



Lester B. Pearson
School Board

Commission scolaire
Lester-B.-Pearson

**REGISTER OF POLICIES,
PROCEDURES AND BY-LAWS**

HOME SCHOOLING POLICY

Code: A

Policy 3.4

Date of Coming into Force:

Number of Pages:

10

Origin:

Educational Services

Operator and Storage Site:

Educational Services

History:



PURPOSE

Article 15 (4) of the Education Act states that “*a student who receives home schooling and benefits from an educational experience which, according to an evaluation made by or for the school board, is equivalent to what is provided at school*” is exempt from compulsory school attendance.

This policy provides guidelines by which the Lester B. Pearson School Board will enter into individual agreements with the parent who wishes to provide Home Schooling to his/her child(ren) as provided by article 15(4) of the Education Act.

PROCEDURES

The parent requesting a Home Schooling Agreement with the Lester B. Pearson School Board must reside within the territory served by the Board.

An eligibility certificate for English Instruction must be presented to the School Board in order for the student to write any Ministry exams.

A student will be considered registered with the LBPSB for home schooling only after completion of the following:

1. The parent must send a letter requesting the Home Schooling Agreement to the Registration department at Head office.
2. Following the reception of said letter, the parent will be sent the following documents to be filled in, signed and returned **before the first day of school**:
 - Home Schooling Registration Form (Addendum A)
 - Home Schooling Agreement (Addendum B)
3. **Before September 20th**, the parent must provide an Educational Plan based on the content of the Québec Educational Program produced by the Ministry of Education, Leisure and Sports (MELS), found in Addendum A. To assist the parent in the preparation of the Educational Plan, the Educational Services Department will provide an appropriate educational plan template which includes key MELS websites (Addendum C). The Educational Plan will be reviewed by the Educational Services Department.

The student will be considered registered with the School Board only after all documents are received, completed and signed by the parent and accepted by the administration of the School Board. The School Board will advise the parent of its decision within 30 days of the submission of the signed and completed documentation. Should the parent refuse to comply with the prescribed registration process, his/her request will be denied.

At the end of the school year, the Educational Services Department professionals will proceed to an evaluation of the student under the Home Schooling Agreement. For elementary students, an assessment of the child's level of competency in core subjects will be done by pedagogical consultants of the Educational Services Department. Evaluation may include a review of the evidence of learning collected in the child's portfolio (see Addendum D). An informal interview is integrated as part of the assessment process. For secondary students, it may also include the administration of the examinations set by the MELS or the School Board. In certain situations, professionals from Educational Services may request that professionals from Student Services become involved in the evaluation process. Such involvement would occur if the child being homeschooled has any particular learning needs that require a more specialized instructional approach. Once the evaluation has been completed, a written report will be sent to the parent and a copy will be placed in the student's file.

If the request for Home Schooling is not approved, or if after evaluation the School Board determines that the educational experience received at home is not equivalent to what is provided at school, the School Board may recommend that the child be returned into a regular school setting. The School Board would determine the most appropriate program for the child in accordance with School Board procedures.

If the child is not registered in any school of the Lester B. Pearson School Board, the parent will be expected to furnish the School Board with evidence of the child's registration in another school, failing which the School Board will inform Youth Protection, as is its legal responsibility.

The Home Schooling Agreement is valid for one school year and a new application must be made by the parent annually. Should the parent choose not to register his/her child with the LBPSB the following year, he/she is expected to provide the School Board with evidence that his/her child's registration is made at another school board or at a school recognized by the MELS, failing which, the School Board will fulfill its obligation to inform the Director of Youth Protection of the situation.

None of the addenda are an integral part of the present policy. They are added to the present policy for information purposes only and can be modified without consultation.

ADDENDUM A
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>Grade</i>	<i>Quebec Permanent Code</i>	
<i>Parent's name</i>		<i>Parent'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>
REASON(S) FOR HOME SCHOOLING:			
EVALUATION:			
<i>The student will be assessed by Educational Services Department at the end of the school year. The parent will be contacted by the LBPSB Educational Services Department to inform him/her of the date/place/time of the assessment.</i>			
_____		_____	
Parent		Director, Educational Services Department	

ADDENDUM B

HOME SCHOOLING AGREEMENT

Article 15 (4) of the Education Act states that “*a student who receives home schooling and benefits from an educational 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 school attendance.

Taking this into consideration, the Lester B. Pearson School Board will enter into an agreement with _____, parent of _____, to ensure that his/her education is adequately provided for in accordance with the requirements of the Education Act and the MELS requirements.

The parent agrees and undertakes to take personal and direct responsibility for the education of _____ to provide at home education and a learning experience which are in accordance with the MELS objectives as outlined in its régimes pédagogiques and programs.

The parent agrees to collaborate with the Educational Services Department in the establishment of a timeline for the evaluation of _____ 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 MELS exams for each of the subjects taught.

If, for any reason, the parent and the Educational Services Department decide that _____ should return to a regular school placement, an appropriate program in accordance with the School Board procedures will be provided.

Date

Parent

Date

Director of Educational Services

Date

Director General

ADDENDUM C

Elementary Home Schooling Education Plan 2013-2014

1. Personal Information

Student Name:	Birthdate:
Grade Level:	Parent/Guardian:
Address:	Phone: Home
	Work
	Cell
	Email:

2. Homeschooling Goals (overall goals for the year)

3. Subject Information

(Please note that your child will be evaluated in English Language Arts, French Second Language and Mathematics at the school board in June 2014. It is important to broaden your child's educational experiences by including the Sciences, Social Studies, Arts and Physical Education in the overall academic plan for the year. The table below serves as a template. Please feel free to adjust or expand to meet your needs.)

Subject	Learning Outcomes	Resources/Materials	Types of Assessments/Evaluation
Subject	Learning Outcomes	Resources/Materials	Types of Assessments/Evaluation

Key Resources

- **Progression of Learning Elementary:**

http://www.mels.gouv.qc.ca/progression/index_en.asp

- **Progression of Learning Secondary:**

http://www.mels.gouv.qc.ca/progression/secondaire/index_en.asp

The Ministry sites above provide information on the essential knowledge students must acquire in each subject area.

- **Frameworks for the Evaluation of Learning (Elementary and Secondary)**

https://www7.mels.gouv.qc.ca/dc/evaluation/index_en.php

The Ministry site above provides the criteria on which the child's performance must be based. From the main page, click on *Search for an Evaluation Framework* to target subject areas and levels.

LEARN Quebec (Leading English Education and Resource Network)

<http://learnquebec.ca/en/index.html>

The site above is an educational site supporting the Quebec English Education Community. LEARN Quebec offers a wide variety of materials and resources at all grade levels.

Secondary Home Schooling Education Plan 2013-2014

1. Personal Information

Student Name:	Birthdate:
Grade Level:	Parent/Guardian:
Address:	Phone: Home Work Cell
	Email:

2. Homeschooling Goals (overall goals for the year)

3. Subject Information

Please note that your child will be assessed in English Language Arts, French Second Language and Mathematics at the school board in June 2014. It is important to broaden your child's educational experiences by including the Sciences, Social Studies, Arts and Physical Education in the overall academic plan for the year. Sec. 4 students must write the Ministry exams in Math, History & Citizenship Ed. and Science & Technology and Sec. 5 students must write English Language Arts and French Second Language. The table below serves as a template. Please feel free to adjust or expand to meet your needs.

Subject	Learning Outcomes	Resources/Materials	Types of Assessments/Evaluation
Subject	Learning Outcomes	Resources/Materials	Types of Assessments/Evaluation

Key Resources

- **Progression of Learning Elementary:**

http://www.mels.gouv.qc.ca/progression/index_en.asp

- **Progression of Learning Secondary:**

http://www.mels.gouv.qc.ca/progression/secondaire/index_en.asp

The Ministry sites above provide information on the essential knowledge students must acquire in each subject area.

- **Frameworks for the Evaluation of Learning (Elementary and Secondary)**

https://www7.mels.gouv.qc.ca/dc/evaluation/index_en.php

The Ministry site above provides the criteria on which the child's performance must be based. From the main page, click on *Search for an Evaluation Framework* to target subject areas and levels.

LEARN Quebec (Leading English Education and Resource Network)

<http://learnquebec.ca/en/index.html>

The site above is an educational site supporting the Quebec English Education Community. LEARN Quebec offers a wide variety of materials and resources at all grade levels.

ADDENDUM D

PORTFOLIO GUIDE

The following information is a suggested format to guide the parent regarding the content of the student's portfolio for evaluation purposes. 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 written record of Math competencies taught with samples of the child's work included as well as samples of what needs to be evaluated.
4. A collection of projects, logs, experiments or other evidence of concepts taught in Social Studies, History and Science.