



302.7AP Home Education

APPROVED: 2020.05.13 (2012.06.20) (1996.02.21)

AMENDED: 2020.05.04 (1999.09.15)

REVIEWED: 2020.01.23

LEGAL REFERENCE:

- Education Act, Section 20
 - Education Act Home Education Regulation
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GUIDELINES:

1. The Superintendent or designate will approve and administer home education programs in accordance with the Education Act and Regulations governing Home Education.
2. The Board will financially support registered Home Education students by providing, subject to the Alberta Education Home Education Regulation, reimbursement for approved program materials.
3. Buffalo Trail Public Schools will offer a Home Education program through its Students Online School.
4. The Board will only reimburse parent/guardians as per educational program funding guidelines and upon receipt of original paid invoices.
5. Access to Division schools, programs, functions, and school resources by home educated students and their parent/guardians is encouraged, if the access is arranged in advance with the school principal and if it is not considered intrusive to the program in the school.
6. To ensure that the home educated student is placed in an appropriate program upon return to school, specialized assessments may occur within the first six weeks.

PROCEDURES:

1. Parent/guardians who wish to provide a home education program for their child/children shall notify the Division in writing, using the prescribed Alberta Education Home Education Notification Form.
2. The Division will provide parent/guardians with copies of the Education Act Home Education Regulation, Alberta Learning Student Learning Outcomes and Buffalo Trail Public Schools Home Education Admin Procedures.

3. In response to the notification by parent/guardians, the superintendent or designate, within 15 calendar days, will confirm to the parent/guardians in writing the substance of the home education program and whether or not it is approved.
4. The Superintendent or designate shall be responsible for:
 - 4.1 supervision of the student to ascertain that any limitations a program choice may have on the student being granted credits or learning is taking place;
 - 4.2 notifying parent/guardians of eligibility to write Grade 12 Diploma exams;
 - 4.3 providing for and maintaining records of assessment for student achievement including examining, on a regular basis, the student portfolio required to be kept by the parent/guardian;
 - 4.4 notifying parent/guardians in writing of the time and location for their child to write the appropriate Provincial Achievement Exams;
 - 4.5 providing a minimum of two student assessments per school year to Parent/guardians;
 - 4.6 maintaining a student file at Students Online School.
5. The Superintendent or designate or parent/guardians may terminate the program in accordance with the Home Education Regulation. The Superintendent or designate will determine the placement of the student in an appropriate program.
6. The Division will support Home Education students by providing textbook rental when texts are available in the local school. Rental fees set by the Division apply.
7. The local school as chosen by the parent/guardian will be encouraged to make facilities available when possible and to include home schooling parent/guardians in the mail out of school newsletters.
8. The Division will support the purchase of materials that are considered to be capital only on the understanding that such materials become the property of the parent/guardian and as such must be maintained by the parent/guardian.
9. Assessment of the student by the Division may include any of the following:
 - 9.1 a review of student work (portfolios);
 - 9.2 specialized assessment;
 - 9.3 marks awarded by Students Online;
 - 9.4 testing of student abilities;
 - 9.5 standardized testing (CTBS or CAT).
10. If a student has not met acceptance standards in a particular subject after writing the Provincial Test, the Superintendent or designate must review the test with the parent/guardian and recommend appropriate remedial measures to improve the student's achievement.
11. If a student does not write the Provincial Achievement Tests the student must undergo an alternative evaluation that reflects similar standards to the standards in the provincial achievement tests. The Superintendent or designate must approve the alternative evaluation.
12. If the Superintendent or designate excuses a student from writing the provincial achievement tests or the alternative evaluation referred to in procedure #11 above, the superintendent or designate will make a written report of the progress of the student and will include this report in the student's record.