

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE: HOME EDUCATION

<i>PROCEDURE CODE:</i>	<i>708 AP 002</i>
Policy Reference: 708 – Alternative Programs	

PROCEDURE

1. The Associate Superintendent: Student Services or designate is responsible for registering students whose parents wish to provide a home education program and who qualify for the criteria as identified below by September 30th, except in extenuating circumstances as approved by the Associate Superintendent: Student Services or designate.
2. The Associate Superintendent: Student Services or designate shall ensure that parents are offered and given appropriate advice in such areas as the following:
 - 2.1. professional assistance in preparing a written description of the student's home education program for the year, if requested.
 - 2.2. information regarding any limitations a particular program choice may have on the student being granted credits or eligibility to write the grade 12 examinations.
 - 2.3. 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.
 - 2.4. 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. The originals are to be retained in the student's record and copies given to the parents once approved by the Associate Superintendent: Student Services or designate.

5. Before completing the Notification of Acceptance part of the Home Education Regulation A.R. 126/99 the Associate Superintendent: Student Services or designate shall ensure the parents have completed a description of a plan for an appropriate program which includes
 - 5.1. the skills and competencies to be taught and learning objectives to be achieved,
 - 5.2. the instructional methods and materials to be used,
 - 5.3. the methods of assessment and the intervals between assessments, and
 - 5.4. a method of maintaining a portfolio and a record of the student's work.
- 5.5. The Associate Superintendent: Student Services or designate shall ensure the home education programs are monitored and the progress of students is evaluated by:
 - 5.6. completing a minimum of two visits to the home, where access is reasonable,
 - 5.7. ensuring students in home education programs shall participate in the Alberta achievement tests and the diploma examinations in grade 12 where applicable, and
 - 5.8. maintaining a record for students in home education programs.
6. The Associate Superintendent: Student Services or designate shall determine which services and resources of the school are available for use by the students in home education programs.
 - 6.1. Students in home education programs will be encouraged to participate in local school programs provided that the student can be appropriately supervised.
 - 6.2. Medicine Hat Public School Division (MHPSD) provides the parents with many of the resources needed for a home education program.
 - 6.3. If needed, Distance Learning Courses should be accessed by completing the Distance Learning Form found inside the Alberta Distance Learning Centre Handbook. The Associate Superintendent: Student Services or designate shall assist with the completion of the form. A copy is to be kept in the student's record.
 - 6.4. The Associate Superintendent: Student Services or designate 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.

REFERENCES

Alberta Distance Learning Centre Handbook
 Home Education Regulation A.R. 126/99
 Home Education Regulation A.R. 126/99 Notification Form

Approved: May 17, 2005

Revised: May 20, 2014

