

Title: General Home Education Program Procedures

Approved: Henry Zondervan
(Superintendent)

June 18, 2018
(Date)

First Approval Date:

To Be Reviewed:

Review and Amendment Date(s):

Stakeholders Consulted (Date): April 17, 2018

Referenced Documents:

WISDOM Notification Acceptance after September 30th
WISDOM Notification with Custody Issues (revised Sep 6, 2013)
WISDOM Information Sharing Policy (revised Feb 19, 2008)
WISDOM Homeschooling for Someone Else (revised Feb 19, 2008)
WISDOM Facilitator Visits Over the Summer (revised Feb 19, 2008)
WISDOM Initialling & Notekeeping (revised Sep 1, 2015)
Alberta Education Home Education Regulation – Notification Form (2010)
Alberta Personal Information Privacy Act (2003)
Alberta Home Education Regulation (2006)

Definitions:

Facilitator means a certificated teacher employed by the Association as the primary contact with home educating parents. The facilitator assists the parent/guardian in developing the Parent Program Plan, troubleshooting throughout the year, making home visits, conducting evaluations, fulfilling supervision requirements of the Home Education Regulation.

Association refers to Trinity Christian School Association (TCSA).

WISDOM refers to the Association's (TCSA) Home Education Program

ARK Alberta Education Record Keeper

A. Facilitator summer visits

1. New families are encouraged to send in their notification forms in the spring for the following school year. They may request that a facilitator meet with them over the summer.
2. Facilitators will be available to meet with a new family during July and August as required by the Home Education Administrator.

B. Family Files and Alberta Education Record Keeper (ARK)

1. Any notes or changes made to a family's file must be initialed or signed. Changes made to ARK are automatically tracked.

2. Each office contact with a family or information received regarding a family must be noted in ARK. Appropriate headers should be used to categorize notes.

C. Notification Acceptance after the Funding Deadline

1. Alberta Education allocates funding to schools based on enrollments as of September 30.
2. The Association will accept notifications from families after September 30 and provide home education service at no cost to the family. Families are encouraged however to consider a gift to the school to offset administrative and facilitator costs.
3. Families considering home education after March 1 should be encouraged to stay with their resident board. If this situation is determined not to be in the best interest of the student a letter of intent will be accepted for review by a home education administrator. The notification process will be initiated with the family following a satisfactory review of situation and circumstances surrounding current student performance and learning needs.
4. The Association requires that the Education Program Plan must be approved by a facilitator before acceptance of un-funded families will be considered.

D. Homeschooling by a Third Party

A student's legal guardian may choose to have the student home educated by a third party. The following procedures must be used:

1. Home Education Regulation – Notification Form A must still have the names of the student's legal guardians with their home address and other required information. In addition, the name and address of the people in charge of the home-schooling program will be required. This information is listed on Notification Form A, item 8. *"The address where the education program is to be conducted (if different from the above)"*.
2. The student's legal guardians must issue a letter to the Association stating that they are in agreement with their child being home educated by the third party.
3. The student's legal guardians must inform the Association where the funding reimbursement should be sent, and if both parties wish to receive a copy of the magazine.
4. If the third party is entirely responsible for the home education program their contact information will be entered in ARK under the child's name along with the legal guardian's contact information. The details of the family situation should be recorded in the family's ARK notes.
5. The legal guardians of the student will sign the notification form.

E. Social Network Information Sharing

1. TCSA Staff will not share any private information with anyone outside the Association without the express consent of the parent or guardian.
2. Home educating families will be given the option of having their contact information made available to other families in the province for the purpose of networking.
3. Facilitators will ask parents whether they wish to be part of the Social Network, notifying them of the information that will be released. The parent or guardian must initial the Facilitator Checklist during the facilitator visit to authorize inclusion.

4. Families may notify the office at any time that they would like to be added to the Social Network List.
5. The Social Network list must only be distributed to those on the list, the Association Staff and Parent Advisory Council.
6. The Social Network List may not be used for marketing purposes. All stakeholders will be subject to the requirements of the Protection of Information Privacy Act.
7. A family on the list may ask to be removed at any time, knowing that their name has been released to anyone with the current version.

F. Notification with Custody Issues

1. In the case of a student with separated or divorced parents who share custody of a child, both parents must agree to home education before the Association will accept notification.
2. Both parents must sign the notification form and provide a copy of the custody agreement to be kept on file.
3. Inquiries from a parent not involved in the home education of their child should be handled using the following measures:
 - a. If a parent not identified in ARK calls for information on their child, the staff member fielding the call shall take their name, contact information and tell the parent that we will verify their identity and call them back.
 - b. The notes in ARK will be reviewed, if necessary, staff will phone the parent listed in ARK to verify identity and rights of the caller. A separated or divorced parent without joint custody will not be given any information without the express consent of the custodial parent.
 - c. If a non-custodial parent is calling for information on their child's program, they shall be directed to contact the custodial parent.