



MYRNAM OUTREACH & HOMESCHOOL CENTRE

PROMOTING CHOICE IN EDUCATION

Student/Parent Handbook 2020-2021

Myrnam Outreach & Homeschool Centre

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Welcome:

Welcome to the 2020-2021 school year at Myrnam Outreach and Homeschool Centre. MOHC firmly believes that there is no one right way to educate a child. We recognize that each child is unique, and they possess their own distinctive gifts. These gifts must be nurtured through an educational program that is tailored to each child's needs and interests. This fosters curiosity and engagement, allowing children to maximize their potential while exploring and developing their unique gifts.

We recognize that first and foremost, parents are a child's primary teachers. We know that parents know their children best, and thus know how to best foster students' gifts and skills. We recognize our role in working with parents as guides, providing them with the resources and support, when needed, to help children fully develop their talents.

We offer all of the benefits of a homeschool program, along with all of the resources, programming and extracurriculars that are offered through the public education system. With all of these resources and opportunities, we are the perfect choice for parents and students who want the best possible homeschool program.

Myrnam Outreach and Homeschool Staff List

Administration:

- | | |
|-------------------------|---------------------|
| - Mrs. Adrienne Owen | School Principal |
| - Mr. Robert Tymofichuk | Assistant Principal |
| - Mrs. Alyssa Kalynchuk | Assistant Principal |

Teaching Staff:

- | | |
|-------------------------|-------------------------------------|
| - Ms. Leslee Morrison | Maths, Sciences |
| - Ms. Kate Ladret | Humanities |
| - Mrs. Alyssa Kalynchuk | Humanities |
| - Ms. Lori Wagner | Facilitator, Grade 1-3, 7-9 teacher |
| - Ms. Jody Brenzan | Facilitator, Grade 4-6 teacher |

Support Staff:

- | | |
|----------------------|--------------------------------------|
| - Shelley Tymofichuk | School Secretary |
| - Susie Hildebrandt | German Instructor, Mennonite Liaison |
| - Agatha Neufeld | Educational Assistant |
| - Kyla Dolejsi | Family School Liaison Worker |

School Board Trustee:

- Ruven Rajoo

MOHC Mission:

Myrnam Outreach and Homeschool Centre provides the best possible education program to every child by working in collaboration with parents and families to help all students develop their unique gifts to the fullest.

MOHC Vision:

All students of MOHC maximize their potential as ethical citizens and leaders of tomorrow by developing their unique gifts.

Fundamental Principles and Beliefs:

- Parents are a child's first and most important teachers.
- Every child is unique and has their own special gifts to offer. A school's role is to help every child develop these gifts to the fullest.
- Our school's role is to work with parents and families, providing guidance and support when necessary, to best meet a child's individual educational needs.
- Student voice and choice is critical when planning and delivering an educational program.
- Students do not learn subjects in isolation; rather, students learn knowledge and skills best when learning their skills in an authentic context through project-based and inquiry-based learning.
- Students learn best by doing. For example, when learning a concept in science, students should act as scientists, conducting experiments and building knowledge and skills by following the scientific method.

St. Paul Education Regional Division No. 1

Geographically and demographically, the St. Paul Education Regional Division No. 1 covers a large rural/urban area in Northeast Alberta. Population distribution is 'pocketed'; in parts of the Division the student population is very sparse and in other parts there is a reasonably high concentration.

The Division serves approximately 3830 students (K-12) in nineteen definable school sites staffed by some 270 FTE teaching staff and approximately 325 support staff (includes secretaries, educational assistants, custodians, librarians, maintenance personnel, liaison workers, and technicians).

Although a majority of students attending schools are rural and require bussing services, there are a number of hamlets, villages, and towns within the Division: St. Paul (where the Division's Central Office is located), Elk Point, Heinsburg, Myrnam, Derwent, Two Hills, Hairy Hill, Willingdon, Ashmont, and Mallaig.

Approximately 20% of the student population is educated through federal tuition agreements with Indigenous and Northern Affairs Canada. These students are bussed in from Frog Lake First Nation, Saddle Lake Cree Nation, and Whitefish Lake (Goodfish) First Nation.

It's our job to ensure that you and all other children in this division receive a quality education. Specifically, the board's responsibilities include:

- Communicating, informing and involving parents, staff and the community-at-large about school board decisions and activities. An example is attendance at School Council meetings throughout the year.
- Adopting an annual budget that achieves division priorities.
- Setting goals and priorities for the jurisdiction that achieve provincial education standards, meet the needs of students and reflect the community's wishes.
- Making and enforcing policies that set out standards and expectations regarding the actions of administration, teachers and students.
- Lobbying the provincial government on education issues of importance to the jurisdiction.
- Adjudicating policy or decision appeals.
- Hiring and evaluating the superintendent.

The school board is made up of seven trustees elected every four years from six subdivisions and one ward in the jurisdiction. For contact information please visit www.stpauleducation.ab.ca.

A key responsibility for trustees is to stay in touch with students, teachers and the community so that we understand, and reflect in our decision-making, what all citizens value and want for children living in this community. Examples of Board policies that are affected by community input include when schools will be open, and what happens when students misbehave at school.

Parents and students should always try to resolve concerns with teacher, principal and/or superintendent before approaching a trustee.

More information on St. Paul Education Regional Division No. 1 school board can be obtained from the school office, the division office or from our website at www.stpauleducation.ab.ca. More information on school boards in Alberta can be found at the Alberta School Boards Association's website at www.asba.ab.ca.

May 2019

Getting Started and FAQs

Role of MOHC Facilitator

You and your facilitator will meet at the beginning of the year to review with you your child's Educational Program Plan. This plan will outline your objectives, methods of instruction and assessment techniques you will be using to achieve your learning goals.

If you are choosing a shared responsibility program, your facilitator will help tailor a program plan specifically designed for the learning styles of your child. This plan will follow the Alberta Curriculum, and your facilitator will be assessing the work, and collaborating with you in order to support the learning program.

Throughout the year, your facilitator will meet with you and your child to discuss the progress of your plan. You will receive quarterly reports summarizing the interviews which you may use as evidence in your child's academic portfolio.

At the end of the year, a closing interview will occur discussing the challenges and strengths of your child's academic year, and the creation of goals for the next year will be set.

Assessment of Learning

For both traditional home learning and shared programming, students are provided the opportunity to receive assessments both at the beginning and at the end of the year. These assessments will help inform the parent of the strengths and challenges their child holds as a learner, as well as show a record of what academic progress was made throughout the year. Assessments are targeted towards language and math fluency.

Fees

Depending on the level of engagement for Outreach students in option classes, field trips etc., the fee amount will be assessed on a case by case basis. A refundable textbook and resource deposit of \$75 will apply to registrations who require such materials on loan.

For students participating in a Parent-Led Program, fees may apply for additional resources supplied to the parent to supplement the program.

For students participating in a Shared Responsibility Program, a materials fee of \$50/course shall apply to cover the cost of preparing and shipping resources and materials to families. A portion and/or all of this cost may be waived if parents choose to print their own copies of resources where applicable. Shipping fees may still apply. These fees may be claimed as program costs under the Home Education Reimbursement guidelines. Alternatively, some technology fees may also be claimed for reimbursement. Postage costs to return materials to the school are acceptable for reimbursement.

For students participating in a Fully Aligned Program, the materials fee is waived. Parents who choose to print their own materials at home may apply for a reimbursement claim to offset the cost of printing these materials. This claim amount is set at a maximum of \$25/course.

ID Cards

The possession of a photo ID card provides a MOHC student entry fee discounts at many organizations and events. If you wish to have a card created for your child/children, please contact your MOHC facilitator for arrangements.

Funding

Shared Responsibility Outline and Funding Guide

For a Blended program, parents may select the courses they wish to align with the Alberta Program of Studies. These courses and materials are directed, prepared, and evaluated by the school facilitator. A parent may also choose a portion of the program to be completed as Home Education, for which a Program Plan must be completed and approved by the facilitator.

Child's name: _____

Alberta Education Aligned (School Responsibility)	Home Education (Parent Responsibility)
<input type="checkbox"/> English Language Arts (30%) <input type="checkbox"/> Math (25%) <input type="checkbox"/> Science (15%) <input type="checkbox"/> Social (15%) <input type="checkbox"/> Health/Wellness (10%) <input type="checkbox"/> Art (5%)	<input type="checkbox"/> English Language Arts (30%) <input type="checkbox"/> Math (25%) <input type="checkbox"/> Science (15%) <input type="checkbox"/> Social (15%) <input type="checkbox"/> PE (5%) <input type="checkbox"/> Health (5%) <input type="checkbox"/> Option (5%)
Program Total:	Program Total:
<p>Reimbursement Formula: % of HE program x \$850 = _____ eligible for reimbursement according to provincial guidelines *Shared Responsibility program must include minimum 20% to a maximum of 80% Alberta Education-aligned courses, including at least one of Math or ELA **Programs above the 80% range with school responsibility are considered a regular student. No funding is available for reimbursement of parent costs; however, the school will provide resources with waived resource fees. ***Of reimbursement-eligible amount, a maximum of 50% can be used towards private lessons. The other 50% is allocated for resources. Please see “Standards for Home Education Reimbursement” for more information.</p>	

Parent signature: _____ Date: _____

Facilitator signature: _____ Date: _____

Fees and Funding Information

Outreach Students

Depending on the level of engagement for Outreach students in option classes, field trips etc., the fee amount will be assessed on a case by case basis. Regular school fees apply for classes attended in-person. Additional fees may apply for specific course resources and materials that must be ordered.

Parent-Led Students

For students participating in a Parent-Led Program, fees may apply for additional resources supplied to the parent to supplement the program. These fees may be claimed for reimbursement from the home education funding amount provided to the parent. Materials fees may be deducted from the reimbursement amount by signing the attached declaration form.

Shared Responsibility Students

For students participating in a Shared Responsibility Program, a materials fee of \$50/course shall apply to cover the cost of preparing and shipping resources and materials to families. A portion and/or all of this cost may be waived if parents choose to print their own copies of resources where applicable. Shipping fees may still apply. These fees may be claimed as program costs under the Home Education Reimbursement guidelines. Alternatively, some technology fees may also be claimed for reimbursement. Postage costs to return materials to the school are also eligible for reimbursement. The materials fee may be deducted from the reimbursement amount by signing the attached declaration form.

Fully Aligned Students

For students participating in a Fully Aligned Program (above 80% School Authority responsibility), the materials fee is waived. Parents who choose to print their own materials at their expense may apply for a reimbursement claim to offset the cost of printing these materials. Shipping fees may still apply. This claim amount is set at a maximum of \$50/course.

Reimbursement Claim for Print Resources: Alberta Aligned Program

This form is to be used when a child's program responsibility exceeds 80% with the school authority. If parents are printing resources at home, they may claim reimbursement to a maximum of \$50/course to cover printing costs. *Please note: All claims must be received at our office by June 1st of the current year for processing. All claims will be processed after this date. Please allow 4-6 weeks for cheques to arrive.*

I declare that I have incurred these costs as a result of my child's educational program, and am entitled to be reimbursed to the full amount as outlined below. These costs have not been recovered through any other programs or claims.

- Course 1 (\$50): _____ (name or course number)
- Course 2 (\$50): _____ (name or course number)
- Course 3 (\$50): _____ (name or course number)
- Course 4 (\$50): _____ (name or course number)
- Course 5 (\$50): _____ (name or course number)

Total amount claimed: _____

Student name: _____

Parent name: _____

Parent signature: _____

Date: _____

Principal Approval

Date

How Can We Access Funding?

Eligibility is dependent upon the program that you and your family choose as their educational program.

Reimbursement claims can be submitted four times per year by the following dates:

October 31 (for supplies/resources purchased June 1-October 30)

January 31

March 31

May 31

Receipts cannot be rolled over into the following school year.

Please see the guidelines for [Standards for Home Education Reimbursement](#) for materials and resources permitted for funding.

How Can We Make a Claim?

Ensure that the materials included are aligned with the student's educational plan. Fill out the Funding Claim Form, and attach the original purchase receipts. If materials were purchased in US funds, please include proof of that exchange rate which includes the date of purchase. Retain a copy for your own records. Mail or drop off this package to:

Myrnam Outreach and Homeschool Centre
PO Box 160
Myrnam, AB
T0B 1K0

Programming Options

Traditional Homeschool Program:

Why Choose our

Traditional Homeschool Program?

The Traditional Homeschool program is defined as having the ability to educate your child within the home by either a parent-directed style of teaching or with the use of a tutor. **Students learn at their own pace as they follow an educational program plan designed by their parents and approved by a certified institution such as MOHC.** Learning is focused around student interests as well as family values, beliefs, lifestyles and faith, resulting in productive and inspired individuals within our global community.

*** The MOHC program supports families that wish to continue with the Traditional program style but encourages families to join into a partnership with NMS in order to complement, enhance and individualized student learning.*

Benefits:

- * Parent-directed education and nurtured learning within the home.
- * Parents choose the educational plan and monitor and evaluate their child's progress, with available support from highly qualified teachers.
- * Gives families the freedom to design a program that best meets the needs of their child(ren).
- * Parents can use real-life experiences to teach life skills.
- * In designing program plans, parents can access and select from our school's vast library of online and print resources.
- * Limitless learning spaces as learning can happen anyplace and at anytime.
- * Students learn time management skills while learning at their own pace.
- * Field trips and teaching opportunities are decided upon by the parent program plan.
- * Self-directed studies as the students get older helps to create lifelong learners.
- * Parent access to approved program funding and reimbursements.

Families also have the option to :

- * offer program enhancements, with access to workshops, innovative options programs and extracurricular activities through the Myrnam Outreach & Homeschool Centre, New Myrnam School and the CTEC building (sports, fine arts, construction/welding, 3D design and printing, horticulture, etc.)
- * give students accessibility to certified teachers for program assistance when desired.
- * access a wide variety of resources and supports at no cost to the family.
- * get assistance with course content as students progress with higher-level learning.
- * access a learning area that is suitable for the student complete with computer/printer/copier access in the building.
- * give families the opportunity to teach program portions that they are comfortable with while allowing the NMS blend to continue with the remainder of their child's programming.

Shared Responsibility Homeschool Program:

Why Choose our “Shared Responsibility” Homeschool program?

A *“Shared Responsibility” Program* is defined as the ability to follow the traditional, parent-led homeschool path while integrating with the Alberta Program of Studies set forth by Alberta Education. Upon meeting with our facilitators, a personalized learning plan that is unique to the student will be developed.

Benefits:

- * Families have the flexibility to complete their entire program at home or just a selected portion of it as parent-directed. The other portion of their program can be at either New Myrnam School or the Myrnam Outreach and Homeschool Centre, located in the Village of Myrnam’s CTEC building.
- * It gives families, if they choose, the ability to access resources from New Myrnam School and Myrnam Outreach and Homeschool Centre (classroom libraries, the School & Public Library, textbook and workbook materials, computers and printers, shop and greenhouse facilities, etc).
- * High school students will be awarded Alberta high school credits through a blended program which will aid in post-secondary planning.
- * Students and parents will also have access to New Myrnam School’s career counsellor and Mental Health Family Support Worker.

***This partnership offers great flexibility and many opportunities for all MOHC students. Among a variety of academic studies, students will have access to the same options as an NMS student.**

Outreach Program:

Why choose our Outreach Program?

An *Outreach program* is one that is meant for students whose educational needs cannot be ideally met through a regular school program.

Benefits:

- * Offers great flexibility for students who wish to complete their junior high or high school program if they are experiencing other work or family and time.
- * Allows students to complete coursework at school under the supervision of a teacher, at home, OR in some combination, depending on what works best for the student.
- * Flexible timelines, allowing students to complete their coursework at their own pace.
- * Students have access to all of the benefits of New Myrnam School, including sports teams, clubs, and options programs. In the case of options classes, students have the option of participating with NMS students, with other MOHC students or individually.

Elementary Options and Activities at MOHC

Elementary students are invited to participate in a wide variety of activities, field trips and workshops held at New Myrnam School and the CTEC Centre. Family workshop opportunities are provided on a monthly basis which are focused on both academic and creative learning.

Students may also attend weekly grade level PE, music and art classes if they so wish.

Junior High Options Classes at MOHC:

- German culture classes
- German language classes
- Religious studies
- Robotics
- Computer coding and programming
- Environmental studies
- Horticulture
- 3D design and printing
- Woodworking and construction
- Foods
- Fashion studies
- And much more!

Senior High Options Classes at MOHC:

- Construction and Woodworking
- Welding and Fabrication
- Registered Apprenticeship Program (RAP): Students can earn up to 40 high school credits while working as a paid apprentice, while also earning post-secondary credits toward their apprenticeship ticket.
- Green Certificate: Students can earn up to 16 credits in an agricultural area, including in beekeeping, greenhouse technician, crop field technician, cow/calf, sheep, and much more.
- Horticulture
- Environmental Conservation sciences
- Computer Coding & Programming
- Religious Studies
- Social Sciences (Psychology, Sociology, World Geography)
- Forensic Sciences
- Renewable Energy classes
- Dual Credit courses: Dual credit courses give high school students the opportunity to gain a head start in their career, obtaining both high school credit and college/university credit.

Extracurriculars Activities for Grades 7 - 12:

- Team sports
 - Cross country running
 - Golf
 - Volleyball
 - Basketball
 - Curling
 - Badminton
 - Track & Field
- Performing arts/Drama club
- Visual arts club
- Bible Club (run through the Myrnam Community Church).

High School Course List *(for Distance Learning & Outreach students - follows the Alberta Program of Studies)*

Grade 10 Core	Cr	Grade 11 Core	Cr	Grade 12 Core	Cr
English 10-1,10-2	5	English 20-1, 20-2	5	English 30-1, 30-2	5
Math 10C	5	Math 10-1, 10-2	5	Math 30-1, 30-2	5
Math 10-3	5	Math 20-3	5	Math 30-3	5
Social Studies 10-1,10-2	5	Social Studies 20-1,20-2	5	Social Studies 30-1,30-2	5
Science 10	5	Science 20	5	Science 30	5
Phys Ed 10	5	Biology 20	5	Biology 30	5
		Chemistry 20	5	Chemistry 30	5
		Physics 20	5	Physics 30	5
		Phys Ed 20	3/5	Phys Ed 30	3/5
		CALM	3		

Elective Courses	Cr	Elective Courses	Cr	Elective Courses	Cr
Art 10,20,30	3	CTS: Industrial Arts 10,20,30			
Drama 10,20,30	3	CTS: Welding 10,20,30			
Foods 10,20,30	3	Environmental Sciences			
Horticulture 10,20,30		Greenhouse Technician			
3D Printing/Design Studies		Green & Renewable Energy Systems			
Computer Coding/Robotics		Work Experience 10,20,30	3-15		
Religious Studies 15,25,35	3	RAP (Apprenticeship) Program			
Social Sciences 20,30,35	3				
Forensic Sciences 25,35	3/5				

Alberta High School Diploma: Graduation Requirements

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

100 CREDITS, including the following:

- ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)
- SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)
- MATHEMATICS – 20 LEVEL (Math 20-1, 20-2 or 20-3)
- SCIENCE – 20 LEVEL ¹ (Science 20², 24, Bio 20, Chem 20, or Physics 20)
- PHYSICAL EDUCATION 10 (3 CREDITS) ³
- CAREER AND LIFE MANAGERMENTS (3 CREDITS) ⁴

10 CREDITS IN ANY COMBINATION FROM:

- Career and Technology Studies (CTS)
- Fine Arts
- Second Languages ⁵
- Physical Education 20 and/or 30 ⁶
- Locally developed/acquired and locally authorized courses in CTS, fine arts, second languages.
- Knowledge and Employability or IOP occupational courses
- Registered Apprenticeship Program

10 CREDITS IN ANY 30-LEVEL COURSE:

(IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) ⁷

These courses may include:

- 35-level locally developed/acquired and locally authorized courses
- Advanced level (3000 series) in Career and Technology Studies courses
- 35-level Work Experience ⁸
- 30-4 level Knowledge and Employability course or 36-level IOP course
- 35-level Registered Apprenticeship Program
- 30-level Green Certificate Specialization

1 The science requirement – Science 20 or 24, Biology 20, Chemistry 20 or Physics 20 – may also be met with the 10-credit combination of Science 14 and Science 10.

2 Science 20 is not available in Francophone schools.

3 See information on exemption from the physical education requirement.

4 See information on exemption from the CALM requirement.

5 Students may earn any number of credits in the study of second languages, but only a maximum of 25 language credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

6 Students entering Grade 10 in the 1998-1999 school year and subsequent school years will be able to use Physical Education 20 and/or 30 to meet this 10-credit requirement.

7 30-level English or 30-level social studies courses from a different course sequence may not be used to meet the 30-level course requirement.

8 Students may earn any number of credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

Further Notes:

- For 30-level courses that have a diploma examination, the final course mark consists of a blend of the school-awarded mark and the diploma examination mark.

Alexander Rutherford Scholarship Guide

<p>Grade 10 Average of 75.0% to 79.9% in five subjects - \$300 Average of 80.0% or higher in five subjects - \$400 *One of: English 10-1, 10-2, Français 10, 13, or 10-2, and *At least two of the following: -Pure or Applied Mathematics 10 -Science 10 -Social Studies 10, 10-1, or 10-2 -a language other than the one used above at the Grade 10 level, and *Any two courses with a minimum three-credit value at the Grade 10 level (1000 or 4000 series) including those listed above and combined introductory CTS courses See NOTES</p>	<p>Grade 11 Average of 75.0% to 79.9% in five subjects - \$500 Average of 80% or higher in five subjects - \$800 *One of: English 20-1, 20-2, Français 20, 23, or 20-2, and *At least two of the following: -Pure or Applied Mathematics 20 -Science 20 -Biology 20 -Chemistry 20 -Physics 20 -Social Studies 20, 20-1, or 20-2 -a language other than the one used above at the Grade 11 level, and *Any two courses with a minimum three-credit value at the Grade 11 level (2000 or 5000 series) including those listed above and combined intermediate CTS courses See NOTES</p>
<p>Grade 12 Average of 75.0% to 79.9% in five subjects - \$700 Average of 80.0% or higher in five subjects - \$1,300 *One of: English 30-1, 30-2, Français 30, 30-2, and *At least two of the following: - Math 30-1 or Math 30-2 - Mathematics 31 - Science 30 - Biology 30 - Chemistry 30 - Physics 30 - Social Studies 30, 30-1, or 30-2 - a language other than the one used above at the Grade 12 level, and *Any two courses with a minimum five-credit value at the Grade 12 level (3000 or 6000 series) including those listed above and combined advanced CTS courses.</p>	<p>CTS Courses: Three one-credit modules can be combined and used as an option at the Grade 10 and Grade 11 level. Five one-credit modules can be combined and used as an option at the Grade 12 level. To be combined: - all courses must be from the same level, i.e., Introductory or Intermediate, or Advanced, - courses can be from different streams or subject area, e.g., computer courses with welding courses, and - marks will be averaged at the appropriate level.</p>

NOTES:

*A course cannot be repeated after a higher level course has been taken in the same series

*Averages are not rounded up for scholarship purposes

STANDARDS FOR HOME EDUCATION REIMBURSEMENT

These standards are provided by Alberta Education to school authorities that supervise a home education program as a resource tool for meeting their accountabilities regarding the use of home education funding. They are effective beginning September 1, 2017.

Reimbursement decisions must be consistent with Section 7(4) of the *Home Education Regulation*. These standards are intended to assist in interpreting the provision in the regulation but are not a replacement for consideration of the reimbursement rules set out at Section 7(4) in relation to any request for reimbursement.

Test for Reimbursement

To determine whether a cost or expense is reimbursable, an associate board or associate private school supervising a home education program must consider the following:

Determination #1 – Section 7(4)(a)(i) of the regulation

Determine if the expense being claimed is for something related to:

- the programs of study;
- instructional materials; or
- other resources related to the home education program.

Note: “Other resources” must be related to the home education **program**, not the home education **school**.

Determination #2 – Section 7(4)(a)(ii) of the regulation

Has the parent provided the school board or private school with detailed receipts for the expense?

Note: If the school board or private school is satisfied that the answers to both of these determinations authorize reimbursement, it must consider the third determination (below). If the above requirements are not met, there is no need to consider the third determination, as the cost is not reimbursable.

Determination #3 – Section 7(4)(b) of the regulation

The school board or private school must determine whether the expense being claimed is for something that is:

Standards for Home Education Reimbursement

- a form of personal remuneration for the parent; or
- to pay for travel costs or other expenses usually required to be paid by a parent of a student who is enrolled in a school operated by a board or private school.

Note: If the expense being claimed fits within one of the above two categories, the school board or private school is not authorized to reimburse that cost.

The supervising school board or private school's own policy about school fees is irrelevant when determining if the expenses are "usually required" to be paid by a parent in a school operated by a board or private school. What is relevant is "usually" required to be paid by a parent of students enrolled in school board or private school operated in the province as a whole.

If the expense being claimed does **not** encompass either condition, the school is authorized to reimburse the parents for the expense.

Standards

Reimbursement is based on three conditions:

1. Necessary for and related to the student's program;
2. Paid for and supported by invoices; and
3. Not usually paid for by parents of students in a brick-and-mortar school or not a form of remuneration to the parent.

These standards apply with respect to parent-developed and parent-directed home education programs, as well as home education programs following the Alberta programs of study.

For many of the costs referred to below, consideration must be given to whether the cost is part of the cost of operating the home education school (e.g., school infrastructure or operating costs) versus the cost of providing the home educated student's program.

School authorities and home education families are encouraged to share school authority-owned resources where possible to offer the richest educational experience for home education students. Please see Section 7(6) of the *Home Education Regulation* for more information.

Standards for Home Education Reimbursement

Alberta Education strongly encourages supervising school boards and private schools to emphasize to parents the importance of student program development. As reimbursement of funding is closely tied to the student program, the details of that program must be developed in compliance with the regulation. For those home education programs not following the Alberta programs of study, the written description of the program must include:

- Activities with an explanation of how those activities will enable the student to achieve the outcomes appropriate to the home education program;
- Instructional methods and resources;
- The means of evaluating student progress; and
- The name of the person instructing the home education program if not the parent.

Whether a particular cost may be reimbursed depends, in part, on whether it is required by each student's program. This means that what is reimbursable for one student may not necessarily be reimbursable for another.

<p><u>Recommended</u> for reimbursement (Section 7(4)(a) of the <i>Home Education Regulation</i>):</p> <p>Determine if the expense being claimed is for something related to:</p> <ul style="list-style-type: none">• the programs of study;• instructional materials; or• other resources related to the home education program.
<ul style="list-style-type: none">• Consumables – paper, pencils, art supplies, general workbooks, ink
<ul style="list-style-type: none">• Curriculum based – workbooks, textbooks, reading books
<ul style="list-style-type: none">• Online curriculum programs – learning programs on CD
<ul style="list-style-type: none">• Learning aids – manipulatives (supported in the program plan)
<ul style="list-style-type: none">• Computers, technology equipment (i.e., printers), including repairs and upgrades – Supervising authorities may set dollar limits on the amount spent on these types of expenses annually
<ul style="list-style-type: none">• Internet services – 50% of monthly fee from September to end of August
<ul style="list-style-type: none">• Tutoring – Group or individual lessons necessary for the student's program delivered by a subject matter expert who is not an immediate family member
<ul style="list-style-type: none">• Lessons (up to a maximum of 50% of the funding provided to parents) – including, but not limited to, music, swimming, and language lessons taught by a certified instructor and in relation to the student's program

Standards for Home Education Reimbursement

<ul style="list-style-type: none"> • Tangible assets (up to a maximum of 50% of the funding provided to parents) – e.g., cameras, telescopes, musical instruments, physical education equipment, sewing machines
<ul style="list-style-type: none"> • Home economic edibles
<ul style="list-style-type: none"> • Admissions/field trips (up to a maximum of 50% of the funding provided to parents) – Ensure reimbursements are for activities related to the student’s program, which may include zoo admission, theatre tickets related to literature study, museum admissions, science centre entrance fees, and multiuse recreation centres. <p>Reimbursable amounts should be for the fees paid for the student only. The purchase of family admission is permissible in cases where it is more cost-effective than purchasing multiple individual student admissions. Multiple admissions or annual passes are acceptable for activities when directly related to the student’s home education plan.</p> <p>Reimbursement for parent admissions and travel costs are not acceptable.</p>
<ul style="list-style-type: none"> • Postage/shipping and handling from vendors to the home education family

<p><u>Not recommended for home education reimbursement:</u></p> <p>Expenses that are considered a cost of operating a home school and not associated with the program and/or usually required to be paid for by a parent of a student enrolled in a school operated by a board or private school.</p>
<ul style="list-style-type: none"> • Furniture
<ul style="list-style-type: none"> • Warranties/insurance
<ul style="list-style-type: none"> • Competitions – including, but not limited to, swim meets and tournament costs
<ul style="list-style-type: none"> • Registration fees – including, but not limited to, sports teams, community leagues, and summer camps
<ul style="list-style-type: none"> • Postage, fax costs and long-distance charges to an associate school board or private school and its teachers
<ul style="list-style-type: none"> • As per Section 7(4)(b)(ii) of the Home Education Regulation, reimbursements to parents are not acceptable for personal remuneration and payment for travel costs or other expenses usually required to be paid by a parent of a student who is enrolled in a school operated by a board or private school.



St. Paul Education

SCHOOL CALENDAR 2020-2021

(Revised August 24, 2020)

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September 2020						
S	M	T	W	T	F	S
						5
6	7	★ 8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	★ 24	25	26
27	28	29	30			

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Important Dates

- Aug. 27, 28 & 31 Teacher P.D. Days
- Sept. 1, 2, 3, & 4 Teacher P.D. Days
- Sept. 7 Labour Day
- Sept. 8 First Day of School
- Oct. 8 Catholic Education Faith Formation Day for Mallaig, Racette, SPECS (regular school day for all other schools)
- Oct. 9 Local ATA P.D. Day
- Oct. 12 Thanksgiving Day
- Nov. 11 Remembrance Day
- Nov. 12 Teacher P.D. Day Substitute for August 27
- Nov. 13 In-Lieu of Reporting Day
- Nov. 16 Teacher P.D. Day
- Dec. 18 Early Dismissal - 2:00 p.m.
- Dec. 21 to Jan. 1 - Christmas Break
- Jan. 29 Teacher P.D. Day
- Feb. 10 Teacher P.D. Day
- Feb. 11 & 12 - Teachers' Convention
- Feb. 15 Family Day
- Mar. 8 Teacher P.D. Day
- Mar. 29 to Apr. 2 - Spring Break
- Apr. 5 Easter Monday
- Apr. 23 Teacher P.D. Day
- May 21 Teacher P.D. Day (may be used in-lieu)
- May 24 Victoria Day
- June 4 Teacher P.D. Day
- June 21 National Indigenous Peoples Day (no exams)
- June 24 Last Day of School
- June 25 Teacher P.D. Day
- June 28 Teacher P.D. Day Substitute for August 28

School Year	Instructional Days
175.75	Instructional Days 86.75 Semester I
19.25	Teacher Days 89 Semester II
195	Total Operational Days 175.75 Total Instructional Days

LEGEND

- ★ First Day/Last Day of School
- ⊗ Teacher Day - No Students
- Holiday
- ▨ Early Dismissal

DIPLOMA EXAMS - November 2,3,4,5,6,9 January 11,12,13,19,20,21,22,25,26,27,28 April 12,13,14,15,16,19,20 June 10,11,14,16,17,18,22,23,24,25,28

Revisions Approved: August 26, 2020



St. Paul Education Regional Division No.1

Educational Program Funding Expense Reimbursement Application

Student Name:	Grade:	School Year:	Payable to: Mailing Address:
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***Please note: Original receipts are required for all claims (proof is required for reimbursement in CDN \$ for US purchases).**

****Receipts for the 2020-21 school year will not be accepted after May 31, 2021.**

Supplier:	Description of Item or Service:	Canadian \$ (incl. GST):	Educational Purpose:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.	Total:	\$	

Parent/Guardian Signature: _____ Date: _____

For office use only:	Expense code(s):
	Approved by: _____ Date: _____