



Lester B. Pearson  
School Board

Commission scolaire  
Lester-B.-Pearson

# MANUAL OF POLICIES, PROCEDURES AND BY-LAWS

## HOME SCHOOLING POLICY

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## HOME SCHOOLING POLICY

### POLICY

1. Chapter 1, Article 15, Section 4, of the Education Act states that “a student who is provided, at home, instruction and a learning experience which, according to an evaluation made by or for the school board, are equivalent to what is provided at school” is exempt from compulsory attendance.
2. In accordance with Bill 101, eligibility certification for English Instruction must be presented to the school board.
3. The Parent(s)/Legal Guardian(s) requesting a Home Schooling Agreement with the Lester B. Pearson School Board must reside within the territory served by the Board.
4. To ensure that the Parent(s)/Legal Guardian(s) understand their responsibility, a Home Schooling Agreement will be issued by the Board under the following conditions:
  - I. that the Parent(s)/Legal Guardian(s) send a letter requesting the Home Schooling Agreement and;
  - II. that the Parent(s)/Legal Guardian(s) prepare an Educational Plan which specifies the teaching, learning and assessment experiences that will be provided for each subject to be taught during the term of the Home Schooling Agreement and;
  - III. that the Parent(s)/Legal Guardian(s) submit the Registration for Home Schooling form and the Educational Plan to the Educational Services Department no later than September 10 of that school year;
  - IV. that the Registration for Home Schooling form and the Educational Plan be reviewed by the Educational Services Department and a recommendation be given to the Director General.
5. A Home Schooling Agreement is valid for one school year and a new application must be made annually.
6. The Educational Services Department is responsible for the evaluation of students under the Home Schooling Agreement.

7. If the request for a Home Schooling Agreement is not approved, or if it is deemed that appropriate education is not being provided to the child(ren), the Parent(s)/Legal Guardian(s) must return the child(ren) to a school for placement in the most appropriate program in accordance with school board procedures. If the child(ren) concerned is not registered in any school of the Lester B. Pearson School Board, the parent will be expected to furnish the Board with evidence of the child(ren)'s registration in another school, failing which the Board will inform Youth Protection, as its legal responsibility.
  
8. A report on Home Schooling will be submitted to the Board on an annual basis by the Educational Services Department.

## Home Schooling Procedures

### PURPOSE

To provide procedures by which the school board will enter into individual agreements with the Parent(s)/Legal Guardian(s) who wish to provide Home Schooling for their child(ren).

### GENERAL

1. Chapter 1, Article 15, Section 4, of the Educational Act states that “a student who is provided, at home, instruction and a learning experience which, according to an evaluation made by or for the school board, are equivalent to what is provided at school” is exempt from compulsory attendance.

### APPLICATION PROCEDURES

1. To ensure that the Parent(s)/Legal Guardian(s) understand their responsibility for Home Schooling for their child(ren), they will submit a Registration for Home Schooling form and an Educational Plan which specifies the teaching, learning and assessment experiences during the term of the Home Schooling Agreement.
2. The Registration for Home Schooling form and the guidelines for the Educational Plan will be sent to the Parent(s)/Legal Guardian(s) after they have notified the Educational Services Department in writing.
3. To assist the Parent(s)/Legal Guardian(s) in the preparation of the Educational Plan, reference copies of the MEQ régimes pédagogiques, and MEQ programs are available from the Ministry of Education or at the following website: <http://www.qesn.meq.gouv.qc.ca>
4. The Registration for Home Schooling form and the student Educational Plan must be submitted to the Educational Services Department by September 10 of that school year.

### APPROVAL PROCEDURES

1. Each student’s Educational Plan will be reviewed by Educational Services Department.

2. The school board will advise the Parent(s)/Legal Guardian(s) of its decision **within** 30 days of the submission of the signed and completed documentation.
3. Upon approval by the school board of a request for Home Schooling, an agreement will be signed by the Parent(s)/Legal Guardian(s) on behalf of the child(ren) and the Director General on behalf of the school board.

### **PARENT(S) / LEGAL GUARDIAN(S) RESPONSIBILITIES**

1. The Parent(s)/Legal Guardian(s) are to demonstrate that they can provide an educational experience comparable to that provided by the school board.
2. The Parent(s)/Legal Guardian(s) are to maintain a portfolio of the teaching, learning and assessment experiences during the term of the Home Schooling Agreement.
3. The Parent(s)/Legal Guardian(s), with the child(ren), will attend the evaluation session(s) arranged by the school board at the end of the term of the Home Schooling Agreement.

### **EVALUATION PROCEDURES**

1. The Educational Services Department will make an evaluation of the learning by the student under the Home Schooling Agreement at the end of that school year.
2. Evaluation will include a review of the teaching, learning and assessment as reflected in the portfolio to be maintained for each subject taught during the term of the agreement. The assessment will include an interview with the child(ren) by one or more members of the Educational Services Department. It may also include the administration of the examinations set by the Ministry of Education or the school board for secondary students.

### **OTHER CONDITIONS**

1. The Parent(s)/Legal Guardian(s) wishing to renew a Home School Agreement will apply annually according to these procedures.
2. The Educational Services Department will issue annually a circular to schools describing the procedures to be followed regarding inquiries about Home Schooling.

## EDUCATIONAL PLAN GUIDELINES

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ School Year: \_\_\_\_\_

### PARENT(S) / LEGAL GUARDIAN(S) RESPONSIBILITIES

- to submit an Educational Plan to the school board;
- to keep a portfolio of the teaching, learning and assessment experiences during the Home Schooling Agreement comparable to those provided by the school;
- to attend, with the child(ren), the evaluation meeting arranged by the school board at the duration of the school year.

### SCHOOL BOARD RESPONSIBILITIES

- The evaluation interview meeting will be set up by Educational Services Department. A review of the teaching, learning, and assessment as reflected in the portfolio maintained during the contractual term.
- Tests may be administered.
- Secondary students will be required to take the examinations at the date and time established by the Ministry of Education or the school board.

### CONTEXT OF THE EDUCATIONAL PLAN

The Educational Plan will include specific academic objectives for each curriculum area being taught during the term of the Home Schooling Agreement. It will include:

- grade level;
- teaching resources and support materials with respect to Quebec's official programs;
- how the objectives will be accomplished;
- nature and frequency of the continuous assessment during the contractual period.

Compulsory subjects are specific in Article 41 of the MEQ régimes pédagogiques (Basic School Regulations) for Primary students and Article 35 for Secondary students.

- Reference copies of the MEQ régimes pédagogiques and MEQ programs are available at the MEQ. Those wishing to consult these documents should contact the Ministry of Education or through the following website:  
<http://www.qesn.meq.gouv.qc.ca>

## PORTFOLIO GUIDE

The following information is a suggested format re the content of a student's portfolio for evaluation purposes to guide the Parent(s)/Legal Guardian(s). The portfolio should include:

1. Writing samples dated including journal entries, stories, poems and letters. The sample work kept is to be done over a period of time to show growth and improvement. There should be first draft and revision samples in both English and French.
2. A list of books, magazines and articles read, dated chronologically, with a written response or report with certain selections in both French and English.
3. A taped oral reading sample selected from the work completed in French and English.
4. A written record of Math objectives taught with samples of the child(ren)'s work included as well as samples of the evaluation process.
5. A collection of projects, logs, experiments or other evidence of concepts taught in social studies, history and science.

## HOME SCHOOLING REGISTRATION FORM

<i>Student's Given Name</i>		<i>Sex M/F</i>	
<i>Student's Family Name</i>		<i>Date of Birth</i>	
<i>Last School Attended</i>	<i>Level</i>	<i>Quebec Permanent Code</i>	
<i>Father's Name</i>		<i>Mother's Name</i>	
<i>Address</i>		<i>Address</i>	
<i>Telephone:</i>		<i>Telephone</i>	
<i>Home</i>	<i>Business</i>	<i>Home</i>	<i>Business</i>
<b>REASON(S) FOR HOME SCHOOLING:</b>			
<b>ACADEMIC AND SOCIAL OBJECTIVES:</b>			
<b>EVALUATION:</b>			
<i>The student will be assessed by Educational Services Department at the end of the school year. The parents, in conjunction with the Educational Services Division, will make arrangements for the appropriate time at the end of the school year.</i>			
_____		_____	
<i>Parent or Legal Guardian</i>		<i>Director, Educational Services Department</i>	
		<i>Initial Meeting Date:</i>	

## HOME SCHOOLING AGREEMENT

Chapter 1, Article 15, Section 4, of the Education Act states that “a student who is provided, at home, instruction and a learning experience which, according to an evaluation made by or for the school board, are equivalent to what is provided at school” is exempt from compulsory attendance.

Taking this article of the law into consideration, the Lester B. Pearson School Board will enter into an agreement with \_\_\_\_\_ and, \_\_\_\_\_ Parent(s)/Legal Guardian(s) of \_\_\_\_\_ to ensure that the education of \_\_\_\_\_ is adequately provided for in accordance with the requirements of the Education Act.

\_\_\_\_\_ agree(s) to take personal and direct responsibility for the education of \_\_\_\_\_ and undertake(s) to provide at home, education and a learning experience which is in accordance with the Ministry of Education objectives as outlined in the MEQ régimes pédagogiques and the MEQ programs.

The Parent(s)/Legal Guardian(s) agree(s) to establish, in conjunction with the Educational Services Department, a timetable for evaluation in which the assessment of education and learning will be completed by the end of the school year. This may include an interview, a presentation of portfolio and an assessment. At the secondary level, the evaluation will include any required MEQ exams for each of the subjects taught.

If, for any reason, the Parent(s)/Legal Guardian(s) and the Educational Services Department decide that \_\_\_\_\_ should return to a school placement, an appropriate program in accordance with the school board procedures will be provided.

\_\_\_\_\_  
*Date:*

\_\_\_\_\_  
*Director General*

\_\_\_\_\_  
*Parent(s) Legal Guardian(s)*