

Homeschooling

administrative regulation

Administrative
Regulation No.
3006

Classification:
School Program and
Organization

Effective Date:
June 26, 2014

1 | Purpose

The purpose of this Administrative Regulation is:

- To provide guidelines for the operation of the CBE Homeschooling program.

2 | Scope

This Administrative Regulation applies to:

- All employees, parents and students accessing the CBE Homeschooling program

3 | Compliance

All employees are responsible for knowing, understanding and complying with this Administrative Regulation.

4 | Principles

The following principles apply:

- CBE is committed to offering multiple learning opportunities for students.
- CBE values the opportunity to share responsibility and accountability with parents in support of student learning.

5 | Definitions

CBE: means The Calgary Board of Education.

Homeschooling: means an education program provided to students that consists of either

- (a) home education, as defined by the Home Education Regulation or
- (b) a blended program where responsibility is shared between the parent and a CBE teacher.

Parent: means the parent as defined in Section 1(2) of the School Act of Alberta.

6 | Regulation Statement

Homeschooling registrations

- 1) Homeschooling students must be registered with the CBE Homeschooling Program.
- 2) Homeschooling registration must be:
 - a) in writing using the

Establishment of Homeschooling Programs

- i. current Alberta Education Notification form;
 - ii. CBE Homeschooling registration form (for a blended program); and
 - b) signed by the parent.
- 3) A registration form is required for each school year in which a Homeschooling program is to be provided.
- 4) Before a registration is confirmed for supervision, CBE staff responsible for the administration of Homeschooling are to be satisfied that:
 - a) the registration provided by the parent meets the requirements of this regulation and the current Home Education Regulation;
 - b) reasonable consistency exists between the proposed program of instruction and the provincial Program of Studies or Learning Outcomes as identified in the Home Education Regulation; and
 - c) an acceptable written learning plan has been submitted by the parent and approved by the CBE employee responsible for supervising the CBE Homeschooling program.
- 5) When a student is accepted into the CBE Homeschooling Program, the principal of the CBE Homeschooling Program is responsible for the providing the parent with written confirmation of
 - a) registration information;
 - b) provision of supervision for the proposed program;
 - c) duration of the program for which supervision has been undertaken;
 - d) plans for monitoring and assessment;
 - e) procedures to be followed in arranging access to school resources, services and facilities; and
 - f) advice regarding program components.

Transfers to Homeschooling

- 6) The transfer of a student to a Homeschooling program during an academic year in which he/she is registered at a CBE school requires consultation with appropriate CBE administration including, but not limited to: education Director(s) and/or Superintendent, school based principals

and the principal or designate responsible for the Homeschooling program.

Support of Homeschooling

- 7) Students registered in a CBE Homeschooling program may be given access to CBE facilities and activities if
 - a) access is approved by the principal of the facility;
 - b) access is compatible with the normal operations of the school and with its obligation to meet the educational needs of all students;
 - c) school supervision or staff resources, as deemed necessary by the principal, can be provided;
 - d) requirements established for other students are met (eg. accident insurance and completion of waiver/authorization forms);and
 - e) CBE requirements for parent volunteers are met.
- 8) Cost of learning materials is the responsibility of the parent.
- 9) Purchase of supplies through the school or other board agencies is not permitted.

Monitoring and Assessment

- 10) Monitoring and assessment is to be consistent with the current Alberta Home Education Regulation and with the provisions for home education contained in provincial guides and bulletins.
- 11) The frequency and nature of monitoring and assessment will be developed in consultation with parents and with consideration of the nature of the learner.
- 12) Assessment procedures regarding the student's progress include the professional judgment of CBE supervising teachers.
- 13) Parents will be provided a written report outlining the recommendations from the assessments.
- 14) Requests for evaluation of students who wish to qualify for credits and marks in senior high school subjects must be made through the principal responsible for CBE Homeschooling program.
- 15) Parents will be informed of requirements with respect to the participation of Homeschooling students in the provincial achievement testing program.

Student Records

16) CBE managed records for Homeschooling students are to be maintained in accordance with the CBE Administrative Regulations and records management guidelines.

Termination of a Homeschooling Program

- 17) Termination of a Homeschooling program may occur if
 - a) acceptable arrangements cannot be made with the parent for monitoring and/or assessment of the program of instruction; or
 - b) monitoring and/or assessment indicates:
 - i. the student is not making satisfactory progress;
 - ii. the program of instruction is not consistent with either the Program of Studies or the Learning Outcomes (as identified in the Home Education Regulation); or
 - iii. suggestions for improvement have not been implemented satisfactorily.
- 18) A written statement regarding the termination shall be provided to the parent and include
 - a) the reason for termination;
 - b) direction to enroll at the designated school; and
 - c) the appeal procedure.
- 19) The written statement shall become part of the official student record.

Appeal

- 20) Appeals of decisions made with regard to a student registered in a CBE homeschooling program, may be appealable through the CBE established appeal process.
- 21) In the event that the parent is not satisfied with the result to the CBE appeal process, the parent has the right, under section 124 of the *School Act*, to ask the Minister of Education, in writing to review the decision to terminate the Homeschooling program.
- 22) All CBE appeal processes must be exhausted prior to a parent appealing to the Minister.

7 | History

Approval	January 12, 1993
Next Review	June 2019
Revision/Review Dates	February, 2003 June 2014

8 | Related Information

- *School Act*
- Home Education Regulation, Alberta Regulation 145/2006
- CBE AR 3017A Admission of Students
- CBE AR 6024 Student Records

