

## 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"> <li>Responsible for meeting learning goals</li> </ul>	
	The Parent	The Associate
<b>PROGRAM PLANNING</b>	<ul style="list-style-type: none"> <li>Decides which programs and curriculums they will be teaching for the year</li> <li>Plans activities related to the chosen programs and curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Provides advice about program options</li> <li>Advises parent about services and resources provided to home educators and students</li> </ul>
<b>NOTIFICATION</b>	<ul style="list-style-type: none"> <li>Complete and send the Home Education Notification Form to Lighthouse Christian Academy</li> </ul> <p>The earlier the form is completed and sent, the better. Deadline for completion is September 30</p>	<ul style="list-style-type: none"> <li>Accepts the completed Home Education Notification Form and provides a response of acceptance or rejection within 15 days</li> <li>At parent’s request, assists home educator in the preparation of the written description of the program</li> <li>Notifies parent about the implications of a particular choice in the granting of high school credits or eligibility to receive a high school diploma</li> <li>Notifies parent about the financial support available through current provincial guidelines</li> </ul>
<b>INSTRUCTIONAL MATERIALS</b>	<ul style="list-style-type: none"> <li>Discusses policies for buying instructional material with associate before purchase (Home Education Program Plan)</li> <li>Furnishes receipts for materials and learning resources purchased</li> <li>Returns reusable instructional resources to associate upon request</li> </ul>	<ul style="list-style-type: none"> <li>Develops a home education funding policy</li> <li>Receives funding from province for home education students</li> <li>Provides funds to parent for purchase of instructional material- at least 50% of provincial funding</li> <li>Collects parent’s receipts from the parent’s purchase of instructional material</li> <li>Requests return of reusable instructional resources if desired</li> </ul>
<b>PROGRAM MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Administers and manages the home education program</li> <li>Agrees on specific times for visits of teacher from the associate</li> <li>Regularly updates program plans to respond to the student’s emerging program needs</li> <li>Informs associate about significant changes to plans</li> </ul>	<ul style="list-style-type: none"> <li>Agrees on specific times for at least two visits by a certificated teacher for review of plans and evaluation files</li> <li>Provide the parent with access to copies of all policies of changes of policies respecting the supervision of home education programs</li> </ul>

	The Parent	The Associate
<b>EVALUATION</b>	<ul style="list-style-type: none"> <li>Evaluates the progress of a student at regular intervals; maintains a collection of student work with the</li> </ul>	<ul style="list-style-type: none"> <li>Conducts at least two evaluations of student progress during the school year</li> </ul>

	<p>date completed; keeps records of evaluation with dates</p> <ul style="list-style-type: none"> <li>• Discusses evaluations with associate's teacher at scheduled meetings</li> <li>• Ensures that the child is available so that the teacher from the associate may evaluate the progress of the child;</li> <li>• Optional - discusses with associate the option for students to write grade 6, and 9 provincial achievement tests</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews the parent's evaluation records</li> <li>• Ensure that students who are at the equivalent of grade 6 or 9 have the opportunity to write the provincial achievement tests; records results of tests on appropriate form; informs parent of results</li> <li>• Recommends actions that will help the student reach a higher level of achievement</li> <li>• Maintains student records and makes them available to parent</li> </ul>
<b>PROGRAM ASSESSMENT</b>	<ul style="list-style-type: none"> <li>• Decides how well the home education program is working for the student</li> <li>• A parent may decide to end the program, choose another education program or enroll elsewhere and must provide written notice to Lighthouse Christian Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Decides how well the home education program is working for the student</li> <li>• May end a home education program and offer an alternative if assessment indicates a lack of student progress or if parent is non-compliant with the Home Education Regulation</li> </ul>

*I have read the Rights and Responsibilities and agree to all of the terms and conditions set forth. I understand that it is my responsibility to ensure that learning is taking place and that proof of this is exemplified through completion of a program plan and two assessments completed in the home with the assigned teacher during the two in-home visits. Lighthouse Christian Academy has the right to withhold funding if this requirement has not been met.*

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Signature

\_\_\_\_\_  
Date