulations.
- (3) A board shall enroll a resident student of the board or of another board in the school operated by the board that is requested by the parent of the student if, in the opinion of the board asked to enroll the student, there are sufficient resources and facilities available to accommodate the student.

Powers of boards

- 60 (2) A board may
- (a) subject to Section 39 and the regulations, develop, acquire or offer courses or programs;
  - (b) subject to Section 39 and the regulations, develop or acquire instructional materials for use in programs or in schools.

Appeal to board

- 123 (1) The failure of a person to make a decision is deemed to be a decision that may be appealed under this Division.
- (2) Where a decision of an employee of a board significantly affects the education of a student,
- (a) the parent of the student, and
  - (b) in the case of a student who is 16 years of age or older, the student,

or either of them may within a reasonable time from the date that the parent or student was informed of the decision appeal that decision to the board.

Review by the Minister

- 124 (1) If a board makes a decision on an appeal to it or otherwise with respect to
- (c) a home education program,
- the parent of a student affected by the decision or the student if he is 16 years of age or older may request in writing that the Minister review the decision of the board.

**REGULATIONS**

The *Home Education Regulation* A.R. 126/99 must be referred to in conjunction with this policy. See Section 5, *School Act* Regulations, in this manual.

**ADDITIONAL DEFINITIONS**

In this policy,

- 1 “Blended program” means an educational program consisting of two distinct parts:
  - (1) an in-school program where a teacher employed by a school board or accredited private school is responsible for providing for the delivery and evaluation of courses; and
  - (2) a Home Education Program which meets the requirements of the *Home Education Regulation*.
- 2 “Funded blended program” means a blended program where a teacher employed by a school board or an accredited private school, is responsible for the delivery and evaluation of courses amounting to:
  - (1) at least 50% of the student’s program in grades 1-9, and
  - (2) at least 20% of the student’s program in grades 10-12.

Details on the funding available are in the *Funding Manual for School Authorities*.

- 3 Home Education Regulation Notification Form 2 means the form prescribed by the Minister under Section 276 of the *School Act* and is in the Forms – Section 6 of the *Policy, Regulations and Forms Manual*;
- 4 “Portfolio” means a compilation of educational activities undertaken by the student and may include samples of writings, worksheets,

- workbooks and creative materials used or produced by the student.
- 5 “Funded private school” means an accredited private school that receives a grant under the *School Grants Regulation* (AR 72/95).
  - 6 “Supervising board” means the resident board or non-resident board providing supervision of the home education program.
  - 7 “Supervising private school” means a private school accredited under Section 28(2) of the *School Act* that has agreed to supervise a home education program. Generally, it is a funded private school that is interested in offering a home education program.
  - 8 Ministerial Order No. 004/98 means Section 2(1) and (3) of the Appendix to the Ministerial Order (see Schedule attached to the *Home Education Regulation*). This is the order that approves goals and standards as applicable to the provision of Basic Education in Alberta.
  - 9 “Schedule – student learning outcomes” means the schedule in the Home Education Regulation. It describes the student learning outcomes applicable to home education students.
  - 10 “Alternative evaluation” means an evaluation which reflects standards similar to the standards in the provincial achievement tests and that meets the requirements of Section 2, subsection (1) and (3) of Ministerial Order No 004/98, and is approved by the superintendent of the supervising board or the principal of the private school.
  - 11 “Willing non-resident board” means a board that is not the student’s resident board and is willing to supervise a home education program.
- 3 Parents choosing programs or courses other than the Alberta *Programs of Study* accessed through the ADLC or through Distance Education Consortia operated by school boards or funded private schools are not eligible for any additional funding to offset the cost of such a program or courses other than the minimum of 50% of home education funding provided to the supervising board or funded private school.
  - 4 Alberta Learning will provide school boards and funded private schools, but not charter boards, with funding for each student enrolled in a blended program. The funding per student will be pro-rated based on the percentage of the student’s program, which is taken at school, and the percentage of the student’s program taken at home.
  - 5 Supervising boards and accredited private schools must develop a policy that includes guidelines for a home education student’s participation in school and extra-curricular activities.
  - 6 Supervising boards and accredited private schools should address in their home education policy the allocation of the parent portion of the home education funding. This should include:
    - which programs of study or other resources related to the home education program will be considered for support;
    - the requirements for providing receipts showing how the money was spent;
    - the timelines for accessing the parent portion of the funding; and
    - the manner in which monies not accessed by parents will be used by the supervising board or funded private schools.

## PROCEDURES

- 1 A parent is responsible for submitting all parts of the *Home Education Regulation Notification Form* to the supervising board or accredited private school.
- 2 If a parent chooses to register the student in a program or courses from the Alberta *Programs of Study* accessed through the Alberta Distance Learning Centre (ADLC) or through Distance Education Consortia operated by school boards or funded private schools, the entire program or courses will be paid for by the supervising board or private school and Alberta Learning will provide additional funding to the board or funded private school to help cover the additional costs of the program or courses which exceed the funding provided.
- 7 Alberta Learning provides funding for home education, subject to the terms and conditions as outlined in the *Funding Manual for School Authorities*.
- 8 Home education students are able to enroll in the Registered Apprenticeship Program, the Green Certificate or Work Experience courses provided they are under the supervision of a certificated teacher as outlined in the *Off-Campus Education Policy 1.4.3*. The supervising board or accredited private school is responsible for providing, monitoring and supervising the program.

**REFERENCES**

Please refer to the following for additional information:

*Funding Manual for School Authorities*

*Guide to Education: ECS to Grade 12*

*Home Education Regulation A.R. 126/99*

*Notification Form 2* (see Appendix B, pages 11 – 13)

*Off-Campus Education Policy 1.4.3*

See Section 7 of the *Policy, Regulations and Forms Manual* for information on where the above document(s) may be obtained, and for department/Branch addresses and phone and fax numbers.

# Appendix D

## FUNDING ALLOCATION

### 1. Home Education:

$$\text{Home Education Allocation} = \left[ \begin{array}{l} \text{Number of Home} \\ \text{Education students} \\ \text{Grades 1 – 12} \end{array} \times \begin{array}{l} \text{Home Ed.} \\ \text{Funding} \\ \text{Rate} \end{array} \right] +$$

- a) add 50 percent of the compulsory ADL course costs for students enrolled in grades 7 to 12, as paid for by the **supervising board**, not exceeding the home education funding rate; and
- b) add the compulsory ADL course costs for **home education students** in grades 1 to 6 taking a full course load of ADL courses which exceed the 50 percent funding provided by the **supervising board** to home education parents. (Refer to form 03AL1.4b)

### 2. Blended Program (as defined in the Glossary of Terms):

$$\text{Blended Program Allocation for each Funded Student} = \left[ \left\{ \begin{array}{l} \text{Percentage of} \\ \text{School provided} \\ \text{Program} \end{array} \times \begin{array}{l} \text{Basic} \\ \text{Instruction} \\ \text{Rate} \end{array} \right\} + \left\{ \begin{array}{l} \text{Percentage of the} \\ \text{Home Education} \\ \text{Program} \end{array} \times \begin{array}{l} \text{Home Ed.} \\ \text{Funding} \\ \text{Rate} \end{array} \right\} \right] +$$

The lesser of

- a) 50% of the compulsory ADL course costs, and
- b) the result of  $\left\{ \begin{array}{l} \text{Percentage of the} \\ \text{Home Education} \\ \text{Program} \end{array} \times \begin{array}{l} \text{Home Ed.} \\ \text{Funding} \\ \text{Rate} \end{array} \right\}$

The total funding for a **blended program** is the sum of all the amounts determined for each of the **funded students in blended programs**.

See ADDITIONAL INFORMATION in this section for calculation examples of the Blended Program allocation.

## ALLOCATION CRITERIA

1. Funding may be provided to the **supervising board** for **home education students** the **board** has agreed to supervise and provide with learning resources.
2. Additional funding may be provided to the supervising board for **home education students** in grades 7 to 12 enrolled in the Alberta Learning Program of Studies through the Alberta Distance Learning Centre (ADLC) or through Distance Education Consortia operated by **supervising boards** in courses to a maximum of 50 percent of the cost of the registration fees and the compulsory learning materials for these courses. The cost of Alberta Distance Learning (ADL) courses funded by Alberta Learning for a **home education student** in a school year will not exceed the home education funding rate. This funding may be claimed on form 03AL1.4a.

Revised

3. Additional funding may be provided to the **supervising board** for **home education students** in grades 1 to 6 taking a full course load of ADL courses where the total compulsory course costs (net of any refundable deposit) exceed the 50 percent funding provided by the **supervising board** to the home education **parents**. This funding may be claimed on form 03AL1.4b.
4. Students enrolled in grades 1 to 9 and participating in a blended program and accessing 50 percent or more of their education program at school may be claimed as funded students by the supervising board. However, Alberta Learning will prorate the funding based on the percentage of the student's program taken at school, and the percentage of the student's program taken at home.
5. Students enrolled in grades 10 to 12 and participating in a blended program and accessing 20 percent or more of their education program at school may be claimed as funded students by the supervising board. However, Alberta Learning will prorate the funding based on the percentage of the student's program taken at school, and the percentage of the student's program taken at home.
6. In accordance with Section 8 of the Home Education Regulation, a supervising board shall provide to a parent of a student enrolled in a blended program an amount of money using the home education rate which is in proportion to the percentage of the program or courses provided by the parent.
7. When a student moves from one supervising board to another after September 30, and the receiving supervising board agrees to purchase ADL courses and related resources from the Learning Resources Centre, Alberta Learning will pay for 50 percent of the course costs to a maximum of the home education funding rate for the combined ADL purchases of both supervising boards.
8. Home education students and their parents must live in Alberta on September 30 of the current school year.
9. A supervising board must offer annually not less than 50 percent of basic funding for home education to the parents of home education students for the purchase of Programs of Study and instructional materials.

## PROCEDURES, DOCUMENTATION AND REPORTING

Revised

1. Home education funding is based on:
  - a) Student registration information in grades 1 to 12 as of September 30 that is reported to the Information Services by October 3; and
  - b) Report of ADLC courses for **home education students** on form 03AL1.4a.
  - c) Report of additional ADL course costs for grades 1 to 6 on form 03AL1.4b
2. **School jurisdictions** shall have home education policies in place that indicate which Programs of Study and instructional materials will be considered for reimbursement and the amount of reimbursement for students in **blended programs**.

## ADDITIONAL INFORMATION

Funding for a **supervising board** for each student enrolled in a **blended program** on the September 30 **count date** is the sum of the calculations in (a) and (b) as follows:

- a) Multiply the percentage of the student's school provided portion by the basic instruction funding rate for **supervising boards**, plus

- b) Multiply the percentage of the student's home education portion by the home education rate including 50 percent of the ADL course costs to the pro-rated portion of the maximum.

Example 1:

Revised

A student in a home education program 40 percent of the time, using ADL courses and in a regular school program 60 percent of the time would be funded as follows:

Home education rate	40%	X	\$1143	=	\$457.20
Plus ADL course costs to a maximum of 40 percent of home education rate	40%	X	\$1143	=	\$457.20
Plus the Regular school rate (for the applicable grade)	60%	X	\$4454	=	<u>\$2672.40</u>
<b>Total</b>					<b><u>\$3586.80</u></b>

Example 2:

New

A senior high student in a home education program for 70% of the time and in a regular **school** program for 30% of the time would be funded as follows:

Home education rate	70%	X	\$1143	=	\$ 800.10
Regular School Rate (for the applicable grade)	30%	X	\$4454	=	<u>\$1336.20</u>
<b>Total</b>					<b>= <u>\$2136.30</u></b>

### REFERENCES

*Home Education Policy 1.1.2*

*Home Education Regulation AR 126/99*

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## Appendix E

### Funding Rates (abridged)

#### From the *Funding Manual for School Authorities* for the 2003/2004 School Year

#### Section: School Jurisdictions

School Jurisdictions Instruction Block:	2002/2003 school year		2003/2004 school year	
<b>Home Education</b>	<b>\$1,121</b>	per funded Home Education Student	<b>\$1,143</b>	per funded Home Education Student
<ul style="list-style-type: none"> <li>• plus 50% of the cost of ADLC courses for grades 7 to 12 to a maximum of:</li> </ul>	<b>\$1,121</b>		<b>\$1,143</b>	
<ul style="list-style-type: none"> <li>• plus additional funding for grades 1 to 6 ADLC courses. See Section 1.4.</li> </ul>				

#### Section: Private Schools

Private Schools	2002/2003 school year		2003/2004 school year	
<b>Home Education</b>	<b>\$1,121</b>	per funded Home Education Student	<b>\$1,143</b>	per funded Home Education Student
<ul style="list-style-type: none"> <li>• plus 50% of the cost of ADLC courses for grades 7 to 12 to a maximum of:</li> </ul>	<b>\$1,121</b>		<b>\$1,143</b>	
<ul style="list-style-type: none"> <li>• plus additional funding for grades 1 to 6 ADLC courses. See section 3.5</li> </ul>				

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## Appendix F

### Glossary of Terms (abridged)

#### From the *Funding Manual for School Authorities* for the 2003/2004 School Year

**BLENDING PROGRAM** means an educational program consisting of two distinct parts:

1. A school-provided program where a teacher employed by a school board or accredited private school is responsible for providing the delivery and evaluation of courses; and
2. A Home Education Program which meets the requirements of the Home Education Regulation.

**BOARD** means the board of trustees of a district, **division**, or Francophone Regional Authority.

**DIVISION** means a school division or regional division established pursuant to the current *School Act* or any predecessor *School Act* or Ordinance *School Act*.

**ELIGIBLE STUDENT** means a student who:

1. On September 30 meets the requirements of Section 8(1)(b) of the *School Act*;
2. Either has a parent who ordinarily resides in Alberta or is an independent student who ordinarily resides in Alberta;
3. Is enrolled in and is attending a school operated by a board;
4. Is at least 5 years 6 months but less than 20 years of age on September 1 of the year in which the student is counted;
5. Is not a student enrolled in a **home education program**;
6. Is not a child to whom an early **childhood services program** is being provided pursuant to Section 30(1)(a) of the *School Act*; and
7. Is not an Indian residing on a reserve pursuant to the *Indian Act* (Canada).

**HOME EDUCATION STUDENT** means an individual who:

1. Meets the requirements of the Home Education Regulation (A.R. 126/99);
2. Is under the supervision of a **school jurisdiction** or a **funded private school** and living in Alberta on September 30; and
3. Is 5 years and 6 months or greater, but less than 20 years of age on September 1 in the school year in which s/he is counted;
4. Is a Canadian citizen; or
  - a) lawfully admitted to Canada for permanent residence;
  - b) a **child** of a Canadian citizen; or
  - c) a **child** of an individual who is lawfully admitted to Canada for permanent or temporary residence; and
5. Has a **parent** who ordinarily resides in Alberta, or is an **independent student** who ordinarily resides in Alberta; and
6. Is not counted by another **school jurisdiction** or **private school** for basic instruction funding, or an **ECS operator** under the School Grants Regulation (A.R. 72/95).

**INDIVIDUALIZED PROGRAM PLAN (IPP)** means a concise plan of action that is designed to address the student's special needs, and is based on diagnostic information that provides the basis for intervention strategies. All students with exceptional needs, from severely disabled to the gifted and talented, require an IPP.

The IPPs of **children** with exceptional needs will include:

1. Assessment and diagnostic data that identifies strengths and areas of need;
2. Specific accommodations and support services;
3. Measurable goals and objectives;
4. Evaluation procedures;
5. Review dates;
6. Placement/Programming information; and
7. Transition plans

**MINISTER** means the Minister of Learning

**ON-LINE PROGRAM** is a program offered by a **school** delivered electronically at a **school** site or off-campus, under the instruction and complete supervision of a certificated teacher of a **board** or accredited **private school**. For full student funding, the elementary and junior high students must have access to 950 hours of instruction and senior high students must have access to 1000 hours of instruction.

**PARENT** means in respect of a student, the relevant individual under section 1(2) of the *School Act* unless otherwise specified.

**RESIDENT BOARD** means the **board** of the district or **division** of which a student is a **resident student**.

**RESIDENT STUDENT** means an individual who is entitled to have access to an education program under Section 8 and who is a resident student as determined under Section 44.

**SCHOOL** means a structured learning environment through which an education program is offered to a student by:

1. A **board**;
2. An **operator** of a **private school**;
3. An **early childhood services program private operator**;
4. A **parent** giving a home education program; or
5. The **Minister**.

**SCHOOL AUTHORITIES** for the purpose of this Manual include **School Jurisdictions, Funded Private Schools, Private ECS Operators, and Charter Schools**.

**SCHOOL BUILDING** means a building used for the instruction or accommodation of students that is owned or occupied by a school jurisdiction, a school jurisdiction and a municipality, or a school jurisdiction and another person.

**SCHOOL JURISDICTION** means a **board**, the Lloydminster Public School Division, or the Lloydminster Roman Catholic Separate School Division.

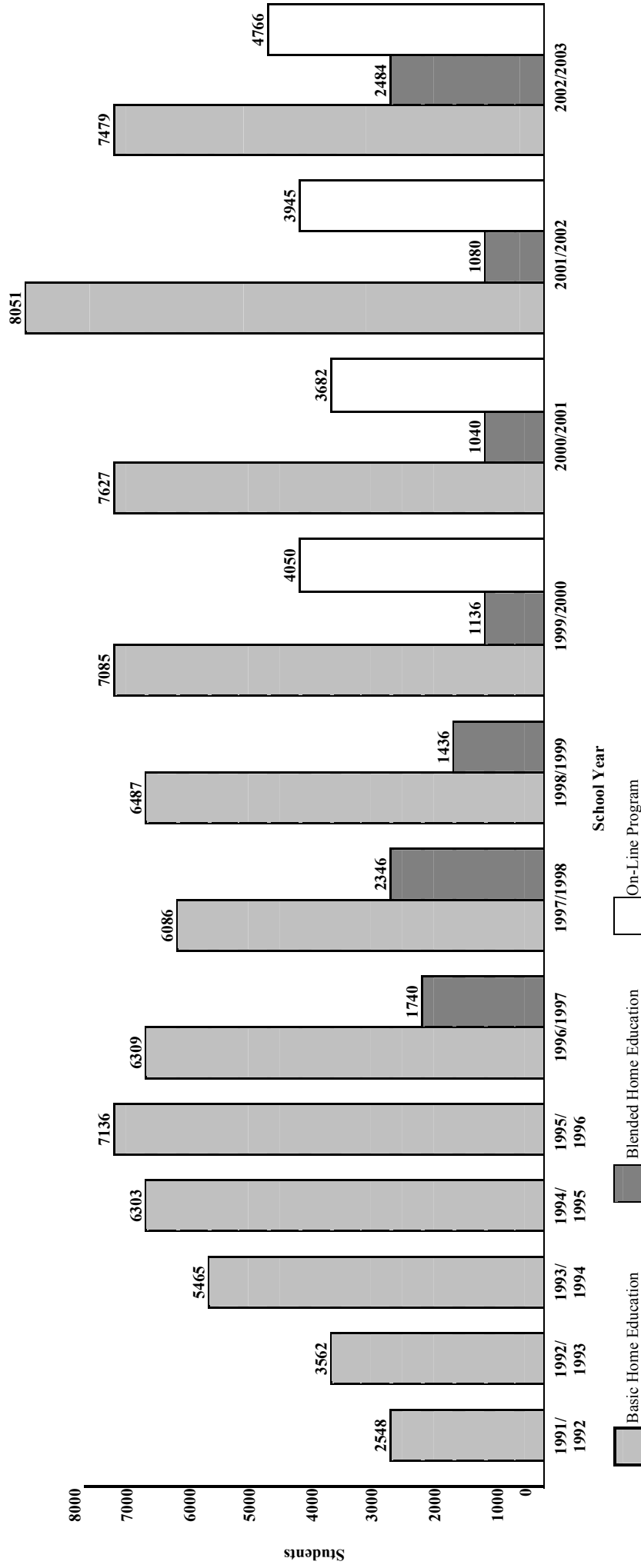
**SUPERVISING BOARD** means the resident board or the willing non-resident board providing supervision of the home education program.

**STUDENT WITH SPECIAL NEEDS** for the purpose of credit enrolment unit funding means a high school student who requires a different or modified regular school program to meet his or her exceptional needs. The **Individualized Program Plan** provides documentation for the program and is a mandatory requirement for any student claimed as a special education student under the CEU funding.

**URBAN DISTRICT** means:

1. A city district which is not included in a school division or regional division; and
2. A district, **division** or regional division or portion thereof designated by the **Minister** as an **urban district**.

**Appendix G**  
**Alberta Learning Home Education, Blended Program, and Online Program Total Enrolment**  
**1991/1992 - 2002/2003**



Enrolments as of February 23, 2003.

Note: The method of collecting the data changed between 1994/1995 and 1995/1996 with the implementation of the Alberta Education Student Information System.

<b>Total Student Population:</b>	1997/1998	574, 622
	1998/1999	582, 940
	1999/2000	581, 441
	2000/2001	543, 890
	2001/2002	548, 080
	2002/2003	549, 029