



# **Battle River School Division Home Education Handbook**

# Home Education in Battle River School Division

Welcome to the Parent Directed Home Education program in Battle River School Division.

Parent Directed Home Education provides the freedom and flexibility to plan the program unique to your child.

Our mission is to provide Parent Directed Home Education services that assist children and families in achieving educational excellence with their future in mind.

We believe that:

- Parents/Guardians have a right and a responsibility to make decisions respecting the education of their children.
- Children can learn in a variety of ways, in a variety of locations, using a variety of curricula, from a variety of people.
- Excellence in learning can occur when parents/guardians and children are comfortable with learning choices.
- Children benefit from one to one instruction and/or small group instruction that a family can offer.
- Success and achievement come in different forms for each child.
- All students can and should take ownership of their learning.
- Our school system must be flexible and innovative to meet the challenges of families and changing educational needs.

The purpose of this handbook is to help parents/guardians understand our Parent Directed Home Education program. We trust it answers many important questions parents often have when considering Parent Directed Home Education.

Battle River School Division is committed to assisting parents/guardians/students 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.

## Home Education

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

## Registration

All children who are 6 years of age or older by December 31st (eligible to attend school within the division) of the school year may register as a home education student.

Kindergarten students (at least four years and eight months old, and no older than six on September 1 of the year they are to start Kindergarten) are also able to register while the home education kindergarten pilot is in effect.

Any student who wishes to register with Battle River School Division Home Education must complete the appropriate Home Education Notification form listed on the [Alberta Education Home Education website](#).

## Learning Plan

The first step after registration will be to create a Learning Plan. The Learning Plan is an important document that will guide your home education plan for the school year. It defines your home education program, assures your authority, and provides details about how your child's education will look. Your plan is flexible, and you may change it at any time in the year. The Battle River Home Education Administration team will provide you with sample templates and provide further support as needed.

## Resources

Gr. 1-12 students are eligible to receive up to \$901 and Kindergarten students are eligible for half of that for the purchase of educational materials approved by the Home Education Administration. These materials may be accessed by the parent/guardian once approval has been granted. More information about resources is available from the Home Education Administration team.

Expenses submitted for reimbursement should cover a variety of outcomes based on the learning plan developed. Expenses for resources are typically reimbursed up to the maximum allocation for expenses incurred during the current school year. Expense must follow the [Standards for home education reimbursement](#)

## Monitoring Procedures

The Home Education administrator is required to ensure that the child's educational program is consistent with the Learning Plan and the student outcomes listed in the Education Act Home Education Regulation or the Alberta Program of Studies.

According to the Home Education Regulation, a parent/guardian providing a home education program must conduct an evaluation of the progress of the student at regular intervals and maintain a record of the methods and dates of those evaluations and must maintain dated samples of student work and a general record of the student's activities. While these are not expected to be submitted, they must be available upon request.

The Home Education administrator is required to complete four meetings, an initial meeting, two monitoring meetings throughout the year, and a final evaluation meeting.

- An initial visit will take place to consult with the parent/guardian about the Learning Plan and the delivery mode selected. At this time, the Home Education administrator will either assist the parent/guardian in developing the Learning Plan or merely review the existing plan.  
**Timeline:** This initial visit must take place before Sept 30th of each year.
- Two monitoring meetings during the year to monitor progress of the student and offer assistance and support to the student(s) and parent/guardian.  
**Timeline:** First meeting in December and second meeting in March.
- Final evaluation meet will review the student's progress during the year in relation to the learning plan and outcomes. A final evaluation report will be given to parents/guardians to complete and then a meeting will be set up to review and provide feedback. The student must also be available to conduct an evaluation of the progress of the student.  
**Timeline:** End of May to beginning of June.

### **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 administrator and the parent/guardian shall review the Learning Plan and either adjust the requirements, or refer the student to another educational choice in order to better meet the needs of the student. If the student continues to not meet the expectations of the Learning Plan at a satisfactory rate of completion, the Home Education administrator will either refer the matter to the Attendance Board or recommend to the Assistant Superintendent that the student pursue other means of education.

### **Responsibilities and Expectations**

Educational success depends on the joint commitment of parents/guardians and students to lifelong learning. This partnership also includes the Battle River School Division Home Education Administration team who are here to support families. Each partner plays a key role in developing lifelong learners who are independent, critical thinkers responsible for their own learning. Working together as a team will ensure your child's success.

#### **Student Expectations**

- Be an active participant in the learning process
- Follow a regular work schedule
- Complete assignments in a reasonable time frame
- Be responsible for the diligent completion of learning tasks
- Provide input and feedback regarding their learning

## **Parent/Guardian Expectations**

- Reads the [Alberta Education Home Education Handbook](#), the BRSD Home Education Handbook and is familiar with the Home Regulation Act and the BRSD Administrative Procedure 230.
- Decides on whether the plan will follow Alberta Programs of Study or the [Schedule of Learning Outcomes](#).
- Completes [Home Education Registration form](#).
- Completes a Learning Plan that describes intent to comply with the requirements of the Home Education Regulation. Parent/Guardian submits this to the administration team by Sept 30th each year.
- Administers and manages the program, updating program plan as needed.
- Completes the Home Education Weekly Record send by the administration team to satisfy the requirement of evaluating student progress at regular intervals.
- Maintains dated samples of work (student portfolio).
- Will be available to meet and review student achievement.
- Submits receipts for reimbursement for program plan expenses by April 30th of each year following [Alberta Education's Standards for home education for reimbursement](#).

## **Home Education Administrator**

- Provides ongoing support and guidance about program options and planning
- Meets with parents/students and evaluates the student's progress as listed above
- Reimburses up to \$901 (or half for Kindergarten) to defray costs incurred in administering home education program.
- Provides access to resources.

## **Achievement Exams**

Students in grade 6 and grade 9 are encouraged to write the Alberta Provincial Achievement Exams. Parents will be informed of dates and writing locations of these exams, well in advance, so that they can make arrangements for their children to participate. More information can be found on the Alberta Education website at <https://www.alberta.ca/provincial-achievement-tests.aspx>.

If parents are not in favour of their children writing the Provincial Achievement Tests, they must inform the Home Education administrator in writing that their child will not be participating.

## **Diploma Exams**

Students wishing to attain an Alberta High School Diploma must write Diploma Examinations. Students must register with Alberta Learning to be eligible to take the Diploma Exam. Students must create an account in My Pass on <https://public.education.alberta.ca/PASI/myPass/welcome>. It is the responsibility of the Grade 12 student to inform the Battle River administration at the selected school site so that space and materials are ready and available.

## **Provincial Exam Accommodations and Provisions**

Students who are home-educated are eligible for accommodations and provisions. To ensure the writing centre is prepared for home-educated students to write Provincial Achievement Tests or Diploma exams with accommodations and provisions, the parents/guardians of home-educated students must contact the writing centre principal during the initial meeting.

## **Supports and Resources**

Making the decision to educate your child through home education is a big responsibility and the Battle River Home Education Administration is here to support you on your journey. There are also many community resources available to enrich and support your home education experience. These may include programs available at your local library, recreation centre, or community centre. Resources can also include digital platforms like virtual field trips. Further information can be found on our website.

## **Thank you**

Thank you for choosing Battle River School Division to help support you in the Parent Directed Home Education Program. We look forward to working with you and your family.

If you have any questions, we are here to support you. Please contact:

Battle River Alternative Centre for Education  
Battle River School Division

Mark Chanasyk, Principal  
Email: [mchanasyk@brsd.ab.ca](mailto:mchanasyk@brsd.ab.ca)

Laural Hoff, Administrative Assistant  
Email: [lhoff@brsd.ab.ca](mailto:lhoff@brsd.ab.ca)

Phone: (780) 672-2205