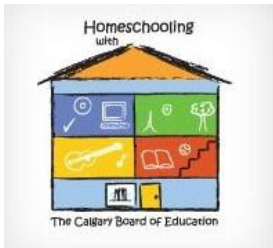
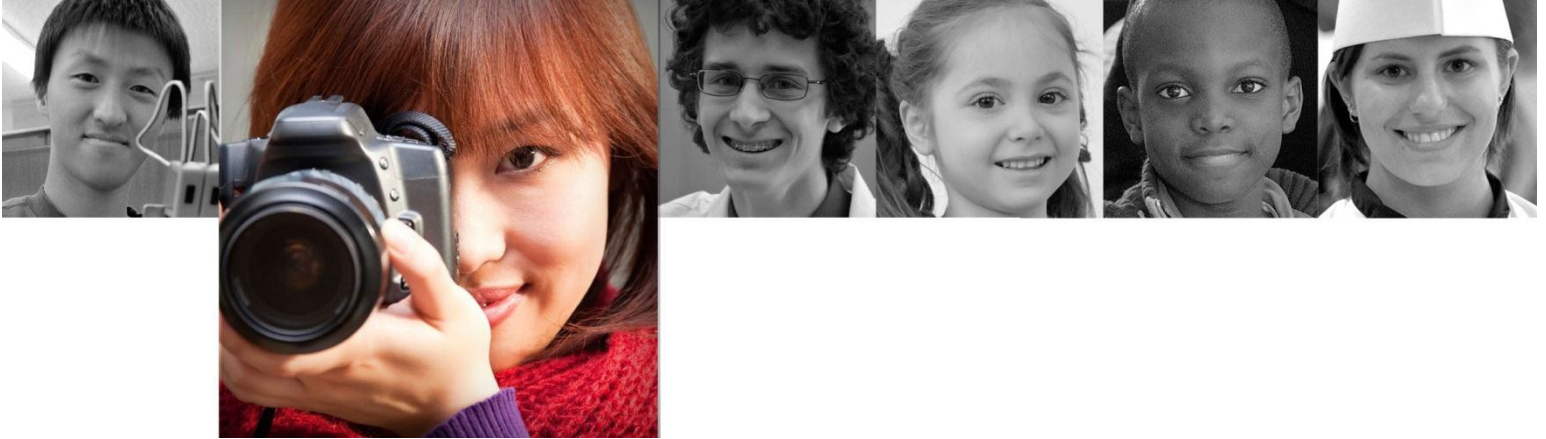


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CBE HOMESCHOOLING PARENT HANDBOOK 2017-2018



CBE Homeschooling
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**Calgary Board
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Welcome

This handbook is aimed at the CBE Homeschooling community located at Windsor Park. It is intended to provide general information about 2017-2018 programs offered through CBE Homeschooling as well as answer some frequently asked questions.

Communication

The most up-to-date information for all CBE Homeschooling families is available on our website:

www.calgaryhomeschooling.com

On the website, you will find updated calendars, the most recent information about reimbursements, information about upcoming activities and workshops, and all current contact information.

Registration

New Registrations

- Contact Homeschooling Student Advisor, Gail Williamson (gawilliamson@cbe.ab.ca) to make an appointment to register for all CBE Homeschooling programs.
- Attend an intake appointment with the CBE Homeschooling Administrator as part of the registration process.
- Provide birth certificate, previous report card, proof of current residency at time of registration (and if applicable, IPPs with corresponding documents).
- The forms required for registration are:
 - Home Education Regulation Notification Form
 - CBE Registration Form
 - CBE Homeschooling Program Request Form

Renewal

- Returning families may submit the forms directly to their facilitator or at the Main Office.
 - Home Education Regulation Notification Form
 - CBE Homeschooling Program Request Form

Program Changes

- After registration forms are submitted, parents must complete a Program Request Change Form if they require a change in course, or a course in type of program (i.e. parent-directed change to blended; adding an online course, etc). Please submit to the CBE Homeschooling administrator for approval.

Withdrawals

- Families who are leaving the CBE Homeschooling program must complete a Withdrawal Form, Report Card, and attend a final facilitation meeting.
- The name of the school where your child will be registered must be indicated on the Withdrawal Form.

Learning Plans

Learning Plan

- Submit learning plan to facilitator by set deadline (mid-September).
- Facilitation meetings will be booked by the facilitator in early September.
- Attend facilitation meeting.
- Registration in the CBE Homeschooling Program is dependent upon the receipt of the completed learning plan by the set deadline.

Learning Plan Workshops

- Attend a Learning Plan workshop in May or June prior to starting the Homeschooling program.
- The workshop will cover Alberta Programs of Study versus Home Education Regulations, required components, resources, and template options.

Reporting Procedures

All parents/guardians are required to submit two report cards for each child registered in the Blended and/or Parent Directed program.

- Mid-year report (January)
- Year-end report (June)

Report Card Information Session:

- The Information Session (December) will review the report card requirements.

Supporting Classroom Learning at Home

Grades 1 to 3

- Daily practice and review of numeracy and literacy skills.
- In Grades 1-3, students may be required to complete projects at home to further extend their interests and knowledge of topics learned in the classroom.

Grades 4 and 5

- Daily practice and review of numeracy and literacy skills.
- In Grades 4-5 students may be required to complete tasks at home as directed by the teacher.

Grades 6 to 9

- Review class materials and complete set tasks at home, as directed by the teacher.

Brightspace (by D2L)

- Access to course content and assigned tasks.
- Responsible for accessing classes on D2L on a weekly basis.
- Contact your teacher if your D2L password is not working.
- Inclusion of D2L into classes is determined by individual classroom teachers. Not all subjects and grade levels will require D2L access.

Parent Responsibilities

Sign-In and Sign-Out

- Walk children into school
- Sign in children at front entrance and if after the bell, also sign in at the office and collect a late slip.
- Sign out children at the end of class and if prior to end of class, also sign out at the office and the office will call your child down for pick up.
- Students should not exit the building without parents.
- Grade 8 and 9 students will be permitted to sign themselves in and out as long as written parental consent has been provided to the CBE Homeschooling Assistant Principal.
- Classrooms will open at 9:50 a.m. for students.
- Parents are responsible for ensuring supervision for their child prior to 9:50 a.m.

Reporting Absences

- Parents are responsible for contacting absence line at (403) 777-8490, ext. #1, to inform the school of their child's absence, reason and duration of absence and the teacher(s) whose classes will be impacted. If possible, please also send an email to the classroom teacher.

Classroom Parent

The main role of the classroom parent is to act as a liaison between the teacher, school council and families in your class.

Get to Know Parents in your Class

- Find opportunities to meet parents either face to face at the September parent/ teacher group meeting planned for your class or by greeting them in the morning as they drop their kids off at school.
- Ask the teacher to send out your name and contact information with a request for parents to contact you to set up a class list.
- Create a class email list to communicate with parents in your class. If the class desires, you could create and print out a list which could be handed out to all parents. Some parents may choose to opt out of email communication.

Communicate With Your Teacher Regularly

- Plan an initial meeting with the teacher to introduce yourself and determine specific needs and expectations.
- Ask the teacher to introduce you at the Parent/Teacher group meeting planned in September.
- Help families safely plan party food they may wish to share in class.
- Touch base with your teacher regularly (either in person or by email) to see if there are upcoming projects or if the teacher has an immediate or future volunteer need.
- Be aware that the needs of classes will vary. Classroom parents of older grades may find their assistance is rarely needed by the teachers. Your role is still important as a parent liaison. By reaching out to parents you will help others feel more comfortable at the school, help build a sense of community and be a link in the chain of communication when it is needed.

Organizing Volunteers

- If the teacher asks you to assist in recruiting parent volunteers, communicate this information and use your contact information to recruit volunteers. It is not your job to fulfill these obligations if no one steps forward. If you have difficulty with getting parents to volunteer, speak to your teacher about your concerns or contact the classroom parent coordinators who will assist you with problem solving.

Attend School Council Meetings

- It is important to keep abreast of current issues facing the school. Try to attend meetings when you can or read the minutes as soon as possible after any meeting you have missed.

Provide a Photo to the Classroom Parent Coordinators

- We will put your picture and contact information up on a bulletin board so that parents can easily identify their classroom parent.

Celebration of Learning

- The celebrations are scheduled twice a year in January and June to provide an opportunity for students to share their work.
- Student work may be presented in a variety of display formats or projects.
- Display tables will be set up in the gymnasium and throughout the school
- We invite family and friends to the event to acknowledge the creativity, innovation and uniqueness of each student's work.
- We encourage our families to participate either by showcasing their student's accomplishments or by attending the event.

CBE Volunteer Security Clearance Procedures

Calgary Police Service has clear direction in the process in which volunteers will obtain police information checks. In this system:

1. Volunteers will report to the school to register to become a volunteer. Volunteers must complete school volunteer letter annually.
2. School administration will verify the potential volunteer's identity. The volunteer must provide 2 pieces of government issued ID to school administration in order to verify identity, one of which must be photo ID.
3. Using the Online Volunteer Security Clearance Process Website, school administration will enter the name of the potential volunteer into the CBE database.
4. After entering the potential volunteer's information, school administration will obtain a volunteer letter from the CBE database.
5. School administration will give or email this letter to the potential volunteer, who can then apply for their own police check using the online ePIC system. As well as the ePIC letter, "takeaway instructions" are given to the potential volunteer explaining what they need to do to obtain their security clearance. They can enter online or they can visit Calgary Police district office.

The takeaway letter to the volunteer states:

1. Before beginning this process, you (the volunteer) should scan or take a picture of the letter provided to you by the CBE, which includes the Volunteer Organization Authorization Number (VOAN). You should also scan or take pictures of 2 pieces of valid government issued ID, with at least one being a piece of photo ID. Pictures or scans of both sides of the identification are required. Acceptable forms of non-photo government issued id are: birth certificate, health care card, immigration document, marriage certificate, social insurance card. Acceptable forms of photo government issued id are: driver's license, citizenship card, firearms card, military id, native status card, passport, provincial photo id card, permanent residency card, Nexus card.
2. You will need to upload copies of these files to the Police Information Check (PIC) system for identification verification purposes using the following URL: <http://www.calgary.ca/cps/Pages>. You should now be taken to the PIC system.
3. Click the "Police Information Check" button on the right side of the screen. CPS has online documentation for applicants posted on their web page. ** If a volunteer has chosen to use DDE (Direct Data Entry) at a Calgary Police district office, or has had to report for fingerprinting, their PIC status will not be updated automatically. The volunteer will be given a letter from CPS and will bring it in to the school. When the volunteer brings in the letter school administration will update a volunteer's application status in the ePIC system . **

At this time, only volunteers who reside in Calgary are able to volunteer with the CBE according to the new system (unless you were approved previously and your clearance has not yet expired). Those wishing to become new volunteers are advised to book an appointment time with the school office to begin the process.

Field Trip Procedures

Signing Up

- Parents sign up with classroom teacher.
- Blended students benefit from attendance at their scheduled fieldtrips as these events are linked to their classroom curriculum.

Cost

- Parents can pay by cash, debit, mastercard, visa or online (cheques are not accepted).
- Costs usually range from \$5 to \$20 per event.

Transportation

- Parents are responsible for dropping off and picking up their children.
- Carpooling arrangements can be made amongst parents.
- Occasionally buses may be contracted to provide student transport.

Volunteers

- Must fill out a CBE Homeschooling Annual Volunteer form.
- Must complete a Police Clearance; once processed, it is valid for the next five school years within the CBE (two pieces of government issued ID are required; one must be photo ID).
- Must complete both medical information form and acknowledgement of risk form to attend a trip.
- Paperwork must be completed and processed prior to volunteering for any school field trip.

Parent Teacher Interview (PTI)

The Parent Teacher Interview is an opportunity for classroom teachers to discuss the student's progress in the Blended Program. The first Parent Teacher Interview (PTI) will not include a report card; it will be an opportunity to discuss each child's progress. The second PTI will include a report card in which information on student progress will be available and communicated prior to the interview. The interviews provide guidance and support for both the student and parent.

Grades 1 to 5

- Elementary PTI will take place in November and February.

Grades 6 to 9

- Jr. High PTI will be held in early November to identify support and structure needed in the classroom and at home, and to set expectations to ensure student success.
- Jr. High PTI will be held again in mid-March.

Time Table 2017-2018

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:15-9:50		Block A Tutorial Gr. 6-9		Block A Tutorial Gr. 6-9	
10:00-12:00		Gr. 1-4: Thematic Gr. 5 Science Gr. 6/7 Science Gr. 8/9 Social	Gr. 1-4: Extended thematic Gr. 5-9: Extended core	Gr. 1-4: Thematic Gr. 5 Math Gr. 6/7 Math Gr. 8/9 LA	
12:00-12:25		Lunch (Staff supervision - Parent supported)			
12:25-12:55		Recess/Intramural (Staff supervision)			
1:00-3:00		Gr. 1-4: Thematic Gr. 5 Social Gr. 6/7 Social Gr. 8/9 Science	Gr. 1-4: Extended thematic Gr. 5-9: Extended core	Gr. 1-4: Thematic Gr. 5 LA Gr. 6/7 LA Gr. 8/9 Math	
3:10-3:30		Block B Tutorial Gr. 6-9	Staff Team Meeting	Block B Tutorial Gr. 6-9	

Tutorial Block (Grades 6-9)

- A and B blocks allow teachers to work in smaller groups or in one to one sessions.
- A and B Block are by appointment only.
- Teachers may request that students attend to help build base knowledge in specific areas.

Resource Funding / Reimbursement

Current information on reimbursements are available from the CBE Homeschooling website: www.calgaryhomeschooling.com.

Reimbursements are available after November 1, 2017. Receipts from the date of registration until April 5, 2018, that support the learning plan may be submitted. If registration is after September 30th, funding is not available.

Reimbursement Claim Form

- A reimbursement claim form will need to be filled out and submitted for each child.
- Please ensure that the form is filled out as outlined below:
 - Loose receipts that are smaller than letter size paper must be taped to letter size paper (8 ½ x 11, single-sided) with all information clearly visible.
 - Receipts must be dated between the date of registration and April 5th of the current school year.
 - All receipts must be for resources that clearly support the Learning Plan.
 - Original receipts must be submitted with the exception of those needed for warranty purposes (enclose a copy).
 - Claims must total \$50 or more to be processed. It is preferable that one or two lump sums are submitted, first and/or second half of the school year.
- The form may be submitted between November 1st and April 5th of the current school year.

Funding may be used for resources that support your child's current educational homeschooling Learning Plan and fall within the CBE's regulations.

The following list allows for flexibility in meeting the needs of your Learning Plan. Listed are examples of instructional materials and educational supports.

- Consumables – paper, pencils, art supplies, general workbooks, ink
- Curriculum based – workbooks, textbooks, reading books
- Online curriculum programs – learning programs on CD
- Learning aids – manipulatives (supported in the program plan)
- Computers, technology equipment (i.e., printers), including repairs and upgrades
- Internet services – 50% of monthly fee from September to end of August
- Tutoring – Group or individual lessons necessary for the student's program
- Lessons (up to a maximum of 50% of the funding provided to parents) – including, but not limited to, music, swimming, and language lessons
- 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
- Home economic edibles
- 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.
- Postage/shipping and handling from vendors to the home education family

The following is a list of resources that will not be reimbursed through funding.

- Furniture
- Warranties / Insurance
- Clothing (unless required for sport or activity)
- Competitions (swim meets, etc.)
- Fees or registrations for any school authority
- Parent admissions
- Parent travel costs

2017 - 2018 Funding Allotment

Blended Program/Types of Blends	%	Funding
Parent / WP (2 courses) / Online (2 courses)	20/80	\$168.00
Parent / Online (3 courses) – OR – Parent / WP (2 course) / Online (1 course)	35/65	\$293.00
Parent / Online (2 courses) – OR – Parent / WP (2 courses)	50/50	\$418.00
Parent / Online (1 course)	80/20	\$836.00
Parent Directed Program	100	\$836.00

Percentage of blend is represented by the parent portion first and the teacher directed portion second.

Gymnasium (before and after school physical activity)

Research shows that starting and ending a school day with 15 to 30 minutes of activity is a great way to jump start the brain and to end the day in a calm mood.

- The gymnasium is open to parents who are interested in supervising and running activities for students in the morning and after school.
- Students must be supervised at all times by parents.
- Available times are from 9:00 am to 9:55 am and 3:05 pm to 4:00 pm, Tuesday – Thursday.
- Special requests on Mondays or Fridays may be accepted as well.
- Equipment room key may be signed out by a parent from the main office.
- All equipment must be returned to its appropriate place in the equipment room after the activity.
-

Learning Commons & Multi-Activity Room

We are pleased to invite families of CBE Homeschooling in the Parent Directed and Blended programs to utilize the Learning Commons as a shared learning space for planning, studying, collaborating and meetings, with or without your student. Please ensure that all food and drink items are consumed in the gym (lunchroom). All parents using the Learning Commons must check in at the office, and sign in on the Learning Commons sign-in sheet when you arrive, and sign-out when you leave, for safety purposes.

The Multi-Activity Room is also available for parent use for school special events, meeting space, etc., if the space is not already booked by the school for teachers or classroom use. Please check with the CBE Homeschooling Administrator for further inquiries about booking this room.

Noon Supervision

The parents and a CBE teacher supervise lunchroom. In the lunchroom at CBE Homeschooling at Windsor Park, students will always be under the direct supervision of staff at Windsor Park during the lunch hour, whether or not parents are present.

Lunchroom/Parent Supervision

- 11:50 - 12:00 pm: Lunchroom Set Up, One parent needed.
 - Microwaves pulled out of kitchen and tables set up.
- 12:00 – 12:25 pm: CBE staff and two parents.
 - Supervision of students; ensure students are seated and eating lunch in an orderly fashion; microwave requires direct supervision; no running, wandering or play during designated lunchtime.
- 12:25 – 12:30 pm: Lunchroom clean up, one parent needed
 - Tables need to be wiped down and put away.
 - Floors need to be swept.
- 12:25 – 12:55 pm: Outside lunch recess or intramural activities
 - Supervised by two CBE teachers

Friday Activities

Friday activities are an opportunity for students to engage in additional learning activities at CBE Homeschooling.

- This is an optional activity.
- Pre-registration is required.
- Students sign up for a full semester (5 classes) fall and/or winter. Once classes are full (16 students per division), students can go on a wait list for the second semester.
- The cost for Friday activities is \$25.00 per student, per semester.
- Friday activities can supplement PE and Art in the learning plan, but will not meet all requirements or take the place of parent instruction. Only students registered in the CBE Homeschooling program will be permitted to participate in Friday activities.

Friday Activity Schedule

TIME	Grade 1/2	Grade 3/4/5	TIME	Grade 6/7	Grade 8/9
10:00 to 10:45	Movement	Fall – Art Winter - Drama	10:00 to 11:10	Physical Education	Art
10:50 to 11:35	Science	Movement	10 minute break	nutrition break	
11:40 to 12:25	Fall – Art Winter - Drama	Science	11:20 to 12:30	Art	Physical Education

Depending on enrollment numbers, distribution of grades may change slightly to support programming. This schedule will allow flexibility for longer projects and activities if needed.

Grades 1 to 5

- Students will continue to have three blocks of activity to provide maximum opportunity for a variety of experiences over the semester.
- The Science experiments and Physical Education instruction blocks will be led by a teacher.
- The remaining blocks will be parent led in this schedule. Topics and focus may change depending on the interests of the students in the group.
- The Friday coordinator will oversee the organization of activities.

Grades 6 to 9

- Students will need to bring a substantial snack and water bottle for the break and during Physical Education.
- Active wear is required including non-marking shoes and appropriate outdoor gear when requested by the instructor.
- Grades 6 to 9 will participate in two options to give them more time to build specific skills and allow teachers to design an age appropriate course.
- The Physical Education and Gr. 6-9 Art instruction blocks will be led by a teacher.

School Council and Parent Communication

Below is a list of ways in which you can connect with information, events and our awesome community of CBE Homeschooling families. Whether you are parent-directed or in the Blended program, we want you apprised of all the incredible happenings here at CBE Homeschooling. Please do not hesitate to email us at: cbehomeschoolcouncil@outlook.com

We look forward to a wonderful year ahead and are thrilled to have you and your family with us!

Sandy Smart
Chair

Andrea Hanslip
Vice-Chair

CBE Homeschooling Council

Get Connected:

- **On our blog** – quick hits of inspiration and updates. This is our main way of communicating with you so please either check back often OR (for ease and convenience), click “Follow” on the blog site to receive email notifications so you never miss a detail: www.cbehomeschoolcouncil.wordpress.com
- **Via email** – for suggestions, questions and ideas (we love new ideas): cbehomeschooling@outlook.com
- **Through your classroom parent** – these amazing volunteers will be emailing information from the teachers and updates/reminders that help you stay in the know. If you are not receiving messages or you have questions, please reach out to them (a full list of classroom parent volunteers for each grade can be found on the bulletin board in the main hallway).
- **Attend monthly school council meetings** – a quick, efficient and fun way of learning about what is happening, not only at CBE Homeschooling, but within the Alberta Education realm as a whole. Whether you are in the blended program or parent-directed we would love to have you with us to discuss the items of the month. Please join us! You never know what fabulous people you may meet or new ideas that may be sparked by attending! A full list of school council meetings/dates/agendas/minutes for the year can be found on our

blog: www.cbehomeschoolcouncil.wordpress.com or posted on the parent bulletin board under the heading, "Details and Dates for You".

- **Flag, read and review all emails from CBE Homeschooling** – these emails are direct from the CBE Homeschooling administration and contain information, dates and reminders you will find helpful and essential to know. AND if you have any ideas for grants/donations (of all kinds, to Food Forest, Learning Commons, etc.) please email Monti Tanner, Assistant Principal, directly to discuss/review before proceeding mrtanner@cbe.ab.ca
- **Come in and use our space** – calling all families (parent-directed and blended) to come in and use our space. Discuss how you can use our amazing CBE Homeschooling location to run your programs/events
- Most of our communications are provided by those who are volunteering to support our CBE Homeschooling program. As such, we so appreciate you taking the time to honour their efforts and commitment by reading and reviewing the correspondence. We will do our part to keep them short and informative. We promise. Should you have ANY feedback, please contact us at: cbehomeschoolcouncil@outlook.com

2017 / 2017 Homeschooling Staff

Administration

- | | | |
|----------------------|---------------------|--|
| • Charlotte Arbuckle | Principal | cbarbuckle@cbe.ab.ca |
| • Monti Tanner | Assistant Principal | mrtanner@cbe.ab.ca |

Teachers and Facilitators

- | | | | |
|-------------------------|-----------|-------------------------------|--|
| • Amanda Bass | Grade 1-9 | Numeracy Coordinator | arbass@cbe.ab.ca |
| • Christine Gates-Leach | Grade 1 | Learning Leader | cegates-leach@cbe.ab.ca |
| • Alex Hark | Grade 1-9 | Art Coordinator | arhark@cbe.ab.ca |
| • Paul Marlett | Grade 1-9 | PE Coordinator | pbmarlett@cbe.ab.ca |
| • Lucene Tahmazian | Resource | Learning Leader | lutahmazian@cbe.ab.ca |
| • Ian VandeBurgt | Grade 1-9 | Friday Activities Coordinator | ifvandeburgt@cbe.ab.ca |
| • Chelsey Verhulst | Grade 1-9 | Literacy Coordinator | cdverhulst@cbe.ab.ca |

Support Staff

- | | | |
|-------------------|-------------------------------|--|
| • Gail Williamson | Homeschooling Student Advisor | gawilliamson@cbe.ab.ca |
| • Kim Randall | Administrative Assistant | kkrandall@cbe.ab.ca |