

administrative regulation

Administrative
Regulation No.
3006

Classification:
School Program and
Organization

Effective Date:
September 17, 2019

Homeschooling

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 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.

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

- home education, as defined by the Home Education Regulation; or
- a shared responsibility program where responsibility is shared between the parent and a CBE teacher;

but does not include any portion of the education program that is the responsibility of the board.

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

6 | Regulation Statement

Homeschooling registrations

- 1) Parents who are homeschooling their student may register with the CBE Homeschooling Program as outlined in this administrative regulation.
- 2) Homeschooling registration must be:
 - a) in writing using the:
 - i. current Alberta Home Education Notification form; and
 - ii. CBE Homeschooling registration form (for a blended program); and
 - b) be signed by the parent.
- 3) A registration form is required for each school year in which a Homeschooling program is to be provided.
- 4) The CBE Homeschool Program will notify parents in writing of the Board's decision with respect to supervision or continuing to supervise the proposed homeschooling program, within 15 days of receiving the Alberta Home Education Notification form *and* the supporting learning plan.
- 5) Parents will be notified of any implications that a homeschooling program may have on the student's eligibility to be granted high school credits.

Establishment of Homeschooling Programs

- 6) Before a registration is confirmed for supervision, CBE staff responsible for the administration of the CBE Homeschooling Program 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 Programs of Study or Learning Outcomes as identified in the Home Education Regulation; and
 - c) an acceptable written learning plan has been submitted by the parent including activities that enable the student to achieve the outcomes appropriate to that program, and approved by the CBE employee responsible for supervising the CBE Homeschooling program.
- 7) 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) the instructional method and resources to be used;
 - c) the plan for evaluation of the student's progress; and
 - d) the name of the person providing instruction for the homeschooling if the parent is not providing the instruction for the homeschooling program.
- 8) When a student is accepted into the CBE Homeschooling Program, the principal of the CBE Homeschooling Program is responsible for providing the parent with written confirmation of:
- a) registration information;
 - b) confirmation of a blended homeschooling program or a sole homeschool program provided by the parent;
 - c) provision of supervision for the proposed program;
 - d) duration of the program for which supervision has been undertaken;
 - e) plans for monitoring and assessment;
 - f) procedures to be followed in arranging access to school resources, services and facilities; and
 - g) advice and assistance regarding program components.
- 9) The CBE will, upon acceptance into the CBE Homeschooling Program, provide parents with access to a copy of all policies respecting the supervision of the homeschooling 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.
- 11) The transfer of a student to a CBE Homeschooling Program during an academic year in which the student is registered at a CBE school requires consultation with appropriate CBE administration including, but not limited to:
- a) Education Director(s) and/or Superintendent;

**Transfers to
Homeschooling**

**Support of
Homeschooling**

- b) school based principals; and
 - c) the principal or designate responsible for the CBE Homeschooling program.
- 12) 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 (e.g., accident insurance, completion of waiver/authorization forms); and
 - e) CBE requirements for parent volunteers are met.
- 13) Cost of learning materials is the responsibility of the parent.
- 14) Purchase of supplies through the school or other board agencies is not permitted.

**Monitoring and
Assessment**

- 15) Monitoring and assessment is to be consistent with the current 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) the parent is available for regular review of the student's achievement with the CBE; and
 - f) the student is available for an evaluation of the student's progress by CBE.
- 16) The frequency and nature of monitoring and assessment will be developed in consultation with parents and with

consideration of the nature of the learner such as age, maturation, and learning needs.

- 17) Assessment procedures regarding the student's progress include the professional judgment of CBE supervising teachers.
- 18) Parents will be provided a written report outlining the recommendations from the assessments completed by CBE supervising teachers.
- 19) Requests for evaluation of students who received homeschooling 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 CBE Homeschooling program.
- 20) Parents will be informed of requirements with respect to the participation of CBE Homeschooling students in the provincial assessment program.

Student Records

- 21) CBE managed records for CBE Homeschooling students are to be maintained in accordance with the CBE Administrative Regulations and records management guidelines.
- 22) Parents need to be informed that they may view student records.
- 23) CBE will advise a parent providing homeschooling of entries made into the records maintained.

Termination of a Homeschooling Program

- 24) Termination of a Homeschooling 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) acceptable arrangements cannot be made with the parent for monitoring and/or assessment of the program of instruction; or
 - b) monitoring and/or assessment 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

Concerns and Complaints

- iv. the parent has not met the requirements of the Home Education Regulation.
- 25) 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 Concerns and Complaints procedure.
- 26) A parent may terminate a homeschooling program by:
 - a) providing written notice of the termination; and
 - b) enrolling the student in a school.
- 27) The written statement shall become part of the official student record.
- 28) Concerns and complaints regarding Homeschooling Program decisions must follow the current CBE process in AR5007-Concerns and Complaints.

7 | History

Approval	September 10, 2019 January 12, 1993
Next Review	September 2024
Revision/Review Dates	February, 2003 June 2014

8 | Related Information

- *Education Act, 2019*
- Home Education Regulation
- Administrative Regulation 6090 – Student Registration and Admission
- Administrative Regulation 6024 – Student Records