

Wolf Creek School Division No. 72

Home Education Handbook

2013/2014

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Alberta Learning Home Education Policy 1.1.2



Wolf Creek School Division Home Education Personnel

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Wolf Creek Home Education Philosophy and Goals

Wolf Creek's Mission Statement is "Creating Success for All Learners", and this applies to students whether they attend one of our schools in the jurisdiction or are registered in the Home Education program. We are here to serve our students, to meet their diverse needs and to provide the most suitable education program to help them find success. Educational programs vary with each student and for some the opportunity to study at home is the most appropriate.

It is a parent's right to choose a Home Education program, provided the program meets the requirements of the regulations (see appendix) and is under the supervision of a board or an accredited private school. Parents should notify their supervising board of their desire to educate their child at home.

Home Education provides flexibility, which allows for individual student needs to be taught within different time limits and in different ways. It gives students the opportunity to work at their own level and at their own pace. Support is given to assist students to recognize their own abilities and qualities in the hope that they will gain a feeling of pride and satisfaction in their own achievements. The abilities to work independently and to manage their time wisely and efficiently are prime objectives.

Specific Goals for Home Education

- Providing a quality education program
- Meeting needs of students (academic and personal)
- Re-integrating Home Education students into regular school programs where appropriate and necessary
- Working cooperatively with parents
- Working cooperatively with school-based administration to provide extra assistance for students where and when necessary

Alberta Learning Goals and Standards

A basic education must provide students with a solid core program including Language Arts, Mathematics, Science and Social Studies. Students will be able to meet the provincial requirements for entry into the work place or post-secondary studies. They will understand personal and community values and the rights and responsibilities of citizenship. Students will develop the capacity to pursue learning throughout their lives. They should also have opportunities to learn languages other than English and to attain levels of proficiency and cultural awareness, which will help to prepare them for participation in the global community.

Student Learning Outcomes

Students are expected to develop the knowledge, skills and attitudes that will prepare them for life after school. A basic education will allow students to:

1. read for information, understanding and enjoyment.
2. write and speak clearly, accurately and appropriately for the context.
3. use mathematics to solve problems in business, science and daily life situations.
4. understand the physical world, ecology and the diversity of life.
5. understand the scientific method, the nature of science, and technology, and their application to daily life.
6. know the history and geography of Canada and have a general understanding of world history and geography.
7. understand Canada's political, social and economic systems within a global context.
8. respect the cultural diversity and common values of Canada.
9. demonstrate desirable personal characteristics, such as respect, responsibility, fairness, honesty, caring, loyalty and commitment to democratic ideals.
10. recognize the importance of personal well-being, and appreciate how family and others contribute to that well-being.
11. know the basic requirements of an active, healthful lifestyle.
12. understand and appreciate literature, the arts and the creative process.
13. research an issue thoroughly, and evaluate the credibility and reliability of information sources.
14. demonstrate critical and creative thinking skills in problem solving and decision making.
15. demonstrate competence in using information technologies.
16. know how to work independently and as part of a team.
17. manage time and other resources needed to complete a task.
18. demonstrate initiative, leadership, flexibility and persistence.
19. evaluate their own endeavours and continually strive to improve.
20. have the desire and realize the need for life-long learning.

Program Requirements and Administration

Home Education is a program of choice. A parent wishing to educate their child must notify the school board, or an accredited private school, of their intent to home educate and request that the board or private school supervise their child's home education program. Notification of the intent to home educate should be given during a school year. A supervising board or private school will review the completed notification form and the education plan, which the parent has developed, and make a decision within 15 days.

Home Education must be based on a program that is prescribed, authorized and approved by the Minister or a program designed by the parent. Parents can choose curriculum resources and methodology that are consistent with the family's religious and conscientiously held beliefs. If the parent designs a program that does not follow the Alberta Program of Studies, the parent must declare that the program is consistent with Student Learning Outcomes. Parents may ask the supervising board or private school for assistance in developing a home education plan or program.

The Home Education Coordinator will facilitate student learning by providing assistance and advice to the parent. The coordinator is required to conduct at least two visits in each school year, including a review of the student portfolio. If a parent of a grade 3, 6 or 9 Home Education student does not choose to have his or her child write either the appropriate Provincial Achievement Test or an alternative assessment approved by the superintendent, the supervising board or accredited private school is required to provide a written report of the student's progress. This written report is included in the student's record.

TYPES OF PROGRAMS

Alberta Distance Learning Centre (ADLC):

The ADLC courses follow the Alberta curriculum and are available for Grades 1 to 12. Lessons are mailed to the ADLC in Barrhead and are marked by certified teachers who are in regular contact with students. Telephone tutoring is available to students as requested.

Programs are constantly being reviewed and improved, and modified where it is deemed necessary and beneficial.

Practice tests in some courses are available when applied for. Mid-term exams are mandatory for Junior High School courses.

In order for progress to be accurately monitored, regularly up-dated student status reports are provided over the Internet for the Home Education Coordinator's information.

Varied Programs

Parents may choose to develop their own program using a variety of resources available. The Alberta Program of Studies is available to them, and this is used as a guide for purchasing appropriate instructional material. The Home Education coordinator must approve these materials.

Students must keep a portfolio of their work and parents need a record of marks achieved by students. The Home Education Coordinator will evaluate the students at the end of the school year.

Blended Programs

Blended programs were introduced in 1995 to encourage parents of Home Education students to take advantage of school programs.

A blended program means an educational program consisting of two distinct parts:

1. An in-school program where a teacher employed by the school jurisdiction is responsible for providing for the planning, delivery and evaluation of courses amounting to at least:
 - a. 50% of the student's program in Grades 1 - 9, or
 - b. 20% of the student's program in Grades 10 - 12.
2. A Home Education program is where the parent is responsible for the delivery but, as in all Home Education programs, the school jurisdiction is responsible to ensure that the student follows the Alberta Program of Studies.

It is recommended that all students cover the Alberta Curriculum as set out in the Program of Studies. When students are registered with ADLC, this is outlined for them in the courses offered. When students are following a varied program, the Program of Studies gives them a specific guide ensuring that all concepts, competencies and skills are presented to them. Instructional material should be selected with care to guarantee that the program is complete.

Responsibilities

Educational success depends on the joint commitment of parents, students and teachers to life-long learning. Each partner plays a key role in developing life-long learners who are independent, critical thinkers, and responsible for their own learning.

Parents

The responsibility of parents is to:

- a) provide a quiet, work-like site for learning.
- b) provide daily monitoring and support for the student.
- c) promote life-long learning skills.
- d) follow a suitable, appropriate and approved curriculum for the student.
- e) develop, administer and manage the home education program.
- f) maintain a portfolio of student work.
- g) be available, along with the student, for a regular review of student achievement.

Students

The responsibility of students is to:

- a) follow a regular work schedule.
- b) complete assignments in reasonable periods of time.
- c) be responsible for the completion of learning tasks.

Home Education Coordinator

The responsibility of the Home Education Coordinator is to:

- a) provide, or assist the parent in selecting, a program suitable to the student's needs.
- b) support the parent in efforts to promote life-long learning skills.
- c) monitor the student's progress a minimum of two times in the year.
- d) assess the progress of the student at the end of the school year and recommend a suitable program for the following year.

Registration Procedures

Wolf Creek School Division provides a Home Education program for resident students. Registration is generally limited to students living within the jurisdiction, and to formerly resident students who wish to continue in a Home Education program under the supervision of the same coordinator.

Students registering in Home Education shall be:

1. Six years of age or older as of 31st December of the school year
2. Under 20 years of age as of 1st September of the school year

The registration form shall be completed giving the following information:

1. The student's name as registered under the Vital Statistics Act
2. The student's birth date
3. The sex of the student
4. The name of the parent(s) or guardian(s)
5. The address and phone number of the student and parent/guardian
6. The address where the Home Education program is to be conducted
7. The citizenship of the student and, if the student is not a Canadian citizen, the type of visa held by the student and its expiry date

As for regular school sites, Home Education students will pay the Instructional Material Fees as follows:

Grades 1 - 6 = \$64.00 Grades 7 - 9 = \$77.00 Grades 10 - 12 = \$90.00

The jurisdiction will order courses after 15th August for the following school year.

A parent who offers a varied program referred to in subsection 3(b) of the Home Education Regulations in the School Act must provide a plan or program appropriate to the age and abilities of the student, including the following:

1. The skills and competencies to be taught in each subject area and the other learning objectives to be achieved.
2. The instructional methods and resource materials to be used to achieve the learning objectives.
3. The methods of assessment and the intervals between assessments.

The Home Education Coordinator will provide professional assistance and advice to parents who are planning a varied program. The coordinator must also assess and approve the materials to be used.

For students who have previously been enrolled in school, either within or without the jurisdiction, the Home Education Coordinator will notify the school principal and request that the cumulative record be sent to the Home Education office. For students who have not been previously registered in a school, a school record shall be started for that student.

Monitoring Procedures

Monitoring is required by Alberta Learning and includes the following:

1. Initial contact to review the program, to develop a work plan and cover monitoring procedures.
2. A minimum of two monitoring visits each year between the Home Education Coordinator and the student at a time and place that is mutually agreed upon.
3. A student portfolio, which should be available at the monitoring visits.

Student Portfolio

Each student will be asked to create a portfolio including the following:

1. Long-range plan giving a proposed time-line in each subject area.
2. Student marks inventory sheet(s).
3. Samples of student work (Gr.1 - 9 ... dated). This could include creative writing, art, problem-solving, etc.
4. Log of activities for phys. ed., music, and other optional subjects.
5. Extra-curricular activities (optional) in 4-H, scouts, youth groups, etc.
6. Hobbies and interests (optional).

Assessment

Elementary ... ADLC:

- Lesson evaluations received from ADLC, reviewed by Home Education Coordinator.
- Gr. 1, 2, 3 promoted on the year's work.
- Gr. 4, 5, 6 write final exams to gain promotion.

Elementary ... Varied Program:

- Monitoring by parent, reviewed by Home Education Coordinator.
- Record of marks required.
- End-of-year evaluation by Home Education Coordinator.

Grade 3 and 6 students are strongly encouraged to take the Alberta Learning Achievement Tests.

Junior High ... ADLC:

- Lesson evaluations received from ADLC, reviewed by the Home Education Coordinator.
- Promotions are received according to year's work and tests.
- Supervised mid-term test in each core subject makes up 10% of final mark.
- Supervised final test in each core subject makes up 30% of final mark.

Junior High ... Varied program:

- Monitoring by parent, reviewed by Home Education Coordinator.
- Record of marks in each subject required.
- End of year evaluation by Home Education Coordinator.

Grade 9 students are strongly encouraged to take the Alberta Learning Achievement Tests.

Senior High ... ADLC:

- Lesson evaluations received from ADLC, reviewed by Home Education Coordinator.
- Promotions are received according to ADLC reports on the year's work and final tests.
- Supervised tests in each subject make up 60% of final mark.
- The year's work is not taken into consideration if final test score is less than 40%.

Senior High ... Varied Program:

- Monitored by parent, reviewed by Home Education Coordinator.
- Record of marks in each subject required.
- End of year evaluation by Home Education Coordinator.

Note: For the Alberta Education High School Diploma, all students must take:

- Physical Education 10 (minimum of 3 credits)
 - Results for Phys. Ed. 10, taken through Home Education, may be submitted to Alberta Learning as a pass or a fail.
 - Under certain conditions, exemptions may be warranted.
- **Career And Life Management ... CALM (3 credits).**

All Grade 12 students write diploma exams for their core subjects, in addition to their final exams. Diploma exams count for 50% of the student's final grade.

Program Termination

In the event that a Home Education student is failing to achieve the expectations of the program of studies at a satisfactory rate of completion, the Home Education Coordinator and parent shall:

1. Review the assessment.
2. Develop a program and time-line for remediation.
3. Consider referring the student to another educational choice in order to better meet the needs of the student.

If this proves to be unsuccessful, the Home Education Coordinator will forward a report to the Assistant Superintendent, including the results of the monitoring, with the recommendation that the student pursue an alternate means of education.

Funding

The school jurisdiction may receive \$1641.27 for each student enrolled in full-time Home Education before 30 September of the school year.

Additional funding might be provided to school jurisdictions for Home Education students enrolled in courses with the Alberta Program of Studies, through the Alberta Distance Learning Centre (ADLC) or through Distance Education Consortia operated by school authorities, to a maximum of 50% of the cost of the registration fees and compulsory learning materials for these courses. The cost of ADLC courses funded by Alberta Education for a Home Education student in a school year will not exceed the Home Education funding rate.

Post September 30 Students

Occasionally, students transfer out of a regular school program within a Wolf Creek school into the Wolf Creek Home Education program. This will occur in one of two ways:

1. School initiated transfer
2. Parent initiated transfer

Before students are accepted into a Home Education program after September 30, it is expected that there will be sincere consultation with the school administration, with the hope that concerns or difficulties can be resolved. However, there are times when it is obviously best for the student to move into a Home Education program for the remainder of the year.

Blended Program

A student enrolled in a Blended Program receives instruction at a school site for at least 50% of the student's program in grades 1 - 9 and at least 20% of the student's program in grades 10 - 12. The remainder of the student's program is delivered through Home Education by the parent/guardian.

Funding for the Blended Students will be pro-rated based on the percentage of the student's program taken at school and the percentage of the student's program taken at home.

Student Resources

Both supervising school boards and private schools receive \$1641.27 for each Home Education student. For students on a varied program, the supervising authority is required to offer 50% of that amount, or \$820.64, to the parent for the purchase of programs of study and instructional materials. The Home Education Coordinator must approve the materials to be used and receive all such receipts within the school year (September - June). A parent cannot use the money for personal remuneration or to pay an honorarium to any other instructor.

If parents wish to use funds for any other purpose they must consult with the Home Education Coordinator.

Achievement and Diploma Examination Procedures

Achievement Examinations

All Grade 3, 6, and 9 students are strongly encouraged to take the Alberta Learning Achievement Examinations.

Parents will be informed of the dates and locations of these examinations, well in advance, so that they can make arrangements for their children to participate. The appropriate schools will be made aware of the Home Education students who will be taking the Achievement Examinations at their sites.

Pamphlets provided by Alberta Learning, which describe and give assistance in preparing for these exams, will be made available to the parents by the Home Education Coordinator.

If parents are not in favour of their children taking the Alberta Learning Achievement, they must contact the Home Education Coordinator.

Diploma Examinations

Grade 12 students must write Diploma Examinations **in addition** to their final ADLC exams. Diploma examination results count for 50% of the student's final grade.

Students must register with Alberta Learning in order to be eligible to take the Diploma Examination.

It is the responsibility of the Grade 12 student to inform personnel at the school site, which has been selected for taking the examination, so that materials are available.

Post Secondary Planning

Career manuals, booklets, videos and other publications are at the Home Education office and are available to all high school students.

Students should be aware that there are a variety of entrance requirements for post secondary institutions, and they should plan their high school courses accordingly. The Home Education Coordinator will review course plans to help meet each student's goals.

ALBERTA LEARNING

Appendix B: Policy 1.1.2 – Home Education Policy (under review)

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

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 (1) A school is entitled to be registered as a private school if the operator applies to the Minister and the Minister is satisfied that

- (a) the school will provide a program of studies that complies with any orders made under section 39(1)(f)
- (b) the school will meet the standards of student achievement and achievement testing acceptable to the Minister,
- (c) the operator agrees to regular evaluation and monitoring by the Minister, and
- (d) the building that is used for school purposes meets and will continue to meet all applicable local and provincial health, safety and building standards.

(2) A private school is entitled to be accredited as an accredited private school if

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- (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 ...

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(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 the K-12 Learning System Policy, Regulations and Forms Manual.

ADDITIONAL DEFINITIONS

In this policy,

3. "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*.

4. "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:

- (2) at least 50% of the student's program in grades 1-9, and
- (3) at least 20% of the student's program in grades 10-12.

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

4. 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 K-12 Learning System Policy, Regulations and Forms Manual;

5. "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.

6. "Funded private school" means an accredited private school that receives a grant under the *Learning Grants Regulation* (AR 77/2003).

7. "Supervising board" means the resident board or non-resident board providing supervision of the home education program.

8. "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 which is interested in offering a home education program.

9. 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 which approves goals and standards as applicable to the provision of Basic Education in Alberta.

10. "Schedule – student learning outcomes" means the schedule in the Home Education Regulation. It describes the student learning outcomes applicable to home education students.

11. "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.

12. "Willing non-resident board" means a board that is not the student's resident board and is willing to supervise a home education program.

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 *Home Education Handbook Appendix B: Home Education Policy 39* funding to the board or funded private school to help cover the additional costs of the program or courses which exceed the funding provided.

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.

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.