## NORTHERN HOME EDUCATION CENTRE



**NORTHERN** 

HOME

**EDUCATION** 

CENTRE

(NHEC)

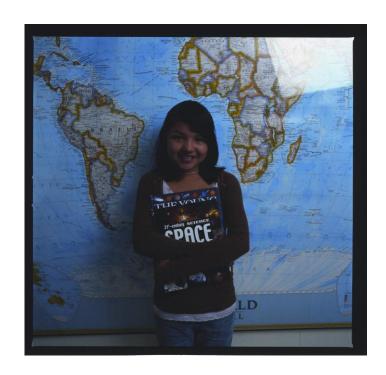
**HOME EDUCATION** 

PARENT

**HANDBOOK** 

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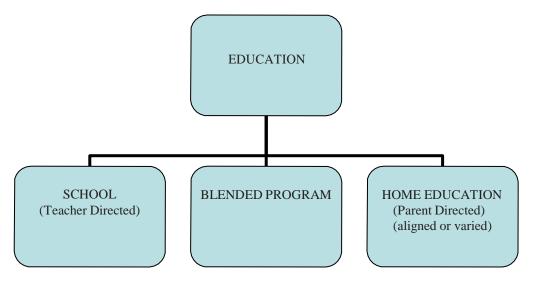
### **BACKGROUND**

Although the Provincial government, through the Minister of Education, is ultimately responsible and accountable to Albertans for the quality of schooling, Section 23 of the School Act recognizes and reaffirms a parent's right to provide a home education program for his/her child within the parameters of the Alberta Regulations 145/2006 for Home Education Programs.



### **HOME EDUCATION IN NHEC**

The Alberta Government recognizes that all students learn differently and entrusts School Boards with the obligation to provide programs to meet these needs. In Alberta parents/guardians may choose to send their children to a school to be educated, may choose to educate their child at home or choose to have their child's education provided through a combination of time spent at school and educating their child at home (blended program).



NHEC is committed to assisting parents/guardians with a choice to educate their children at home using an aligned program that follows the Alberta Program of Studies or through a varied program that follows the Outcomes outlined in the Home Education Guidelines. The goal is to create a quality educational environment that meets everyone's needs.

Northern Home Education Centre's Mission Statement is "Building Success – One Student at a time", 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 assist our students, to meet their diverse needs and to provide the most appropriate 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 fulfillment.

#### SPECIFIC GOALS OF HOME EDUCATION

Offering 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

#### **HOME EDUCATION**

A parent/guardian choosing to educate their child at home is required by The School Act to notify their Resident Board or a Non-Resident Board of their decision to Home School. The parent/guardian then takes on the role of planning, facilitating and assessing the instruction of the child. The goal of the Home Education Principal is to work cooperatively with parents/guardians to offer support and guidance in the development and assessment of home education programs.

#### REGISTRATION

Home Education is a program of choice any student who is 6 years of age by Dec. 31 of the school year or less than 20 as of Sept. 1 of the school year may register. Any student that wishes to register with NHEC before Sept. 30 must complete a registration form and a Home Education Notification Form. If a NHEC student transfers to Home Education after Sept. 30 they are required to complete a Notification Form. Once the parent/guardian has filled out the Home Education Notification Form and discussed their intent to comply with a Learning Plan that follows either the Alberta Program of Studies or the Learner Outcomes set out in the Home School Act. A decision of acceptance will be made within 15 days.

#### **LEARNING PLAN**

Home education is first and foremost a commitment. Parents/guardians/students must be prepared to put the time and effort into home education in order to reap the rewards. The first step after registration will be to create a Learning Plan. Learning Plans can take many forms from simple mind maps or journaling of the educational journey to elaborate spreadsheets of outcomes and assessment tools. The format of the Learning Plan will be agreed upon through discussion between the Northern Home Education Centre Principal and the parent/guardian/student and will be directly influenced by the decision of which curriculum to follow. Samples and guidance will be given by the Home Education Principal during the first meeting.

#### RESOURCES

The purchase of resources will be dependent upon the date of registration and the program or curriculum chosen. Any student registering with the Northern Home Education Centre before Sept. 30 will receive up to 50% of the allocation for Home Education prescribed in the current Funding Manual. This money will be allocated for the purchase of educational materials approved by the Northern Home Education Centre Principal. These materials may be accessed by the parent/guardian once approval has been granted. If a student registers after Sept. 30 the Northern Home Education Centre Principal will access the necessary resources. More information about resources is available from the Northern Home Education Centre Principal.

#### MONITORING PROCEDURES

The Northern Home Education Centre Principal is required by The Home Education Regulation of the Alberta School Act to complete at least two monitoring visits throughout the year. With the Northern Home Education Centre, the Principal will set up at least three visits.

- 1. An initial visit will take place to consult with the parent/guardian about the Learning Plan and the delivery method selected. At this time the Home Education Principal will either assist the parent/guardian in developing the Learning Plan or merely review the existing plan.
- 2. At least one visit during the year to monitor the progress of the student and offer assistance and support to the student and parent/guardian.
- 3. A visit at the end of the year to assess whether the goals set out in the Learning Plan were attained and discussed the direction for the next school year.

#### PROGRAM TERMINATION

In the event that a Home Education student is failing to achieve the expectations of the Learning Plan at a satisfactory rate of completion, the Home Education Principal and parent shall review the Learning Plan and either adjust the requirements of the Learning Plan, adjust the timeframe of the exiting Learning Plan or refer the student to another educational choice in order to better meet the needs of the student. If the student is still not meeting the expectations of the Learning Plan at a satisfactory rate of completion, the Northern Home Education Centre Principal will either refer the matter to the Attendance Board or recommend to the Associate Superintendent that the student pursue alternate means of education.

#### **ACHIEVEMENT EXAMS**

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

#### **DIPLOMA EXAMS**

Students wishing to attain an Alberta High School Diploma must write Diploma Examinations 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 Northern Home Education Centre Principal will review course plans to help meet each student's goals.

# RESPONSIBILITIES AND EXPECTATIONS

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

#### 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 diligent completion of learning tasks.

#### The responsibility of parents/guardians is to:

- a) notify the student's resident board or a willing non-resident board of their intent to Home School.
- b) sign the Home Education Notification Form.
- c) complete a Learning Plan that describes intent to comply with the requirements of the Home School Regulation in Section 23 of the Alberta School Act.
- d) acquire appropriate resources and materials necessary to implement the Learning Plan.
- e) implement the Home Education Learning Plan in a way that ensures satisfactory student achievement and progress.
- f) provide a quiet, work-like site for learning.
- g) follow a suitable and appropriate curriculum for the student. h) provide daily monitoring and support for the student.
- h) promote life-long learning skills.
- assess student progress and maintain a portfolio of student work .that contains a variety of criterion referenced tests, observations, checklists, etc.
- j) be available, along with the student, for a regular review of student achievement.

#### The responsibility of the Home Education Principal is to:

- a) provide information about registration and responsibilities of Home Education.
- b) provide Home Notification Form to interested parties.
- assist, if required, the parent in developing a Learning Plan suitable to the student's needs and consistent with either the Alberta Program of Studies or the Learner Outcomes outlined in the Home Education regulation of the School Act.
- d) approve the Learning Plan.
- e) assist, if required, the parent/guardian in acquiring resources for the Learning Plan.
- f) approve materials required for the Learning Plan.
- g) monitor the student's progress a minimum of three times in the year.
- h) support the parent in efforts to promote life-long learning skills.
- i) assist the parent/guardian with educational strategies.

- j) assess the progress of the student at least once during the middle of the year
- k) assess the progress of the student at the end of the school year and recommend a suitable program for the following year.
- I) maintain records of the assessment of the student's progress.
- m) notify parent/guardian or Associate Superintendent of any deficiencies in the student's progress.
- n) notify parent/guardian of eligibility to write PAT's or Diploma Exams.
- o) provide the opportunity for diagnostic, ability or Standardized Achievement Tests.

#### 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.
- 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.

## **FREQUENTLY ASKED QUESTIONS**

Question: What is home education?

Answer: Alberta School Act Section 23(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.

Question: How do I enrol my children in a home education program?

Answer: Parents shall notify the Board in the prescribed form of their intent to home

educate. Contact the Principal of Home Education for information and

direction.

Question: Can the Board of Trustees for the Fort Vermilion School Division refuse to allow me to

home educate my child (ren)?

Answer: The Board of Trustees for the Fort Vermilion School Division

does not have the right to refuse to allow a parent to home education a child if:

 a) the notification requirements of the Alberta Regulations 145/2006 for Home Education Programs have been met,

and

b) The Home Education Program as described by the Parent/ Guardian indicates the intent to comply with the

requirements

of the Alberta Regulations 145/2006 for Home Education Programs. (c)

The student is a resident of the Board.

Question: Can the Board of Trustees for the Fort Vermilion School Division terminate a home

education program that it supervises?

Answer: The Board of Trustees for the Fort Vermilion School Division if after

complying with of the Alberta Regulations 145/2006 for

Home Education Programs, and after giving due consideration to the abilities of the student, may in writing terminate the program if it is found

that:

a) the student fails to meet an acceptable level of achievement, or

b) the home education program does not continue to meet the requirements of the

Alberta Regulations 145/2006 for Home Education Programs, or

(c) The parent does not comply with the Alberta Regulations
145/2006 for Home Education. The Board of Trustees may then direct
the student to a school operated by the Board.

Question: What programs are available for home education?

Answer: There is a wide range of programs available depending on the specific

needs/wants.

The programs that education administrators are most familiar with are: Alberta Distance Learning Programs; and, Alberta Education Program of Studies courses. There are numerous other programs like A.C.E., Hewitt-Moore, Waterford Curriculum, Saxon A Beka that are being used. Contact the Principal of Home Education for specific details.

Question: Will the Fort Vermilion School Division pay for materials used?

Answer: Fort Vermilion School Division will provide some financial support for home education according to policy.

- (a) Alberta Distance Learning Courses: The cost of the courses will be paid for by the Board. However, other expenses like postage, and instructional materials or supplies rental fees, may be the responsibility of the parent/guardian.
- (b) Program of Studies for Alberta Education Courses and
  Resources. The Board will provide the Program
  of Studies and textbooks but would charge a rental or purchase fee.
- (c) Other Programs and Resources: Financial assistance up to a specified amount that is established by the Board of Trustees will be provided.

Question: Who can I call for information or help?

Answer: You may call the Principal of the Northern Home Education Centre at 780 928 0212 (w) or 780 841 2931 (c) or e-mail: deanw@fvsd.ab.ca

Question: What is supervision?

Answer: Supervision of the Northern Home Education Program is carried out by the

Principal who is responsible to the Superintendent of Schools. The Principal is a person who holds a teaching certificate. The Principal can assist and advise you

as well as gather information for the Board of Trustees.

The Principal is responsible to ensure that the student is making satisfactory

progress and to make suggestions or recommendations if reasonable

progress is not made.

Question: How often will the Principal come to my home?

Answer: The Principal will prearrange a meeting with you at your home or Northern

Home Education Centre office. A minimum of three visits per year should be

expected, however, more may take place if requested or required.

Question: Do I require a minimum standard of education in order to home educate?

Answer: The purpose of board supervision is to monitor and assess student achievement

and progress. It is the home educator's responsibility, however, to ensure that the student learning outcomes prescribed in the schedule are met through the

home education program they offer.

Question: Will my child's progress and achievement be assessed?

Answer: It is a responsibility of a supervising Board to provide for and maintain

records of the assessment of the student's achievement.

Question: Is testing the only means of assessment that should be used?

Answer: Parent assessment of student achievement must be on-going through a variety

of means such as:

- criterion referenced tests

- unit end tests (e.g. benchmarks established by publisher)

- student work portfolios.

- recorded observations and check lists.

- standardized achievement tests.

-diagnostic tests if required.

-ability tests if required.

Question: Do I have to do any assessment?

Answer: Since assessment is ongoing it will be necessary for a home educator to

establish an effective evaluation and reporting system. The Principal will arrange to have the student take standardized achievement and/or ability tests where necessary to confirm student progress and achievement.

Question: How can I find out what level of achievement my child is at?

Answer: Parents can request that their child be given a Diagnostic Test.

The Principal of Northern Home Education Centre would make appropriate arrangements for this testing. Parents may also have their children write the Provincial Achievement Tests in Grades 3, 6, and 9 in late May and late June. This

test will indicate how well a child is doing in terms of acceptable provincial

standards.

Question: Would my child be able to enter university after completing Home

Education?

Answer: "A student in a home education program following a course of

Studies prescribed or approved by the Minster under Section 25(1)(a) (b) or (d) of the School Act is eligible to receive high school credits if the student

achieves the standards required by the Minister."

A student following a course of studies that is not prescribed or approved by the Minister under the above sections of the School Act may write the final diploma exams but will only receive an exam mark. Credits or High School diploma would not be issued unless the challenge process that may be initiated by a student in a senior high school is successful.

## APPEAL PROCESS

In compliance with Sections 103 and 104 of The School Act, an appeal process is available to the parent or, in the case of a student who is 16 years of age.



For more information regarding Home Education with Northern Home Education Centre Program contact:

Mr. Dean Wheeler Principal, Northern Home Education Centre 9710 100 St La Crete, Alberta TOH 2H0

Phone: 780 928 0212 Cell: 780 841 2931 Fax: 780 928 0212

E:mail: deanw@fvsd.ab.ca

**Northern Home Education Centre (NHEC)** 

#### **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 Home Education Handbook Appendix B: Home Education Policy 37
- (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*Home Education Parent Handbook
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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.