

HOME EDUCATION PROGRAM

Principal's Message

Staff and students of Golden Hills Home Learning Program welcome you to our visionary and innovative educational program. We are committed to meeting the individual needs of each of our students. Our programs are designed to take family needs, circumstances and values into consideration. We at Golden Hills School Division wish you all the best in making your educational and life choices.

~Marg Richardson

Our Mission

To provide a diverse and academically challenging program and to provide support to families in achieving academic excellence through home learning.

Our Vision

We provide an essential service to families and students locally, nationally and internationally. Our vision is to provide students registered in Golden Hills Home Learning Program with a highly rewarding educational experience. We celebrate individual differences, diversity in learning styles, and respect for personal choices. We are an equal-opportunity education system.

Terms and Definitions

Blended Program - 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;
2. A home education program which meets the requirements of the Home Education Regulation.

Compulsory Education - an individual who is eligible to be enrolled in a school and, as at September 1 of a given year, is six years of age or older and is younger than sixteen years of age, shall attend school.

Funded blended program - 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.

Home Education - a parent of a student may provide, at home or elsewhere, a home education program for the student if the program meets the requirements and regulations set out by the School Act and is under the supervision of the local school board or a private school accredited under Section 28(2) of the School Act.

Home Education Regulation Notification Form 2 - 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.

Ministerial Order No. 004/98 - 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.

Alternative evaluation - 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.

Portfolio - 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.

Private School - a school registered under the Ministry of Learning is entitled to be accredited if the Minister approves the education program.

Funded Private School - an accredited private school that receives a grant under the Learning Grants Regulation (AR 77/2003).

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

Supervising Board - the resident board or non-resident board providing supervision of the home education program.

Supervising Private School - 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.

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

Benefits of Golden Hills Home Learning Program

- ◆ Alternatives in learning schedule
- ◆ Enrichment
- ◆ Accessibility
- ◆ Virtual Schooling
- ◆ Availability of schools in rural communities
- ◆ Availability of GHSD staff - always there to help you.

Guidelines and Procedures

1. Students have to be six years of age by December 31st and under the age of 20 before September 1st.
2. Contact Golden Hills School Division before August 25, 2004 and complete Parts A, B and C of the Home Education Program application. If you decide during the academic year to change the program from regular programming to home learning, you are required to make a formal request of the GHSD Home Learning department, along with Parts A, B and C of the application.
3. GHSD will contact the family and sign a formal agreement; procedures and plans will be explained to the student and the family.

4. GHSD will assist in your selection of the program so that it best meets the needs of the student. Parents and student can choose:
 - 4.1 Alberta Education program
 - 4.2 ALDC program
 - 4.3 Christian based program
5. If you are not choosing GHSD as your board of choice, please send GHSD a photocopy of Part C and Part D of the Notification Form to the resident board.
6. Once the program choice has been made, a teacher/program facilitator will arrange a meeting with the family and the student to determine the details of the program.
7. Resources needed to fulfill the requirements of the program will be identified by the teacher/program facilitator.
8. A complete individual education plan will be developed by the teacher/program facilitator so that parents, student, and teacher are all aware of the requirements of the program.
9. It is recommended that provincial achievement tests in Grades 3, 6 and 9 are written by all students, or that students go through an approved evaluation at similar levels.
10. Parents are required to keep records of and maintain:
 - 10.1 Student's work
 - 10.2 Portfolio
 - 10.3 Assessments used
 - 10.4 Schedule for assessment with the school board.
11. Changes to individual student plans are made according to the individual student's development and ability to complete the requirements of the individual program set for the student.
12. Parents may use multiple methods to assess and evaluate student program:
 - 12.1 Tests
 - 12.2 Self-evaluation
 - 12.3 Project evaluation
 - 12.4 Behavior
 - 12.5 Time Management
 - 12.6 Interviews
 - 12.7 Labs
 - 12.8 Audio & visual presentations
 - 12.9 Field trip reports
 - 12.10 Assessments from out-source for sports and fine arts activities

13. If your child is in a home schooling situation and you wish to change the program to have the student transfer to the regular program, please contact GHSD Home Learning Program to make the arrangements.
14. There is a learning resource fee which is established by the board on an annual basis for elementary, Jr. High and high school. If GHSD orders materials for a student from Alberta Distance Learning, the board will front all of the cost.
15. Grades 1 to 6 students are expected to complete a full year's work during the academic year.
16. Grades 7 to 9 students are expected to complete 8 courses in an academic year.
17. Grades 10 to 12 students are expected and encouraged to complete 7/8 courses per academic year.

GOVERNMENT OF ALBERTA HOME EDUCATION REGULATION

The regulations contained in this Manual have been consolidated to include all amendments. Users of these consolidated regulations are reminded that they have no legislative authority and have been included for convenience of reference only. The original Orders in Council and Ministerial Orders as they appear in the Alberta Gazette Part II must be consulted for all purposes of interpreting and applying the law.

Definitions

1. In this Regulation,
 - (a) "Act" means the *School Act*;
 - (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 the 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 the 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 study, 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 July 31, 2006.

Schedule: 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.

Confirmation and Acceptance

As confirmation of your receipt of the enclosed material and acceptance of the program, you must complete the Home Education Regulation A/R. 126/99 Notification Form (Form 230-1).

Please return the completed Notification Form via mail, fax or hand delivery to:

Marg Richardson, Principal
Golden Hills School Division
435A, Highway #1
Strathmore, Alberta, Canada T1P 1J4

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