



POLICY TITLE:

Home Education Program Policy

Board Approval: January 23, 2019

Board Review: March 1, 2023

OBJECTIVE:

Home education is a compliment to the self directed learning model offered by Summit West Independent School.

POLICY:

Principles

1. Control of Funds

1.1. Funds from Alberta Education, including the parent portion, will be controlled by the following:

- 1.1.1. The Board of Directors will appoint a representative to monitor and control the funds.
- 1.1.2. The Executive Director will oversee the accounting requirements.
- 1.1.3. The Home Education Director will work with families to ensure funds are utilized and received.
- 1.1.4. The Board of Directors will oversee the process is handled in a timely and correct manner, and will have final authority in all matters.

1.2. Unused funds of the parent portion

- 1.2.1. The Executive Director will create monthly reports and forward those reports to the Home Educator Director and the Board of Directors.
- 1.2.2. Yearly funds to be carried over will be carried over into a separate account, or as directed by the Board of Directors.

1.3. Unclaimed funds

- 1.3.1. Funds will remain in the Homeschool division account separate from Summit West Independent School.
- 1.3.2. Excess funds may be utilized in the following ways:
 - purchase of education resources such as textbooks, literature, etc.
 - student and class enhancements, such as offsite educational programs, optional extra-curricular classes or programs.
 - upgrades to current technology such as support staff hardware or software.
 - advanced classes such as: debate, book studies or technology classes, etc.
 - additional staffing of teachers, or specialized staff, and

- professional development and training for staff and teachers.

2. Employment of Staff for Home Education Division

2.1. Teachers & Staff

- 2.1.1. All teachers and staff will be employed as contract employees and paid by Summit West Independent School.
- 2.1.2. The Home Education Director will supervise, evaluate and manage the certified home educator teachers to ensure protocol is adhered to.
- 2.1.3. Payroll will be managed by the Executive Director.

3. Monitoring the Program

- 3.1. Progress of homeschool students will be monitored and all records will be kept on file.
- 3.2. Monitoring of the progress of homeschool students will be the responsibility of the Home Educator Director.
- 3.3. Record keeping will be monitored by the Executive Director.