



Home Education Handbook



**Sturgeon
Public Schools**

Frank Robinson Education Centre
9820-104 Street, Morinville, AB T8R 1L8

P: 780.939.4341
F: 780.939.5520

TF: 1.888.459.4062
E: frec@sturgeon.ab.ca

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Welcome to Parent Directed Home Education

Sturgeon Public Schools would like to welcome you to our Parent Directed Home Education program.

Mission

Sturgeon Public Schools Home Education is a partnership of students, parents, and teachers dedicated to student learning, the achievement of educational goals, and the realization of personal challenges.

Vision

Our vision is to enable students to build a personalized educational program to match the uniqueness of their learning needs, their environment, and their interests. The Sturgeon Public Schools Home Education Program is dedicated to the success of student learning.

Mandate

For students within our jurisdiction, it is our mandate to provide efficient and effective access to home-based education alternatives that provide opportunity for student success.

Our program recognizes the primacy of the parent as an educator. We believe that parents possess a natural ability and the desire necessary to provide their child with an education. The child's success is directly proportional to the motivation of the student and the commitment by the parents.

1. Program Choice

We trust in the primacy of parents as educators of their children. We are committed to supporting and enriching the unique learning journey of each student within our program. We offer flexibility in programming. Through collaboration with the family, our programs can be tailored to meet the unique learning needs of our students.

Parent Directed Home Education

Traditional home education.

Parents are responsible for student learning: curriculum selection, planning, teaching, and assessing student progress.

Parent-Directed Program

The Parent Directed Program in Sturgeon Public Schools is designed for parents who wish to be primarily responsible for offering an education program to their child. The parents are responsible

for developing, administering, managing and evaluating the progress of the student, and maintaining a record of those studies for their children. In the Parent Directed Program, a Home Education Facilitator provides support to parents and monitors a child's progress throughout the school year.

Roles and Responsibilities

Home Education Instructor

Parents are responsible for student learning. As such, they must ensure that the child's educational program is consistent with the learning plan and the student learning outcomes listed in the [Education Act Home Education Regulation 89/2019](#) or the Alberta Program of Studies. Evaluation of the child's progress is done a minimum of twice a year where the Home Education Facilitator evaluates the student and reviews the student portfolio.

Parents responsibilities are as follows:

- Develop an education program that meets the Home Education Regulation requirements and aligns with the SPS Learning Plan.
- Actively evaluate child's progress: maintain a portfolio of child's work and keep records of formal evaluations. Provide upon request.
- Submit a mid and year end written summary of the child's progress toward the learning outcomes identified in the learning plan.
- Attend review meetings with Home Education Facilitator twice yearly to evaluate student progress. Child should be available for these meetings.

SPS Home Education Facilitator

The Home Education Facilitator is a certified Alberta teacher whose role is to facilitate student learning by providing guidance and assistance to the parent.

Facilitator responsibilities are as follows:

- Make recommendations to the parents on matters that will assist the student in attaining a higher level of achievement.
- Advise parents on progress of the student based on evaluations of student progress and review of portfolio.
- Collaborate with parents on maintaining records of student progress for future reference.
- Provide information about available resources (digital resources, websites, applications, equipment) and services (school pictures, school events, field trips).

2. Registration

Registration with Sturgeon Public Schools Home Education program is detailed below:

1. Parent completes [Home Education Regulation A.R.145/2006 Notification Form](#) and the SPS Student Registration Form.
2. Parent contacts Frank Robinson Education Centre (780) 939-4341 to arrange an intake appointment with the Home Education Facilitator for parent and child.
3. Parent and child meet with Facilitator to discuss the learning plan.
4. Complete other forms as necessary.
5. Submit completed Learning Plan to Home Education Facilitator by September 30th.

3. Program Funding & Fees

Funding Schedule

Students registered on or before September 30th are eligible to receive supplemental funding ([Home Education Regulation 89/2019](#)) for the purchase of resources and services to support the delivery of the home education plan.

Parent Directed Home Education

2023-2024 Funds available	\$850.00
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Funding is based on the percentage of courses that will be accessed through Parent Directed Home Education

Standards for Reimbursement

This supplemental funding is in addition to other resources available at Sturgeon Public Schools and will allow parents to access resources, services, facilities, and supplies not directed provided. Expenses submitted for reimbursement should cover a variety of outcomes based on the learning plan developed. Expenses for the following resources are typically reimbursed up to the maximum allocation for expenses incurred during the current school year:

- Instructional print materials
- Instructional software and/or digital resources
- Instructional videos
- Art supplies
- Basic Physical Education supplies
- Consumable materials (workbooks, writing supplies)
- Technology
- Registration fees for student in educational programs (group lessons for music, drama, swimming, dance)
- Entrance to educational facilities (eg. Provincial museum) for the student
- Admission fees for fine art presentations (eg. Theatre, art gallery) for the student

Reimbursements will not be made as a form of personal remuneration, to pay travel costs, food or other expenses usually required to be paid by a parent/guardian. Consult the [Standards for Home Education Reimbursement](#) for further clarification of the goods or services that are eligible to be claimed.

As per [Home Education Regulation 89/2019](#), Sturgeon Public Schools may request that materials, and equipment/technology purchased by the parent with Home Education program funding be returned to the school. This request can be made within one year of the student completing the course.

Steps for Reimbursement

Parents are responsible for educational costs and may submit receipts between October 1st and May 15th for reimbursement for the current school year. Please note access to funding support is only provided after the Learning Plan is submitted.

1. Purchase materials and related educational services.
2. Complete and sign a Reimbursement Request Form. A separate form should be filled out for each child.
3. Attach **original receipts**.

- If you require your original receipt for warranty purposes, please note this on the Reimbursement Request Form. It will be returned to you after your reimbursement has been processed.
 - Loose receipts must be taped to letter size paper (8 ½ x 11”, singled sided) with all information clearly visible.
 - Where possible, submit receipts in batches of at least \$100.
 - If you have made a purchase outside of Canada, attach a copy of your credit card statement that shows the exchange rate at the time of purchase.
4. Submit Reimbursement Request to the Home Education Administrative Assistant during office hours.
 5. All submissions will be reviewed for approval by the Director, Curriculum & Instruction.
 6. Once approved, the reimbursement form will be submitted to the Finance Department. Processing of funding will be done as quickly as possible but may vary from 2 to 4 weeks from the date of submission.

If an item being claimed is not listed in your learning plan as a resource, please add it and send the revised learning plan to the Home Education Facilitator prior to submitting your claim.

4. Additional Information

Provincial Achievement Tests

Students in grades 3, 6, and 9 enrolled in Parent-Directed Home Education have the opportunity to write Provincial Achievement Tests. We encourage parents to consider their child’s participation as they can be excellent check points or measures in a child’s education. Participation must be communicated to the Home Education Facilitator by February 10th. A written and signed request is required to excuse a child from the examinations.

Senior High School

Sturgeon Public Schools offers individualized and flexible programming for high school students through our learning centres:

Morinville Learning Centre

Located in:
Frank Robinson Education Centre
9820-104 Street
Morinville, AB T8R 1L8

(780) 939-4033

Sturgeon Learning Centre

Located in:
Gibbons School
4908-51 Ave
Gibbons, AB T0A 1N0

(780) 923-2443

Principal:
Sherri Devolder

Principal:
Sherri Devolder

5. Contact

Morinville Learning Centre

(780) 939-4341 ext. 1255

Frank Robinson Education Centre

(780) 939-4341

Sturgeon Public Virtual Academy

(780) 939-4341 ext. 1625

Home Education Facilitator

spva@sturgeon.ab.ca