

Alberta Home Education Programs—Rights and Responsibilities

In this chart, “associate” refers to the associate school board or the associate private school.

	The Student	
	<ul style="list-style-type: none"> Responsible for meeting learning goals. 	
	The Parent	The Associate
PROGRAM PLANNING	<ul style="list-style-type: none"> Decides which courses from the Alberta Programs of Study will be followed, if any. Plans activities related to Programs of Study outcomes or the Schedule of Learning Outcomes (Appendix A). 	<ul style="list-style-type: none"> Provides advice about program options and about completion of the Home Education Notification Form, if requested. Advises parent about services and resources provided to home educators and students.
NOTIFICATION	<ul style="list-style-type: none"> Completes and sends the Home Education Notification Form (Appendix C) to the associate. <p>The earlier the form is sent, the better, since the potential associate may not accept the program proposal.</p> <p>The associate will help you complete the notification form if you ask.</p>	<ul style="list-style-type: none"> Receives the Home Education Notification Form. Within 15 school days, reviews the program plan and provides the parent with a written acceptance or rejection of the proposed home education program. At parent’s request, assists home educator in the preparation of the written description of the program. Notifies parent about implications of a particular choice in the granting of high school credits or eligibility to receive a high school diploma. Notifies parent about financial support available through current provincial guidelines.
EXTRA-CURRICULAR PROGRAMS AND FACILITIES	<ul style="list-style-type: none"> Decides whether to make a request to the associate about the student’s involvement in a school’s extra-curricular activities and/or to use school facilities and equipment. 	<ul style="list-style-type: none"> Develops and communicates a policy for a home education student’s involvement in school and extra-curricular activities and use of school facilities and equipment. Responds to specific requests for involvement in extra-curricular activities and use of facilities and equipment.
INSTRUCTIONAL MATERIAL	<ul style="list-style-type: none"> Discusses policies for buying instructional material with associate before purchase. Furnishes receipts for materials and learning resources purchased. <i>(Funds may not be used for personal expenses normally paid by parents of children enrolled in school. Parents may not claim a salary. Parents may decline funding.)</i> Returns reusable instructional resources to associate upon request. 	<ul style="list-style-type: none"> Develops a home education funding policy. Receives funding from province for home education students. Provides funds to parent for purchase of instructional material—at least 50% of provincial funding. Collects parent’s receipts from the parent’s purchase of instructional material. Requests return of reusable instructional resources if desired.

	The Parent	The Associate
PROGRAM MANAGEMENT	<ul style="list-style-type: none"> Administers and manages the home education program. Agrees on specific times for visits of teacher from the associate. Regularly updates program plans to respond to the student's emerging program needs. Informs associate about significant changes to plans. 	<ul style="list-style-type: none"> Agrees on specific times for at least two visits by a certificated teacher for review of plans and evaluation files. Provides the parent with access to copies of all policies or changes of policies respecting the supervision of home education programs.
EVALUATION	<ul style="list-style-type: none"> Evaluates the progress of student at regular intervals; maintains a collection of student work with the date completed; keeps records of evaluation with dates. Discusses evaluations with associate's teacher at scheduled meetings. Ensures that the child is available so that the teacher from the associate may evaluate the progress of the child; discusses with associate the options for students to write grade 3, 6, and 9 provincial achievement tests or to complete an alternate evaluation approved by the associate. 	<ul style="list-style-type: none"> Conducts at least two evaluations of student progress during the school year. Reviews the parent's evaluation records. Ensures that students who are at the equivalent of grade 3, 6, or 9 have the opportunity to write the provincial achievement tests; records results of tests on appropriate form; informs parents of results. Recommends actions that will help student reach a higher level of achievement. Maintains student records and makes them available to parent.
PROGRAM ASSESSMENT	<ul style="list-style-type: none"> Decides how well the home education program is working for the student. If decides to end the program, <ul style="list-style-type: none"> chooses another education program and provides written notice to the associate, or enrolls student in a school operated by the associate. 	<ul style="list-style-type: none"> Decides how well the home education program is working for the student. May end a home education program and offer an alternative if assesses lack of student progress or parent is non-compliant with the <i>Home Education Regulation</i>. When an associate terminates a program during the school year, it must ensure that the student has access to an alternate program for the rest of the school year. Informs parent of parent's right to ask the Minister of Education to review the termination decision.