

administrative regulation

Home Education

1 | Purpose

The purpose of this administrative regulation is to:

- provide guidelines for the operation of the CBE Home Education program.

2 | Scope

This administrative regulation applies to:

- all employees, parents and students accessing the CBE Home Education 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 personalized learning opportunities for students; and
- 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.

Home Education: means a home education program provided by a parent to a student in accordance with the *Alberta Home Education Regulation*, but does not include any portion of the education program that is the responsibility of a board.

Independent Student: means a student, as defined by section 1(1)(n) of the *Education Act*, who is:

- 18 years of age or older; or
- 16 years of age or older; and
 - lives independently as determined by the principal; or
 - is party to an agreement under section 57.2 of the *Child, Youth and Family Enhancement Act*.

Administrative
Regulation No.
3006

Classification:
School Program and
Organization

Effective Date:
June 29, 2023

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

Student: means a person identified in Section 1(hh) and Section 7 of the *Education Act* who is:

- a) enrolled in a school;
- b) at September 1 in a year is six (6) years of age or older and is younger than nineteen (19) years of age; but
- c) does not include a child younger than six (6) years of age who is enrolled in an Early Childhood Services program.

Shared Responsibility Program: means a CBE Supervised Home Education program where the educational programming and assessment is shared between a certificated CBE teacher within the Home Education program and the parents.

CBE Supervised Home Education Program: means a home education program under the supervision of CBE.

Teacher: means the certificated individual, within the CBE Home Education program, who supports the student in the CBE portion of the shared responsibility program.

CBE Home Education Facilitator: means the certificated teacher, within the CBE Home Education program, who supports the parents in a Supervised Home Education program.

6 | Regulation Statement

Notice of Intent for Home Education

- 1) A parent who intends to provide a home education program, that is not a supervised education program, must notify the Minister of Education.
- 2) A parent who intends to provide a supervised home education program, will request to register for the CBE Home Education program using the Home Education Registration Form and the Home Education Notification Form – Supervised by The Calgary Board of Education.
- 3) A parent choosing a CBE supervised home education program, must comply with this regulation and the *Alberta Home Education Regulation*.

7 | Procedures

Home Education Registrations

- 1) The following CBE Home Education registration forms must be filled out and signed by the parents:
 - a) current Alberta Home Education Notification form;
 - b) CBE Home Education Registration Form.
- 2) Upon registration, parents must indicate whether they are choosing the CBE Supervised Home Education program:
 - a) parent directed home education program; or
 - b) shared responsibility program.
- 3) Acceptance into the Home Education program is dependent on space and resources, and must be consistent with priority lists as outlined in Administrative Regulation 6090 | Child and Student Registration and Admission.

Establishment of Home Education Programs

- 4) Before a registration is confirmed for supervision, the CBE staff responsible for the administration of the CBE Home Education Program need to be satisfied that:
 - a) the registration provided by the parent meets the requirements of this regulation and the current Alberta *Home Education Regulation*;
 - b) reasonable consistency exists between the Learning Plan and the Alberta program of Studies or the Learning Plan and Alberta Education's Schedule of Homeschool Learning Outcomes; and
 - c) a Learning Plan has been submitted by the parent and has been approved by the CBE Home Education Facilitator.
- 5) The learning plan must include:
 - a) a list of activities with an explanation as to how the activities will enable the student to achieve the outcomes identified;
 - b) learning outcomes from either the Alberta Programs of Study or the outcomes identified in the Alberta *Home Education Regulation* that do not follow the Alberta Programs of Study;
 - c) the instructional method and resources to be used;
 - d) the plan for evaluation of the student's progress; and
 - e) the name of the person providing instruction for the Home Education program if the parent is not providing the instruction for the Home Education program.

Notification

- 6) The CBE Home Education Program will notify parents, 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 Alberta Home Education Notification form *and* the supporting learning plan.
- 7) Parents will be notified of any implications that a home education program may have on the student's eligibility to be granted high school credits.
- 8) When a student is accepted into the CBE Home Education Program, the principal or designate of the CBE Home Education Program, is responsible for providing the parent with written confirmation of:
 - a) registration information;
 - b) confirmation of registration in either CBE Home Education program or CBE Shared Responsibility Home Education program;
 - c) provision of supervision for the proposed program;
 - d) duration of the program for which supervision has been undertaken;
 - e) plans for monitoring and evaluation;
 - f) procedures to be followed in arranging access to school resources, services and facilities; and
 - g) if parents request it, advice and assistance regarding program components.
- 9) The principal will, upon acceptance into the CBE Home Education Program, provide parents with access to a copy of all policies respecting the supervision of the home education students and notify parents of any changes in those policies.
- 10) The parent will notify the CBE when there are significant alterations to the learning plan.

Transfers to Home Education

- 11) The transfer (AR 6091 School Transfers) of a student to a CBE Home Education Program, during an academic year in which the student is registered at a CBE school, requires consultation with the appropriate CBE administration including, but not limited to:
 - a) education director(s) and/or superintendent;
 - b) school based principals; and
 - c) the principal or designate responsible for the CBE Home Education program.

Support of Home Education

- 12) Students registered in a CBE Home Education 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 (e.g., accident insurance, completion of waiver/authorization forms); and
 - e) CBE requirements for parent volunteers are met.

Monitoring and Assessment

- 13) Monitoring and evaluation will be consistent with the current Alberta *Home Education Regulation* and with the provisions for home education contained in provincial guides and bulletins, including parent responsibility to ensure:
- a) regular evaluation of the student's progress;
 - b) records of the methods and dates of evaluations;
 - c) dated samples of student work;
 - d) a general record of student activities;
 - e) at least two (2) opportunities to review home education progress, including the learning plan by the teacher-facilitator each year;
 - f) the parent is available for regular review of the student's achievement with the CBE; and
 - g) the student is available for an evaluation of their progress by CBE.
- 14) The frequency and nature of monitoring and evaluation will be developed in consultation with parents and consideration of the nature of the learner such as age, maturation and learning needs.
- 15) Evaluation procedures regarding the student's progress include the professional judgment of CBE teacher-facilitators.
- 16) Parents will be provided a written report outlining the review of the learning plan and the parent's assessment with recommendations completed by CBE teacher-facilitators.

High School Credits and Marks

- 17) Requests for evaluation of students who received Home Education with a learning plan that follows the Alberta 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 CBE Home Education program.

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| Provincial Assessments | 18) Parents will be informed of requirements with respect to the participation of CBE Home Education students in the provincial assessment program. |
| Student Records | 19) CBE managed records for CBE Home Education students are maintained in accordance with the CBE administrative regulations and Records Management guidelines. |
| | 20) The principal will advise parents that they may view student records. |
| | 21) CBE will advise a parent providing a CBE Supervised Home Education program of entries made into the records related to the progress of the student. |
| Annual Review | 22) CBE Home Education registration is reviewed annually with a new registration required for each school year. |
| Next Year Planning | 23) Parents planning to continue a supervised home education program the next school year, will need to notify the CBE Home Education program and complete the required components outlined in sections 10, 11 and 16 of this regulation by the second Friday in June. |
| | 24) New students wishing to apply for a supervised Home Education program for the upcoming year, need to notify the CBE Home Education program and complete the required components outlined in sections 10, 11 and 16, of this regulation by June 10. |
| | 25) Families will be notified of acceptance for the following year by June 25. Consideration will be given to: <ul style="list-style-type: none"> a) continuing registrations who have completed all required components as the first priority; b) new registrations who have completed all required components; and c) availability of space and resources of the Home Education program. |

**Termination of
a Home
Education
Program**

- 26) Termination of a Home Education program by CBE, in consultation with the parent and with consideration of the age, grade level and abilities of the student, may occur if:
- a) at the discretion of the principal and/or designate, acceptable arrangements cannot be made with the parent for monitoring and/or evaluation of the program of instruction; or
 - b) monitoring and/or evaluation indicate:
 - i. the student is not making satisfactory progress;
 - ii. the program of instruction is not consistent with either the Programs of Study or the Learning Outcomes (as identified in the Home Education Regulation);
 - iii. suggestions for improvement have not been implemented satisfactorily; or
 - iv. the parent has not met the requirements of the Home Education Regulation.
- 27) A written statement regarding the termination shall be provided to the parent and the principal of the designated school and include:
- a) the reason for termination;
 - b) direction to enroll at the designated school; and
 - c) the Concerns and Complaints procedure.
- 28) A parent may terminate a Home Education program by:
- a) providing written notice of the termination; and
 - b) enrolling the student in a school.
- 29) The written statement shall become part of the official student record.
- 30) If the CBE terminates a Home Education program, the CBE 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.

**Funding Home
Education
Programs**

- 31) Parents will be offered 50% of the home education program funding received from Alberta Education, unless the parent chooses:
 - a) to use distance learning materials which the CBE may then use the funding to cover the costs of distance learning; or
 - b) to participate in a shared responsibility program supported by the CBE at which point CBE will adjust the funding to be consistent with the CBE portion and the parent portion.
- 32) Cost of learning materials is the responsibility of the parent.
- 33) Purchase of supplies either through the school or through other board agencies is not permitted.
- 34) A parent must use any funding received from CBE:
 - a) to defray the costs incurred for programs of study, instructional materials and other resources directly related to Home Education;
 - b) provide receipts showing how the funding was spent and is in alignment with the guidelines for parent reimbursement for learning materials as outlined in Section 7 of the *Home Education Regulation*; and
 - c) complete a CBE Home Education Reimbursement Form.
- 35) A parent may not use any funding received from CBE:
 - 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 CBE.
- 36) Any instructional materials, other than materials that cannot be used again, purchased by a parent with funding received from CBE must be returned to CBE within one year following the student's completion of the course, if CBE request those materials within that year.

**Concerns and
Complaints**

- 37) Concerns and complaints regarding Home Education Program decisions must follow the current CBE process in Administrative Regulation 5007 | Concerns and Complaints.

8 | History

Approval	June 2023 September, 2019 January, 1993
Next Review	June, 2028
Revision/Review Dates	February, 2003 June, 2014

9 | Related Information

- *Education Act, 2012, c.E.-0.3*
- Alberta Home Education Regulation
- Administrative Regulation 6090 | Child and Student Registration and Admission
- Administrative Regulation 6024 | Student Records
- Administrative Regulation 5007 | Concerns and Complaints