

# Home Education Guidelines



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Yukon Education Supports and Procedures  
for Home Educating Families

Effective May 1, 2015 – June 15, 2016



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# INTRODUCTION

## About the Home Education Guidelines

These guidelines are for parents who have chosen, or are thinking of choosing, home education for their children. The guidelines discuss how to start, maintain, and monitor a home education program.

Specifically, they explain:

- Your legal rights and responsibilities as home educators.
- Choosing the right option for your child
- Planning your child's home education plan
- Teaching your child – available resources, assessment and record keeping
- Following through on the home education plan
- Planning for children with special education needs
- Ending a home education plan and planning for transitions

Yukon's Education Act (See Appendix 1 for relevant excerpts from the Act and the Home Education Regulations) recognizes the central role of parents in the education of their children. The Act provides a legal framework for parents who choose home education, including access to educational resource materials and school facilities. To help you in the planning process this document contains guidelines and appendices with relevant excerpts from the *Education Act* and regulations, graduation requirements and various forms.

The guidelines do not include information about the many philosophies and approaches used in home-education. You can explore these topics yourself in libraries and online. A web search using the keywords "Home Education or home schooling in Yukon, BC or Alberta" will yield many useful results. You may also wish to contact other home educators for information and support. The Yukon Home Education Society and Klondike Home Education Association are excellent sources of information.

All questions regarding home education in French First Language should be directed to the Commission scolaire francophone du Yukon (csfy.ca).

Further information about home education in Yukon

Aurora Virtual School  
Box 2703  
Whitehorse, YT  
Y1A 2C6  
867-456-6061  
Web: [auroravirtualschool.ca](http://auroravirtualschool.ca)

## KNOWING YOUR LEGAL RIGHTS AND RESPONSIBILITIES

Yukon children between the ages of 5 years + 8 months and 21, as of September 1, are entitled to educational programs appropriate to their needs. The *Education Act* provides that a parent may provide home education as an appropriate educational program for their child. Kindergarten programming is optional in Yukon Schools and is therefore not covered in these guidelines.

Before proceeding with a home education program, you must notify the Department of Education by contacting Aurora Virtual School. AVS is responsible for approving and monitoring home education plans.

Your decisions about home education, including whether to opt for a cross-enrolment model or to incorporate distributed learning into your program, will be much more informed if you are aware of the legal rights and responsibilities associated with home education.

Under the *Education Act*, Yukon resident students are entitled to receive an educational program that is appropriate to their needs. For these purposes, a student's residence is determined by the residence of the student's parents. These guidelines apply to Yukon resident students who are being home schooled. While your program planning will certainly extend beyond legal matters, you will want to ensure that your child's home education program is consistent with legal requirements (See Appendix 1 for relevant excerpts from the Act and regulations.)

In Yukon, a home education program involves three main parties: the student, the parent, and the school of record where the majority of core academic courses are being taken.

Students are responsible for meeting learning goals. The following chart outlines the rights and responsibilities of home-educating families and schools of record (represented in the chart by Yukon Education). The chart indicates the importance of clear, consistent and constant communication among all the parties involved.

Yukon Home Education Guidelines – Rights and Responsibilities		
	Parents	Yukon Education
Enrolment	<ul style="list-style-type: none"><li>• Home Education students register with the AVS</li><li>• AVS becomes the school of record for students taking more than 50% of their educational programming through home education.</li><li>• Home education students must register, re-register or withdraw by contacting AVS on an annual basis by May 15. <b>All forms and plans must be submitted no later than September 15 of that school year.</b></li><li>• In situations where families or students are considering home education options once the</li></ul>	<ul style="list-style-type: none"><li>• Local schools enrol, and become the schools of record, for students taking 50% or more of their educational programs in person in those schools. (The school of record is the school where the majority of core academic courses are being taken.)</li><li>• Home education students may be cross-enrolled. All cross-enrolment must be approved by the AVS including distributed learning courses outside the Yukon.</li></ul>

	<p>school year is underway, forms and plans must be submitted two weeks prior to commencing the home education program. Approval is not guaranteed.</p>	
<b>Establishing a Home Education Plan</b>	<ul style="list-style-type: none"> <li>Decide which option of home education is best suited for the family: whether 100% home education, cross-enrolment with a local public school, or cross-enrolled through the AVS. (Refer to Appendix 5: Home Education Plan.)</li> <li>Plan activities related to prescribed learning outcomes of the B.C. curriculum.</li> <li>Submit to the school of record a detailed one-year plan that addresses the requirements outlined in the <i>Education Act</i> and Home Education Regulations and provide a broad goal statement that covers the two subsequent years.</li> <li>For example, a parent of a Grade 5 student could submit a detailed plan that addresses the student's foundation skills and core competencies for the current year, and add a statement to the effect that the student will complete Grade 6 at home in year two and Grade 7 in year three.</li> </ul>	<ul style="list-style-type: none"> <li>Provides advice about program options and about completion of home education plans.</li> <li>Advises a parent about services and resources provided to home educators and students.</li> <li>Approves home education plans.</li> <li>Does not guarantee approval of application to a distributed learning program or course. Note: Approval may be dependent on the time of year that an application is submitted due to course and resource availability. <i>For example, applications submitted in late spring may be postponed until the fall if summer courses are not available.</i></li> </ul>
<b>Notification</b>	<ul style="list-style-type: none"> <li>Complete and submit the Home Education Plan to the AVS by September 15 of that school year. (Refer to Appendix 5: Home Education Plan.)</li> <li>Home education students must register, re-register or withdraw by contacting AVS on an annual basis by May 15. <b>All forms and plans must be submitted no later than September 15 of that school year.</b></li> </ul>	<ul style="list-style-type: none"> <li>Receives home education plans.</li> <li>Within 15 school days, reviews the plan and notifies parents of acceptance or rejection. (See "Program Assessment" section below for more detail.)</li> <li>At parents' request, helps home educators to prepare the plan.</li> <li>Notifies parents about the implications of particular choices in terms of the granting of high school credits or eligibility for a high school graduation diploma.</li> <li>Notifies parents about financial support available.</li> </ul>
<b>Instructional Resource Funds</b>	<ul style="list-style-type: none"> <li>Discuss proposed purchases of instructional material with the</li> </ul>	<ul style="list-style-type: none"> <li>Reimburses parents for purchases of instructional</li> </ul>

	<p>AVS before purchasing. (See Financial Support for Resources and Appendix 8: Resource Allocation Fund Reimbursement Sample Claim Form.)</p> <ul style="list-style-type: none"> <li>• Submit receipts for materials and learning resources purchased, at least one week prior to the last Friday of September, February or May.</li> <li>• NOTE: Funds may not be used for personal expenses normally paid by parents of children enrolled in public school. Parents may not claim a salary. Parents may decline funding.</li> </ul>	<p>materials as covered under appendix 8, to a maximum of \$1200.00 per home-educated child.</p> <ul style="list-style-type: none"> <li>• Collects receipts for instructional material purchased by parents for processing in September, November, February and May.</li> </ul>
<b>Instructional Materials and Services</b>	<ul style="list-style-type: none"> <li>• May borrow curricular materials directly from Yukon Education's Resource Services (parents may be billed for the cost of resources that are not returned at the end of the school year.)</li> <li>• Contact AVS to arrange to borrow materials, subject to availability, from local schools with which the student is cross-enrolled.</li> <li>• Make arrangements with their local school principal for access to library materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides online and in-person access to Resource Services resources.</li> <li>• Enrolment in AVS gives students access to digital learning resources that can be used anytime (an up-to-date list of resources can be found on the AVS website.)</li> <li>• AVS students have access to library resources at their local school, subject to availability.</li> </ul>
<b>Management of Home Education Plan</b>	<ul style="list-style-type: none"> <li>• Administer and manage the home education program.</li> <li>• Agree on specific times for visits with the AVS teacher at the Learning Center.</li> <li>• Regularly update program plans to respond to the student's emerging program needs.</li> <li>• Inform the AVS about significant changes to plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Gives each parent a copy of Home Education Guidelines and changes to the Guidelines.</li> </ul>
<b>Student Evaluation and Education Plan Review</b>	<ul style="list-style-type: none"> <li>• Evaluate the progress of student at regular intervals; maintain a collection of student work with dates completed. Keep records of evaluation with dates.</li> <li>• Discuss evaluations with the AVS.</li> <li>• Discuss arrangements with the AVS for the student to write the Grade 4 and Grade 7 Yukon Foundation and Skills Assessments and provincial exams for grade 10, 11 and 12 examinable courses.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews parents' evaluation records.</li> <li>• Ensures that students who are at the equivalent of grades 4 and 7 have the opportunity to write the Yukon Foundation and Skills Assessments; records the results of tests on appropriate form; informs parents of results.</li> <li>• Recommends actions that will help students reach higher levels of achievement.</li> <li>• Maintains student records and makes them available to parents.</li> </ul>

<b>Program Assessment</b>	<ul style="list-style-type: none"> <li>Decide how well the home education program is working for the student. If the parent decides to end the program, written notice must be given to the AVS.</li> </ul>	<ul style="list-style-type: none"> <li>Assesses how well the home education program is working for the student.</li> <li>May rescind approval of home educational plan and direct a student to attend a Yukon school.</li> </ul>
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## CHOOSING THE RIGHT OPTION FOR YOUR CHILD

After you have reviewed your home education rights and responsibilities, you may be ready to decide on the right option to meet your child's educational needs. Parents will consider many factors when selecting a home education program for their children. These may include:

- Their children's interests, learning styles, strengths, and needs.
- The family's beliefs and values.
- Time available to support their children's education.
- Costs and available financial support.
- Legal requirements related to schooling.
- Available program options: traditional schooling, distributed or distance learning, home education, or a combined model of these.

### Home Education

You may opt for 100% home education for your child, cross-enrolment with a local school, or enrolment in on-line courses through the AVS. Whichever option you choose, it must be detailed in your home education plan and submitted to the AVS for review and approval.

When you choose the 100% home education option for your child, you are fully responsible for planning and managing your child's education program. You must do so in accordance with standards and requirements laid out in the *Education Act* and in the British Columbia curriculum, which Yukon follows.

### Local school cross-enrolment

Registered home education students may enrol in educational programs or courses offered by their local school. Parents may opt to cross-enrol their children with a local neighbourhood school to take, for example, music, physical education or special classes offered at the school. They may also want their children to take one or more core subject classes such as science, math, language arts, and social studies in a local school.

Parents must apply to AVS in writing for cross-enrolment in the local school and must meet with the school administration to determine feasibility. AVS will also contact the local school to determine availability and cross-enrol the student if possible. Acceptance into a class is not guaranteed; contractual obligations regarding class size, school operational requirements, and scheduling needs may hinder access to a class. As well, subjects such as social studies, art, physical education, science, etc. are increasingly embedded in math and literacy classes, making it difficult to isolate specific core subjects in the K-7 school program in particular. AVS and the local school principal can answer any questions about these matters.



Home education students must satisfy program or course prerequisites and requirements and must commit to regular attendance for the full duration of a course. Transportation to or from the school outside of regular bus schedules is the responsibility of the parent.

### Distributed learning courses

Access to online courses is provided to all Yukon students, including those engaged in home education. All Yukon students seeking distributed learning opportunities must first access DL courses provided by AVS. If AVS does not offer the course, AVS will facilitate and approve programming with a partner DL school that has a memorandum of understanding with Yukon Education. Parents can get an updated list of DL courses offered by AVS and Yukon Education approved DL schools from the [AVS Website](#). Parents are welcome to peruse school websites and to contact the schools for information, but formal contact to begin a DL program must be through AVS.

In the event that a student does not complete a DL course, any other registration to a DL course will be made possible once parents have assumed the course fee, in advance.

Yukon Education covers all fees for approved DL courses for home education as follows:

- Grades 1 – 7 Full program: Four core courses.
- Grades 8 – 12: Up to two concurrent DL courses. Students who demonstrate success in the online environment may take up to two additional courses each semester upon approval.

The table outlines program components:

Public School Programs	Home Education Programs	Cross-enrolled Programs
A public school is responsible for educating the child.	Parents are responsible for educating the child.	Parents and a public school share responsibility for educating the child.
Possible program components: <ul style="list-style-type: none"><li>• Programs developed and delivered by public schools</li><li>• Distributed learning</li><li>• Online schools</li><li>• Alternative programs</li><li>• Outreach programs</li></ul>	Possible program components: <ul style="list-style-type: none"><li>• Packaged programs delivered but not developed by parents</li><li>• Programs developed and delivered by parents or by a person chosen by parents</li><li>• Private school</li></ul>	Possible program components: <ul style="list-style-type: none"><li>• Parents or ALC are responsible for some courses</li><li>• The public school is responsible for some courses</li></ul>

## PLANNING YOUR CHILD'S HOME EDUCATION PROGRAM

### Timing

Home education students must register, re-register or withdraw by contacting AVS on an annual basis by May 15. **All forms and plans must be submitted no later than September 15 of that school year.**

Please note that AVS follows the Whitehorse School Calendar and is closed during the summer months.

### Curriculum

Yukon follows British Columbia's curriculum. The curriculum contains prescribed or required learning outcomes for each grade. The prescribed learning outcomes (PLOs) set the learning standards for the provincial K to 12 education system and form the basis of curriculum.

The PLOs are statements of what students are expected to know and do at the end of an indicated grade or course. Parents can search all of the PLOs at [http://www.bced.gov.bc.ca/irp/plo\\_db.php](http://www.bced.gov.bc.ca/irp/plo_db.php)

Complete B.C. Ministry of Education curriculum documents are located at <http://www.bced.gov.bc.ca/irp/welcome.php>. They can be searched by subject area or grade.

The curriculum documents are often called Integrated Resource Packages (IRPs). These documents contain the prescribed learning outcomes, suggested indicators of achievement that describe activities and strategies to use to meet the expected outcomes, and ideas for assessing how a student can be evaluated.

Each curriculum has an associated Catalogue of Learning Resources, located at [http://www.bced.gov.bc.ca/irp\\_resources/catalogue\\_of\\_learning\\_resources.htm](http://www.bced.gov.bc.ca/irp_resources/catalogue_of_learning_resources.htm). The catalogue is a set of recommended learning resources that support the curriculum.

Whether you choose to follow the B.C. curriculum documents or design your own program, becoming familiar with the prescribed learning outcomes of a grade or course will help you understand the levels of achievement that your child is expected to meet.

## Graduation requirements

As home educators, you should become fully familiar with B.C./Yukon high school graduation requirements to ensure that your son or daughter is eligible to graduate with a Yukon Secondary School Diploma and is able to meet entrance requirements for Canadian post-secondary training programs, colleges or universities. Graduation requirements are included in Appendix 7 of this handbook.

## Changing your educational program

You can modify your program plan at any time. You must share significant changes in your program plan with AVS. Your child will still be expected to meet the Prescribed Learning Outcomes for his or her grade.

## Access to Activities

A Home Education student registered with AVS may participate in local school-based activities subject to the following:

- Requests by AVS students are made to AVS who will communicate the requests to the local/catchment area school principal. **Note home-educated students cross-enrolled at their local school make requests directly to the local school principal during operational hours.**
- Arrangements for participation are made in advance between AVS, the principal of the local school and the parent/guardian.
- Participation in the activity does not limit the participation of students enrolled full-time at the school.
- Provision for student transportation, supervision, and appropriate insurance coverage is the responsibility of the parent.
- The activity relates directly to the child's educational program, as per their approved Home Education Plan.
- **Permitted Activities during operational hours may include but are not limited to:**
  - 1) Field trips directly linked to courses in which the home education student is cross-enrolled
  - 2) Sports tournaments, if the student is a member of a club team at their local school
  - 3) Special events such as Science Fair, Heritage Fair, Bridge Building competition, Sports Day, etc.
- **Permitted Activities during non-operational hours may include, but are not limited to:**
  - 1) Field trips directly linked to courses in which the HE student is enrolled at their local school
  - 2) Sports tournaments, if the student is a member of a club team at their local school
  - 3) Territorial Science Fair, Territorial Bridge Building competition if the activity relates directly to the student's HE Plan
  - 4) Clubs that are school-based and occur during operational, non-instructional hours (e.g. sports, music, drama, crafts), the particular criteria for which is at the discretion of the lead adult
  - 5) Events at the local school to which the public is invited.

## Access to Facilities

Contact AVS to discuss use of facilities that are available for AVS students. AVS will, if possible, cost-share associated fees in accordance with the guidelines (see *Financial Support for Resources*). Access to school facilities outside of regular operational hours is subject to the same rules and procedures governing any community user group and, as such, they are not made through AVS.

## Extra-curricular activities

AVS supports participation in extra-curricular activities. Please contact AVS for more information regarding activities available.

## TEACHING YOUR CHILD

In planning your child's home education program, you will decide which resources you want to use, the learning activities your child will undertake, and the evaluation techniques you will use to measure your child's progress. The following chart will help you make these decisions.

Home Education Resources, Learning Activities and Evaluation Techniques		
RESOURCES	LEARNING ACTIVITIES	EVALUATION TECHNIQUES
<ul style="list-style-type: none"><li>• Print resources</li><li>• Electronic resources</li><li>• Human resources</li><li>• Community resources</li></ul>	<ul style="list-style-type: none"><li>• Read material and respond to questions</li><li>• Compose and prepare a variety of written responses</li><li>• Conduct research</li><li>• Work with others to complete a task</li><li>• Use media and internet resources</li><li>• Prepare and deliver formal talks, presentations, and dramatizations</li><li>• Complete experiments</li><li>• Participate in organized field trips</li></ul>	<ul style="list-style-type: none"><li>• Students are required to respond with pre-determined, correct answers:<ul style="list-style-type: none"><li>a. Short oral or written answer</li><li>b. Multiple choice</li><li>c. True/false</li><li>d. Matching</li><li>e. Numeric response</li><li>f. Performance Tasks</li></ul></li><li>• Students are assessed on the quality of written compositions, problem solving and oral presentations by means of assessment forms that highlight important features in the work</li></ul>

## Resources

Resources are a critical part of how you will teach your child. Your selection of resources will be influenced by what and how you want your child to learn. Home Education students can borrow curricular materials, including textbooks and equipment, from the Department of Education's Resource Services. You can get lists of available resources from AVS. Parents will be billed for the cost of resources that are not returned at the end of a school year.

Aurora Virtual School also provides students with access to the ERAC Digital Classroom, a suite of high-quality digital learning resources with the content students need. The Digital Classroom provides databases, Canadian news and content and videos such as Access Learning and Learn 360.

In addition, you may have community resources in mind to add to the print or electronic materials that you might borrow or purchase. Parents of home-educated children often stress that community resources extend opportunities for their children to socialize with people of varied ages, backgrounds and interests. A home education group in your area can help you employ a range of community resources in your program. These groups frequently organize gym programs, reading classes, projects, field trips, special activities and celebrations. The Yukon Home Education Society or Klondike Home Education Association can provide information on upcoming events.

## Financial Support for Resources

Parents who are home educating their children have access to up to \$1200.00 per child per school year for resources or services purchased by the parent that directly support the educational program and meet the "Use of Funds Requirements" as outlined in the following table. The purchased materials should correlate with the goals outlined in the home education plan for each child.

These funds will be pro-rated for students who are cross-enrolled in a public school and/or receiving similar funding from any distance learning school they are taking programming from.

Yukon Education recognizes the need for financial support for the educational program of home-educated students. These funds are intended to be used to provide home-educated children with the types of program resources that are approved for students enrolled in public schools.

## Use of Funds Requirements

Acceptable Use	Unacceptable Use
<ul style="list-style-type: none"><li>• Non-consumable resources such as texts, novels, leveled reading books, etc. that are not available for loan from the Learning Resource Centre</li><li>• Consumable resources such as workbooks, classroom oriented art supplies, etc.</li><li>• Entrance fees for the registered student to museums, art galleries, etc.</li><li>• Curriculum materials that support the home education plan</li><li>• Internet monthly fees to a maximum of \$80.</li><li>• Assistive Technology required to support the student in their home education program such as iPad, laptop or desktop computer (this will be limited to 1 item per student every 5 years)</li><li>• Specialized equipment needed to support the learning program such as science kits, microscopes, math manipulative, maps, etc.</li><li>• Parents of registered students may use a portion of these funds in conjunction with other home educating parents to secure a guest instructor to deliver a program to a group of home educated students that supports their educational program</li><li>• Community facilities can be used for home educational programming. AVS will, if possible, cost-share associated fees in accordance with the guidelines (see <i>Financial Support for Resources</i>). Access to school facilities outside of regular</li></ul>	<ul style="list-style-type: none"><li>• Materials normally provided by parents for school supplies such as pencils, pens, crayons, notebooks, etc.</li><li>• Travel costs</li><li>• Meals</li><li>• Participation of the home educated student in a program or group program which parents of students in a public school would need to pay for such as music lessons, sports teams, etc.</li><li>• Membership fees in clubs, societies, organization, or community group</li><li>• Musical instruments</li><li>• Sports equipment</li><li>• Extended warranties on special hardware purchased such as computers, science equipment, etc.</li><li>• Tutoring, unless arranged by AVS</li><li>• Wages and honoraria</li><li>• Purchasing used materials previously purchased with resource funds by another family</li></ul>

operational hours are subject to the same rules and procedures governing any community user group and, as such, are not made through AVS.	
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Purchases of any single item of \$400.00 or more requires pre-approval. Please contact AVS to discuss.

To access these funds, parents are required to submit original receipts showing Canadian dollars. Receipts will be collected four times in the school year with cut-off dates of the last Friday in September, November February and May. Please complete and submit the Resource Fund Claim Form found in Appendix 8 along with original receipts to AVS. AVS will confirm reception of receipts by email.

Reimbursement from Yukon Education cannot be sought for amounts claimed under the Government of Canada's Children's Art Amount and/or Children's Fitness Amount through parent's federal income tax return.

### Learning activities

The learning activities your child will undertake relate directly to your goals and beliefs as a home educator. You and your child may have specific interests that you want to explore or major projects that you want your child to complete in order to meet the prescribed learning outcomes. Considering what you know about your child as a learner, you will probably want to emphasize learning activities related to how your child learns best: for example, by seeing, by listening, by doing or by moving. The following chart has been designed to help you plan learning activities related to your child's learning style.

SEEING	LISTENING	DOING OR MOVING
<ul style="list-style-type: none"> <li>• Videos</li> <li>• Painting</li> <li>• Timelines</li> <li>• Diagrams</li> <li>• Charts, graphs, maps, pictures</li> <li>• Displays</li> <li>• Computer graphics</li> <li>• Exhibits</li> <li>• Note taking</li> <li>• Models</li> <li>• Microscopes</li> </ul>	<ul style="list-style-type: none"> <li>• Panel discussions</li> <li>• Discussions</li> <li>• Oral directions</li> <li>• Storytelling</li> <li>• Direct instruction</li> <li>• Choral reading</li> <li>• Debates</li> <li>• Tape recordings</li> <li>• Interviews</li> <li>• Music lectures</li> <li>• Songs</li> <li>• Reading aloud</li> </ul>	<ul style="list-style-type: none"> <li>• Labs</li> <li>• Dioramas</li> <li>• Dramatization</li> <li>• Experiments</li> <li>• Puppetry</li> <li>• Demonstrations</li> <li>• Constructing</li> <li>• Collecting</li> <li>• Games, puzzles</li> <li>• Field trips</li> <li>• Drawing</li> <li>• Mime</li> <li>• Movement of objects or shapes to learn mathematical concepts</li> </ul>

## Evaluation techniques

As the person in charge of your child's learning, you are responsible for evaluating what your child has learned. Evaluation is normally done at the conclusion of learning tasks and activities, but you will also be sharing feedback during their work on activities.

The learning activities you choose connect to the prescribed learning outcomes - what you want your child to know and be able to do at the end of the activity. It is a good idea to involve your child in evaluating his or her own work and in future goal setting. While evaluation helps you and your child account for the learning, it also helps you decide what you need to emphasize next.

For example, helping your nine-year-old child to summarize main ideas in reading. You will connect the prescribed learning outcome to the content, learning resources, learning activities and evaluation. In doing so, you can be confident that your child is meeting the outcome when the reading content is typical of Grade 3 expectations as explained in the British Columbia curriculum documents.

Student learning can be evaluated in a number of ways:

- Students respond with pre-determined correct answers.
- Students respond in writing or through oral presentations, demonstrations, problem-solving activities and dramatizations.
- Students run something, build something, or create something.

A common educational practice to evaluate a student's achievement is to create a rubric (marking guide) for each learning activity. The rubric lists the criteria for the activity and describes the characteristics of student work at each of several levels of achievement. Rubrics allow both student and teacher to focus clearly on the requirements of an assignment. They also make assessment easier and fairer. The British Columbia Performance Standards, located at [http://www.bced.gov.bc.ca/perf\\_stand/](http://www.bced.gov.bc.ca/perf_stand/), are an excellent resource for using rubrics to assess your child's progress. The performance standards are available by grade for reading, writing, numeracy, social responsibility, information and communications technology, healthy living and ordering information.

## Helping my child work effectively

Helping your child to analyze learning tasks and to plan how to successfully complete them will also benefit your home education program. Perhaps you observe that your child works too quickly and carelessly in completing tasks, or perhaps your child seeks constant direction and guidance. Sometimes children report that they just cannot do a task. It is always wise to focus your child on two key questions:

- What do I have to do?
- How will I do it?

To deal with the first question, encourage your child to explain the assignment in his or her own words. "What do you think you have to do? How do you know?" If you have examples of work related to the task—for example, print or video samples—show them to your child. Often, showing works better than telling.

In helping with the "how" question, have your child consider the stages in completing the assignment. If your child tends to rush the completion of work, focus on options or alternatives:

- How will I get started?
- How will I continue?

- How will I end?
- How will I know whether I have succeeded?

## ASSESSMENTS

Yukon Education, through AVS, arranges for home education students enrolled with AVS to participate in the assessments outlined below. The department covers the costs of administration and supervision for these assessments. AVS also provides academic counselling to home education students and parents to help prepare students for these assessments.

### Expected assessments

#### Yukon Foundation Skills Assessment

The Yukon Foundation Skills Assessments (YFSAs) are a set of B.C. curriculum-based assessments in reading, writing and numeracy for Grade 4 and Grade 7. All Grade 4 and Grade 7 Yukon students, including those enrolled in home education programs are expected to take the YFSAs (any exemptions must be pre-approved by Yukon Education following discussion with AVS).

The YFSAs are not standardized tests but rather assessments that inform teacher practice and guide student learning. The results inform students and teachers/parents about individual areas of strength and specific areas of need in numeracy and literacy.

#### British Columbia Provincial Exams

Students enrolled in the high school graduation program must write a total of five B.C. provincial examinations, each taken at the conclusion of the following courses:

- Language Arts 10, Mathematics 10, Science 10
- Social Studies 11/12 or equivalent
- English or Communications 12

See Appendix 7 for a summary of what is needed to graduate from a Yukon secondary school. Students in French Immersion or French-First Language programs have different exam requirements.

### Optional assessments

Home-educated students registered with AVS may take formative assessments similar to those given to students in public schools. Such assessments include Early Years Evaluation (EYE), District Assessment of Reading (DART), School-Wide Writes (SWW) and numeracy/problem-solving measures.

These assessments may be available to home educators upon request to AVS. Home educators should discuss with AVS which of these optional assessments would be suitable for their children.

## RECORD KEEPING

It is important that you maintain informative records of your evaluations throughout the period of your child's home education program. A typical evaluation portfolio includes evaluation activities and notes,



tests, work samples, and evaluation forms or rubrics. Recording the dates on which your child completed the various evaluations will help you see your child's growth.

It is also a good idea to keep records related to your child's progress. The Parent Notebook Page is a helpful tool for recording progress and next steps you will take to support your child's learning.

## **FOLLOWING THROUGH ON THE HOME EDUCATION PLAN**

Successful home education programs grow and change over time with your child. They follow a schedule with the role of teacher emphasized and separated from the role of parent. They involve effective communication with and support from AVS, and they reach out to a community of fellow home educators.

Remember that you are entitled to ongoing advice and assistance from AVS. You may want to request use of facilities or the resources of a local school, you may want to look for a different DL school, or you may want to explore programming at your local school.

### **Day-to-day activities**

Once your home education plan has been accepted and you have purchased resources and started your child's program, you will have to deal with day-to-day activities. The Yukon Home Education Society and Klondike Home Education Association can give helpful advice and suggest activity options. You can also search out information about home education conferences and other opportunities for the sharing of ideas about activities and resources.

### **Changing the plan over time**

Home-educating parents often stress the importance of flexibility to programming as children grow and as children's needs and interests change. Your ongoing evaluation will help you select appropriate activities and learning resources as you move forward on your home education plan.

### **Scheduling**

Scheduling is important to maintaining your child's program. How much time will you put toward your child's planned learning activities? Some home-educating parents stress their need to separate the role of teacher from the role of parent. For them, scheduling is key to preventing burnout, since they have planned times to focus on their teaching role.

### **Tutoring support**

Tutoring support is available through AVS in accordance with Yukon Education's tutoring guidelines.

## Assessing success

Throughout your home education journey, you will want to ensure that your work with AVS is productive. AVS will work with you on assessing and recording your child's progress. Plan an annual assessment of your program and the support you have received.

## PLANNING FOR CHILDREN WITH SPECIAL EDUCATION NEEDS

Yukon's Education Act recognizes that some children require special education programs. Yukon Education is responsible for providing special education supports for Yukon resident students. When parents of a student with special education needs choose to home educate, they are responsible for meeting their child's educational needs, including their special education needs. AVS can help. Its school-based team is available to discuss individual student needs, support specific resource procurement, and make referrals to the Student Support Services branch of Yukon Education.

Planning for special needs students follows a similar process to that outlined for home education students. In addition, the following procedures apply:

- AVS follows the procedures outlined in the Student Support Services Manual and Parent Handbook. These documents can be found at:  
<http://www.education.gov.yk.ca/studentsupportservices/1866.html> and  
[http://www.education.gov.yk.ca/studentsupportservices/pdf/parent\\_handbook\\_june\\_2013.pdf](http://www.education.gov.yk.ca/studentsupportservices/pdf/parent_handbook_june_2013.pdf)
- The AVS school-based team, on a case-by-case basis, will determine priority for the provision of any services.
- The AVS school-based team meets on a regular basis to provide advice on the development of the learning plan for a student with special education needs.

## ENDING A HOME EDUCATION PROGRAM AND PLANNING FOR TRANSITIONS

### Ending a home education program

Home education parents and AVS enter into a formal agreement for each school year of the home education program. Continuation of the home education program to the next school year is not guaranteed; it needs to be discussed and approved on an annual basis through submission of the home education plan to AVS. Should the parents wish to end the home education plan for the following year, they must notify AVS in writing by May 15 of the current school year.

Parents who wish to end a home education plan must be prepared to make arrangements to enrol in a Yukon School or another optional education program as stated under the *Education Act*.

### Planning for transitions

Transitions are a normal part of all children's lives. Children start school, move from grade to grade, and move to different schools. While all children should be supported in the transitions of their lives, some transitions apply specifically to home education students:

- Transition from parent-provided education to school-provided education
- Transition from school-provided education to parent-provided education
- Transition from home education program to post-secondary institution
- Transition from home education program to work

Parents help their children with all of these transitions through careful planning and discussion with them. Many experienced home educators have suggested that children adjust better to these transitions when parents explain the reasons for choices and changes. Your child's confidence to handle a transition will be greater when you talk to your child about why a change is desirable or necessary, and when you emphasize how you will help during the transition.

Parents who are home educating children in grades 10, 11 or 12 have the added responsibility of ensuring that graduation requirements are met so that their children can earn a Yukon Secondary School Graduation Diploma. As well, parents and students need to be aware of prerequisites for the post-secondary programs of their choice, and ensure that their children can meet them. Possession of a graduation diploma does not in itself guarantee successful acceptance into a post-secondary institution.

Some students may choose to take a break from academic life to travel or work before pursuing advanced trades training, college or university. Whatever choice your student makes, AVS can assist in planning, including exploring post-secondary paths and researching financial supports available to the student.

Home-educated students are eligible for the Yukon Excellence Award program and the Yukon Grant.

Contact Student Financial Assistance, Advanced Education  
Box 2703  
Whitehorse, YT  
Y1A 2C6  
867-667-5929

## A FINAL WORD

Your goal to create an appropriate and enriching home education program for your child challenges you to plan, maintain, and evaluate your child's program. Every section of these guidelines points to the importance of effective communication and ongoing cooperation between you and Yukon Education. The key to effective home education programs is a successful partnership between the parent/child and the AVS.

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## Appendices

### Appendix 1: Yukon Education Act and Home Education Regulations

#### Yukon Education Act

Excerpts taken from the Yukon Education Act that support Home Education

**PART 2, TERRITORIAL ADMINISTRATION, Section 4, Goals and Objectives. Page 13**

The Minister shall establish and communicate for the Yukon education system goals and objectives, which are:

- (a) to encourage the development of students' basic skills, including:
  - (i) the skills of literacy, listening, speaking, reading, writing, numeracy, mathematics, analysis, problem solving, information processing, computing

**PART 3 STUDENTS AND PARENTS, Division 1; Access to Education; Section 10, Right to education. Page 17**

Persons are entitled to receive an educational program appropriate to their needs in accordance with the provisions of this Act:

- (a) who at September 1 in a year are 5 years and 8 months of age or older and younger than 21 years of age; and
- (b) who are Canadian citizens, lawfully admitted to Canada for temporary or permanent residence, a child of a Canadian citizen, or a child of an individual who is lawfully admitted to Canada for permanent or temporary residence.

**PART 3 STUDENTS AND PARENTS, Division 3; Parent Rights and Responsibilities; Section 19, Choice of Education. Page 22**

Subject to the provisions of this Act, parents may choose home schooling, private schooling or public schooling for their children.

**PART 3 STUDENTS AND PARENTS, Division 4; Compulsory Education; Section 22, Compulsory education. Page 23**

Unless under subsection (2), every child who at September 1 in a year is 6 years and 8 months of age or older and is younger than 16 years of age shall attend a school operated by the Minister or a School Board.

- (2) A student is excused from attendance at school if:
  - (e) the student is enrolled and in regular attendance at a private school or a home education program in accordance with this Act; or
  - (f) the student is enrolled in distance education courses as approved by the deputy minister. *S.Y. 1989-90, c.25, s.22.*

**PART 3 STUDENTS AND PARENTS, Division 5; Optional Education; Section 31, Home Education. Page 28, 29, 30**

- (1) A parent of a student may provide, at home, a home education program for the student if the parent complies with this section and if the program meets the goals and objectives outlined in

subparagraph 4(a) (i) of this Act.

(2) The parent shall, before the start of a home education program for the student and on an annual basis thereafter for as long as the home education program is offered, register the student with the Minister.

(3) An educational plan for each student who is receiving home education shall be prepared and provided to the Minister subject to the following conditions:

(a) an initial educational plan shall be prepared and provided to the Minister before the start of the home education program;

(b) an educational plan shall be for a minimum period of three school years and shall cover every year of the home education program; and

(c) each educational plan shall include a description of the learning activities for the student that will comply with the goals and objectives set out in subparagraph 4(a) (i) of this Act.

(4) The parent of a home education student may request that tests be administered to the student subject to the requirements of the regulations and to payment of fees prescribed by the regulations for any tests that are administered.

(5) A student in a home education program may attend courses offered by the Minister or a School Board subject to any terms and conditions established by the regulations.

(6) The parent of a home education student may receive for the student educational resource materials and use of school facilities and equipment subject to the regulations.

(7) The Minister may

(a) provide for the assessment of the student's achievement on a regular basis and communicate the results to the parent;

(b) advise the parent if, in the opinion of the Minister, the student is not making reasonable progress in the program; and

(c) provide the parent with recommendations which will assist the student in improving the level of achievement.

(8) Despite subsection (1), the Minister may, in writing, terminate the home education program if the Minister is of the opinion, after considering the abilities of the student, that

(a) the home education program no longer meets the requirements of subparagraph 4(a)(i); or

(b) the student has failed to meet standards of student achievement, as measured by achievement testing, comparable to those of schools operated by the Minister or a School Board

(9) The Minister shall, in conjunction with the notice of termination, direct the student to attend a school operated by the Minister or a School Board effective on the date specified in the notice of termination.

## **Home Education Regulations**

Pursuant to Section 31 of the *Education Act*

### **Registration**

1. The registration required under section 31 of the Act shall include:

- (a) the names by which the student is known,
- (b) the student's birth date and sex;
- (c) the names of the student's parents;
- (d) the address and telephone number of the student and of the parents;
- (e) the citizenship of the student and, if other than Canadian, the type of visa held by the student and its expiration date;
- (f) the address where the home education program is to be conducted;
- (g) the name

### **Educational plan**

2. The educational plan to be provided to the Minister under subsection 31(3) of the Act shall include:

- (a) an outline of the instructional program and the learning activities to be offered;
- (b) a list of the textbooks and other instructional materials to be used in the instructional program and the learning activities;
- (c) where the applicant proposes to use resource material in a school managed by the Minister or operated by a School Board in an educational plan, a list of the resource material in the school which the applicant wishes to use;
- (d) where the applicant proposes to use the equipment or facilities of a school managed by the Minister or operated by a School Board, a schedule for the use of the equipment or facilities of the school suggested by the applicant.

### **Approval and notification**

3. (1) The Minister may refuse to approve an educational plan where the Minister is satisfied

- (a) that the registration or the educational plan does not meet the requirements set forth in the Act or in these regulations, or
- (b) that the proposed instructional program does not meet the goals and guidelines under subparagraph 4(a) (i) of the Act.

(2) Where the Minister refuses to approve an educational plan, the Minister shall promptly advise the parent of the reasons for the refusal and recommend ways in which the deficiencies in the registration, educational plan, or instructional program may be remedied.

(3) Where the educational plan has been approved, the Minister shall promptly notify the parent of the approval and of the student's eligibility to receive credits for courses completed under the home education program, or the student's eligibility to write Grade 12 departmental examinations.

### **Use of school materials and facilities**

4. (1) The Department or School Board, as the case may be, shall determine whether the resource material, equipment, or facilities set out in the educational plan can be provided and, if so, shall establish a schedule for their use with the parent and the administration of the school.

(2) The parent of a student utilizing the resource material, equipment or facilities may be required to pay fees in an amount to be determined by the Department.

### **School attendance by home education**

#### **Student**

5.(1) A home education student may attend courses offered by the Minister or by a School Board provided that

- (a) a written application is made to the Department or to the School Board, as the case may be, at least three months prior to the commencement of the course;
  - (b) the parent and student meet with representatives from the Department or the School Board, as the case may be, and from the school administration to determine the student's placement;
  - (c) the student successfully completes a placement examination relating to the courses to be attended;
  - (d) the parent and student agree to abide by the policies and rules of the school to be attended;
  - (e) there is place available for the student in the course.
- (2) The parent and, where appropriate, the student shall be advised in writing as to whether the application has been approved.

**Achievement testing**

6.(1) The Department may provide achievement testing for a home education student where

- (a) the parent has made a written request for such testing;
  - (b) the parent has satisfied the Department that there is a need for such testing.
- (2) The Department will advise the parent within 14 days of receipt of the written request whether it is prepared to provide the achievement testing, and, if so, will advise the parent of the date, time and place for such testing.
- (3) Nothing in subsections (1) or (2) shall limit the Minister's ability to establish policy and guidelines for the evaluation of home education students under paragraph 307(i) (f) of the Act or the Department's ability to administer these policies and guidelines.



## Appendix 2: PARENT NOTEBOOK PAGE- Home Education Rights and Responsibilities

Use this page to record your questions about your home education rights and responsibilities, and the answers you receive.

My Questions	Answers to My Questions

### Appendix 3: PARENT NOTEBOOK PAGE – Choosing the right option for your child

Use this form as a guide to cover important topics relating to your educational choices when you meet with ALC or a prospective DL school.

Pre-Meeting Planning	Notes from Meeting
<p>Discuss:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> My beliefs and goals</li><li><input type="checkbox"/> Curriculum resources and materials</li><li><input type="checkbox"/> The written description of my child's program and help needed for program planning</li><li><input type="checkbox"/> My child's special education needs, if any</li><li><input type="checkbox"/> Evaluation procedures, including the portfolio that I will maintain</li><li><input type="checkbox"/> Visits with a teacher</li><li><input type="checkbox"/> The keeping of evaluation records</li><li><input type="checkbox"/> My child's use of territorial FSA or diploma exams</li><li><input type="checkbox"/> My child's use of school facilities, equipment and services</li><li><input type="checkbox"/> Current funding provisions, including amounts from possible DL schools and what cross-enrolment means to funding support for my child's education plan</li><li><input type="checkbox"/> Name of person to call when I have questions or need assistance</li></ul>	

#### Appendix 4: PARENT NOTEBOOK PAGE- Preliminary planning for a home education program

Use this form to record your thoughts about the resources and learning activities you will use in your child's home education program.

<b>What learning outcomes should I consider in designing my child's program?</b>
<b>How will I plan the program's content and learning activities?</b>
<b>What learning materials will I develop myself, and where might I rely on packaged programs?</b>
<b>What community agencies or support groups, possibly a home education support group in my community, will I involve in my program?</b>
<b>What evaluation methods will I use?</b>

## Appendix 5: Home Education Plan Form

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Instructor : \_\_\_\_\_

Date Submitted: \_\_\_\_\_ School Year: 2014/15 Curriculum Subject: \_\_\_\_\_  
(D/M/Y)

Selected option:      Home education \_\_\_\_\_  
                                 Cross-enrolment with a local public school \_\_\_\_\_  
                                 Cross-enrolment with AVS \_\_\_\_\_

General Time Period	Topics/Outcomes/Objectives	Assessment	Resources Required
	Covered if using a DL school, put the school name, program/course and date start-up in the space provided below. If setting your own topics and objectives, please review the BC curriculum documents found at the link below	How will the student be able to demonstrate acquisition of learned knowledge, skills and attitudes?)	You may have some ideas of resources you want to use and resources you may want to check out)
October 31			
December 15			
February 28			
June 15			
Grade level to be achieved at the end of three years			

The Home Education Plan must be submitted on an annual basis for any home education or distance learning school program. All plans are for one school calendar year and need to be renewed each year prior to September 15th. Contact ALC if you have any questions.

#### **Time-line for education planning**

1. Home Education Plan is submitted prior to June 15 of current school year for following school year. No Home Education Plans will be processed between June 20 and August 25 of the calendar year.
2. All Home Education Plans must be submitted to ALC prior to September 15<sup>th</sup> of the current school year. Note processing closure dates in point 1.
3. A decision to request a DL program as the home education plan must be made/processed/approved prior to September 30<sup>th</sup>.
4. If a parent of a grade 1 to 7 student chooses a DL program for their child then that program is the program of choice for the entire school year to completion in June of that school year. DL programs cannot be terminated in mid-year. Due to the cost associated with these programs, it is not possible to make a change after registration.

Resource Funds from Yukon Education may be used to meet the needs outlined in this plan.

The Individual Resource Package (IRP) has lists of resources relevant to the learning outcomes of the specific topics that need to be covered. These resources are available for loan, free of charge, to all home educators. Home educators that wish to purchase additional resources not listed in the BC IRP need to show the resource will help the student meet the prescribed learning outcomes.

<http://www2.gov.bc.ca/gov/topic.page?id=AC8D9B60C99E4F5987D5549EB8FCB1B6&title=Curriculum>  
<http://www.abcteach.com/>  
[http://www.bced.gov.bc.ca/irp/plo\\_db.php](http://www.bced.gov.bc.ca/irp/plo_db.php)  
[http://www.bced.gov.bc.ca/irp/pdfs/literacy\\_foundations/2010literacyfoundations.pdf](http://www.bced.gov.bc.ca/irp/pdfs/literacy_foundations/2010literacyfoundations.pdf)  
<http://edhelper.com/>  
<http://education.scholastic.ca/>  
<http://www.enchantedlearning.com/Home.html>  
<http://www.superteacherworksheets.com>

## Appendix 6: PARENT NOTEBOOK PAGE- Tracking Progress

The form below can assist you in keeping track of the progress your child is making and what you will need to focus on to support growth.

Subject: _____ Date: _____	
Learning Outcomes Achieved (What my child is able to do):	Areas to Work on Next:

## Appendix 7: At-a-Glance Requirements – What You Need To Graduate

In order to graduate with a High School Graduation Diploma from a Yukon or B.C. secondary school, every student in the graduation program has to pass certain basic courses, such as mathematics and science. The table below is an overview of what you need to graduate:

- 48 credits from required courses,
- 28 credits from elective courses, and
- 4 credits from Graduation Transitions

Graduation requirements are introduced in your Planning 10 class. For more help talk to your teacher or school counsellor, and refer to the Graduation Planner of the BC ministry located in the IRP section.

<b>REQUIRED COURSES</b>	
<b>Subject Area</b>	<b>Credits Earned</b>
Planning 10	4
A Language Arts 10	4
A Language Arts 11	4
A Language Arts 12	4
A Mathematics 10	4
A Mathematics 11 or 12	4
A Fine Arts and Applied Skills 10, 11 or 12	4
Social Studies 10	4
A Social Studies 11 or 12	4
Science 10	4
A Science 11 or 12	4
Physical Education 10	4
	<b>48 Credits</b>
<b>ELECTIVE COURSES (28 elective credits required)</b>	
1) Grade 10-12 elective	4
2) Grade 10-12 elective	4
3) Grade 10-12 elective	4
4) Grade 10-12 elective	4
<b>5) Grade 12 elective required</b>	4
<b>6) Grade 12 elective required</b>	4
<b>7) Grade 12 elective required</b>	4
	<b>28 Credits</b>
<b>GRADUATION TRANSITIONS (4 credits required)</b>	
	<b>4 Credits</b>
<b>OVERALL TOTAL</b>	<b>80 Credits</b>
<b>Of the 80 credits for graduation at least 16 must be at the Grade 12 level, including a grade 12 Language Arts course.</b>	

## **French Language Programming Graduation Requirements**

To graduate with a *diplôme de fin d'études secondaires*, a student enrolled in a French Immersion program must successfully complete *Français langue seconde- immersion*, including the required graduation program examination and earn at least 12 credits in Grade 10, 11 or 12 courses that are French with at least 4 of those credits earned in courses at the grade 11 or 12 level.

To receive a *diplôme de fin d'études secondaires*, a student must complete *Français langue première* 10, 11 and 12 for the Language Arts required subject area. To receive a graduation certificate in both French and English, a student must complete *Français langue première* 10, 11 and 12, and Language Arts 10, 11 and 12.

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