




Administrative Regulation 304

1. The principal is responsible for registering students whose parents wish to provide a home education program.
2. The principal shall ensure that parents are offered and given appropriate advice in such areas as the following
 - a. professional assistance in preparing a written description of the student's home education program for the year, if requested.
 - b. information regarding any limitations a particular program choice may have on the student being granted credits or eligibility to write the grade 12 examinations.
 - c. assessments of the progress of the student based on the evaluations by the parent, the examination of the student portfolio and the testing by the school.
 - d. recommendations on matters that will assist the student in attaining a higher level of achievement.
3. A home education program may consist of courses through Distance Learning, courses following the Alberta Program of Study that are not through Distance Learning, other courses that are consistent with the regulations, or a blended program.
4. Parents who wish to provide a home education program for their child shall complete the *Home Education Regulation A.R. 126/99 Notification Form* and the *Edmonton Catholic School Home Education Form*. The originals are to be retained in the student's record and copies given to the parents and to Learning Support Services.
5. Before completing the *Notification of Acceptance* part of the *Home Education Regulation A.R. 126/99* the principal shall ensure the parents have completed a description of a plan for an appropriate program which includes
 - a. the skills and competencies to be taught and learning objectives to be achieved,
 - b. the instructional methods and materials to be used,
 - c. the methods of assessment and the intervals between assessments, and
 - d. a method of maintaining a portfolio and a record of the student's work.
6. The principal shall ensure the home education programs are monitored and the progress of students is evaluated.
 - a. The principal shall appoint a school home education designate who is responsible for supervising home education programs.
 - b. Students' portfolios must be examined on a regular basis and an assessment conducted each reporting period.
 - c. The school shall ensure that students in a home education program participate in the district standardized testing program, the Alberta achievement tests in grades 3, 6, and 9, and the diploma examinations in grade 12.
 - d. The school shall maintain a record for students in home education programs.
7. The principal shall determine which services and resources of the school are available for use by the students in home education programs.



- a. Students may access school texts by paying the textbook rental fees.
 - b. Students may pay partial or full school fees to access libraries, field trips, computers, or any other service or resource as arranged with the school.
 - c. Students may participate in co-curricular activities, school pictures, student identification cards and other activities as arranged with the school.
8. School Operations Services may be called upon to advise the school regarding home education programs. School Operations Services also supplies resources not normally available in the school.
 9. The Edmonton Catholic Separate School District No. 7 provides the parents with many of the resources needed for a home education program. The home education budget is held at School Operations Services. All requests, purchase orders, and invoices are to be forwarded to the home education consultant for reimbursement.
 10. If needed, Distance Learning Courses should be accessed by completing the *Distance Learning Form* found inside the *Alberta Distance Learning Centre Handbook*. The home education consultant shall assist with the completion of the form. A copy is to be kept in the student's record.
 11. The principal, in consultation with the home education consultant, may terminate a home education program, in writing, if the requirements of the Home Education Regulations are not being met. The parent shall be informed of his/her right to appeal the termination.

Reference: School Act Section 29, 39 Alberta Education Policy 1.1.2, 4.2.2 Home Education Regulation A.R. 126/99	Approved: 
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