Homeschooling Handbook

Lester B. Pearson School Board

Homeschool Checklist

YOU HAVE DECIDED TO HOMESCHOOL YOUR CHILD:

HANDBOOKS

- ☐ Ministry of Education of Quebec (MEQ) Homeschooling Information & Support Guide - you are familiar with your obligations and the requirements set out by the MEQ. https://www.quebec.ca/education/prescolaire-primaire-et-secondaire/enseignement-maison
- ☐ Lester B. Pearson (LBPSB) Homeschooling Handbook – you are familiar with your responsibilities as parent. As well you are aware of the responsibilities of the School Board.

LETTER OF INTENT

- ☐ Submitted to the Direction de l'enseignement à la maison (DEM) at the MEQ: https://www.quebec.ca/education/prescolaire-primaire-et-secondaire/enseignement-maison
- ☐ Submitted to LBPSB: homeschooling@lbpearson.ca

LEARNING PLAN

- ☐ Submitted to the DEM at the MEQ.
- ☐ Submitted to LBPSB homeschooling@lbpearson.ca when required.

Book Requests(s) -if applicable

You have filled in the Form to request grade level textbooks for each of your homeschooled children. *See Addendum 1 at the end of this handbook for the link.*

Request for Access to Facilities -if applicable

You have filled in the *Form to request access to specific School Board facilities. See Addendum 1 at the end of this handbook for the link.*

Request for Student Service Consultation -If applicable

You have read the description of services that may be available to you, have filled in the required forms and supplied the necessary documentation. *See Addendum 1 at the end of this handbook for the link.*

MEQ UNIFORM EXAMS AND GRADUATION REQUIREMENTS

You have familiarized yourself with the exams required by the DEM and the available School Board exams and have read the graduation requirements document. See Addendum 2 for graduation requirements & Addendum 3 for exam list.

BACKGROUND

This document defines the roles and responsibilities of the Lester B. Pearson School board (LBPSB) in supporting home schooling families registered with the Ministère de l'education du Québec (MEQ), Direction de l'enseignement à la maison (DEM).

At the end of this document there are links to request forms for parents/guardians to access books, facilities, and consultation with other student support services within the LBPSB.

As required by the Regulation on Homeschooling, a parent/guardian of a homeschooled child must officially register with the MEQ and submit a Learning Project detailing the education plan for their child.

LEGAL AND REGULATORY FRAMEWORK

a. **Education Act and Homeschooling regulation**.
For more information on the ministerial policy, visit the MEQ home schooling web site: http://www.education.gouv.qc.ca/en/school-boards/support-and-assistance/homeschooling/

b. Act Respecting the National Student Ombudsman. The Complaint Process applies to homeschooled students and their parents – see the Complaint Process webpage https://www.lbpsb.qc.ca/parents-and-community/complaint-process/.

c. All LBPSB applicable policies and by-laws:
http://www.lbpsb.qc.ca/council-of-commissioners/policies-and-by-laws/

KEY TERMS

Learning Project: The child's educational plan prepared by the parent/guardian in collaboration with DEM staff and approved by the MEQ.

Books: School textbooks and instructional materials are available according to the specific subjects, the applicable regulation and the conditions determined by the School Board.

Child: This means specifically a child registered with the School Board as a Homeschooled student as defined by the Education Act (EA) at s. 15(4) and who is of school age, as defined in Sections 1 and 14 of the EA. Also refer to the Basic School Regulation for Preschool, Elementary and Secondary Education (BSR).

PRINCIPLES

The parent may borrow books from the LBPSB for their child as described by the EA and the applicable regulation~~,~~ as well as receive the services determined in this document subject to availability, as per this handbook and the EA.

Parents/Guardians or accompanying adults do not have access to services not outlined in this document.

ROLES & RESPONSIBILITIES

LBPSB

• Directorate – The Directorate is responsible for the implementation and application of this handbook, in collaboration with the Educational and Student Services Departments.

• Educational & Student Services Departments – Both departments are responsible to evaluate the requests for textbooks and resources to support the child according to each department's structure, as well as the resources or personnel available.

• Admissions Department – The Admissions Department is responsible for the admission and declaration of the child.

• The parent/guardian of a child benefiting from the services provided by the LBPSB is responsible for respecting the provisions set out in this handbook as well as the Code of conduct for parents/ guardians / visitors[1].

PARENT/GUARDIAN

The parent/guardian assumes all responsibility for the education of their child. They understand that:

1) If textbooks are required, the appropriate form must be completed for each child. *See Addendum 1 at the end of this handbook for the link*. Parents/Guardians understand that workbooks are not provided.

2) If access to a school facility for a specific reason (e.g. library, science lab, etc.). is required,
    - The appropriate form must be completed. School administrators are **not** to be approached directly. *See Addendum 1 at the end of this handbook for the link.* The completed form will automatically be sent to the Homeschooling Liaison who will then coordinate with the subject consultant, appropriate school, and inform the parent of the details (date, time, rules, expectations etc.).
    - Parents/Guardians cannot accompany their child into a LBPSB School, nor can they send a designated adult in their place, unless their presence is specifically requested by a School Board employee. In such a case, the presence in the school is limited to the specific activity for which their presence is required.
    - All students entering an LBPSB school are accompanied by an LBPSB employee – for homeschool children this is an ESD consultant. The Code of Conduct and the school rules will be respected[1].
    - Parents/ Guardians acknowledge that the child will not be taught by the consultant; any school staff present is there to ensure that the equipment is being used safely only.

3) If Student Services are required, the appropriate form is completed, and the process explained in this document is followed. *See Addendum 1 at the end of this handbook for the link*.

PROVISIONS FOR SERVICES (Access to Facilities or Student Services consultation)

To benefit from the services and support of the LBPSB, the parent/guardian of the child must respect the following procedures:

- Ensure the following documents have been sent to homeschooling@lbpearson.ca:
    - A copy of the Notice of Intent
    - A copy of the Learning Project
    - An updated copy of the Learning Project if changes are made

- Complete request form(s) using the links provided in Addendum 1 at the end of this guide. These forms will go to the LBPSB Homeschool Liaison. The request(s) must align with the content of the Learning Project. Additional information may be requested when the requests are being processed.

[1] https://www.lbpsb.qc.ca/wp-content/uploads/2.7-Policy-on-Safe-and-Caring-School-2022.pdf

EVALUATION

MEQ Compulsory and Uniform Exams

a) A child may be evaluated with an exam in subjects and grade levels identified by the Ministry and shown on the attached exam information table in Addendum 3 at the end of this handbook. The MEQ exam schedule can be consulted here: https://www.quebec.ca/education/prescolaire-primaire-et-secondaire/epreuves-ministerielles-evaluation-apprentissages/epreuves-ministerielles/horaire

b) Parents will receive information by email regarding the exams scheduled for their child in the spring.

c) Requests for MEQ exams must align with the contents of the Learning Project.

d) The child must arrive at the designated exam location (LBPSB Head Office) on the date/time indicated in the email. The parent/guardian or accompanying person will not be permitted in the exam room.

e) If accommodation(s) are needed for Ministry Uniform exams parents must contact their Resource Support Person or a DEM Liaison person to obtain a copy of the form:

"*Request for Adapting the Condition for Administering Ministerial Examination*"

The completed form along with supporting documents must then be forwarded by email to the LBPSB Homeschool Liaison: homeschooling@lbpearson.ca The accommodation(s) must respect the MEQ regulations and directives.

The adaptive measure cannot consist of a support person (aide, shadow, tutor etc.)

f) Results from the Grade 6 MEQ compulsory exam(s) are emailed to the parent/guardian at the end of the correction period. For Secondary 4 and 5 Ministry uniform exams, the result(s) are received by mail in the form of a student achievement record sent directly from the MEQ. Parents may consult the secondary 4 & 5 results online on the MEQ website: https://portail.education.gouv.qc.ca/en/accueil

g) The MEQ exams are the property of the Ministry and remain confidential. The parent/guardian does not receive a copy but may request a viewing of the corrected exam via the online portal above.

Secondary 4 & 5 Board Exams

a) A child may be evaluated with an exam in subjects and grade levels identified by the LBPSB and shown on the attached Exam Information *(refer to Addendum 3 at the end of this Handbook).*

b) Board exams are not compulsory. Parents who wish their child to be evaluated with a board exam (Secondary 4 & 5 only) must make a request by email to homeschooling@lbpearson.ca which will be accepted based on its alignment with the contents of the Learning Project.

c) Parents will receive information by email regarding exams scheduled for their child in the spring.

d)The child must arrive at the designated exam location (LBPSB Head Office or designated school) on the date/time indicated on the exam schedule. The parent/guardian or accompanying person will not be permitted in the exam room.

e) If accommodation(s) are needed, parents must contact their Resource Support Person or a DEM Liaison person to obtain a copy of the form:

"*Request for Adapting the Condition for Administering Ministerial Examination*"

The completed form along with supporting documents must be then forwarded to the LBPSB Homeschool Liaison. The accommodation(s) allowed must be in line with the MEQ regulations and directives.

The adaptive measure cannot consist of a support person (aide, shadow, tutor etc.)

f) Results from the Secondary School Board exam(s) are emailed to the parent/guardian at the end of the correction period. The exams are the property of the LBPSB and remain confidential. The parent/guardian does not receive a copy but may request a viewing of the corrected exam.

HIGH SCHOOL GRADUATION REQUIREMENTS

See Addendum 2 at the end of this handbook

LEARNING MATERIALS AND RESOURCES

Instructional Materials (where applicable):
See Addendum 1 at the end of this handbook for the link.

- The parent may borrow textbooks for their children by completing the required form indicating each child's grade level and textbooks needed. The textbooks must align with the contents of the Learning Project.
- Books are made available for the entire school year and must be returned to the School Board in June in good condition. Replacement fees may be charged for books that are not returned. Policy on School & Continuing Education Fees applies.
- Sharing of copyrighted learning material (photocopies) is not permitted.

Student Services (where applicable):

See Addendum 1 at the end of this handbook for the link.

a) The following consultation services may be provided, subject to their availability, after consideration of the needs of the child and the alignment with the contents of the Learning Project:

- Academic and Career Counselling and Information (Secondary School only)
- Psychological consultation services
- Psychoeducational consultation services
- Special Education consultation services
- Remedial education consultation services
- Speech therapy consultation services

b) The LBPSB determines the child's needs based on the information provided on the Request for Student Services form. For all services except those pertaining to Academic and Career Counselling and Information, a recent report written by an external professional concerning the additional service being requested is required. This report must be emailed to homeschooling@lbpearson.ca when the online request form has been completed. It is important that the professional's report be accurate and detailed regarding the problems involved and the services being requested.

- Only professionals in the disciplines listed on the online request form are accepted as external professionals.
- If the child has attended school in the past and a school board/school service centre professional has produced a relevant report, this information may be accepted.

c) The Student Services Department will evaluate each request on an individual basis. An offer of service will be provided based on

i) The needs of the child
ii) The availability of resources and /or personnel

d) Consultation services can be offered at a location (Head office or school) and modality designated by the Student Service Department. If necessary, a wait list will be maintained.

Access to School Facilities (if applicable):

See Addendum 1 at the end of this handbook for the link.

- The appropriate form requesting access to school facilities must completed. The request goes to the Homeschool Liaison who will then coordinate with the specific school and the ESD subject consultant.
- The liaison will inform the parent/guardian of the details (date, time, school, specific rules and requirements for the identified facility).
- ESD consultants will NOT teach the child but rather will only ensure their safety and security.
- All students entering a LBPSB school must be accompanied by an LBPSB employee (in this case the consultant), parents/guardians cannot accompany their child, nor can a designated adult be sent in their place (i.e. tutor, aide), unless their presence is specifically requested by the School Board personnel. In such a case, the presence in the school is limited to the specific activity for which their presence is required.
- As well, all safety and security guidelines will be followed. Parents may be asked to sign a document requesting the child's compliance with certain safety rules before performing the activity. Failure to sign the document may result in the activity not taking place.
- The Code of Conduct of the school your child enters must be followed.

ADDENDUM 1

Online Request Forms

Instructional Materials:

- Elementary Textbook Loan Request Form
- Secondary Textbook Loan Request Form

Services:

- Request for Student Services

Facilities:

- Request for Access to School Facilities

ADDENDUM 2

QUEBEC HIGH SCHOOL GRADUATION REQUIREMENTS

YOUTH SECTOR:

The minister shall award a Secondary School Diploma to students who earn at least 54 credits at the secondary 4 and 5 level. Among those credits, there must be at least 20 credits at the secondary 5 level.

1. 6 credits in Secondary 5 language of instruction; English Language Arts Secondary 5;

2. 4 credits in Secondary 5 second language; French Second Language Secondary 5;

3. 4 credits in Secondary 4 CST Mathematics; or 6 credits in Secondary 4 SN or TS Mathematics.

4. 4 credits in Secondary 4 Science and Technology or 6 credits in Secondary 4 Applied Science and Technology.

5. 4 credits in Secondary 4 History and Citizenship Education.

6. 2 credits in Secondary 4 Arts Education; Visual Arts, Dance, Drama, or Music.

7. 2 credits in Secondary 5 CCQ (Culture & Citizenship Education) or Sec. 5 Physical Education and Health.

Students working toward a Quebec Secondary School Diploma who have failed uniform exams may contact the ESD Coordinator: afraser@lbpsb.qc.ca to inquire about MEQ supplemental exams.

CONTINUING EDUCATION SECTOR

Adult Education:

A Secondary School Diploma can be achieved through the Adult Education Sector alone or in combination with credits earned in the Youth Sector. A diploma will be awarded to a student who earns at least 54 credits at the Secondary 4 and 5 level, including:

1. 12 credits in Secondary 4 and 5 language of instruction

2. 6 credits in Secondary 5 second language

3. At least 36 optional credits, 18 of which must be at the Secondary 5 level or credit considered equivalent from a Vocational Studies program (DVS).

The Adult Education Sector offers secondary level prerequisites for entry to Vocational Studies (DVS) and CEGEP (DEC) programs.

Vocational Training:

For admission to Vocational Training programs directly from high school an applicant must:

1. Have been awarded a Secondary School Diploma or,

2. Be at least 16 as of June 30 in the year training commences, and in most cases have Sec. 4 credits in English, French and Math.

3. Admission requirements may vary for some programs, and in particular circumstances; contact the office responsible for admission to the program in question for details.

To obtain a Diploma of Vocational Studies (DVS) a student must meet the requirements for the program in any of the following sectors:

Administration; Commerce & Computer Tech; Agriculture & Fisheries; Food Service & Tourism; Arts; Woodworking & Furniture Making; Buildings & Public Works; Electrotechnology; Motorized Equipment; Mechanical Manufacturing; Communications & Documentation; Maintenance Mechanics; Metallurgical Technology; Fashion, Leather, & Textiles; Health Services; Beauty Care.

To obtain an Attestation of Vocational Studies (AVS) students must have earned a DVS in a related field and have met the requirements for supplementary specialized training.

For additional information on LBPSB Continuing Education: https://lbpce.ca/

ADDENDUM 3

Final Exam Information

MEQ = Ministry of Education, compulsory.
b = Board (optional), administered by request only

ELEMENTARY:

GRADE	EXAM	TYPE
6	English Language Arts	MEQ
6	Mathematics	MEQ

SECONDARY:

LEVEL	EXAM	TYPE
Secondary 4:		
	Math CST or SN or TS Reasoning	MEQ
	Math CST or SN or TS Situational Problem	b
	General or Applied Sci & Tech Theory	MEQ
	General or Applied Sci & Tech Practical	b
	Environmental Science & Tech or Science & the Environment	b
	History of Quebec & Canada or Histoire du Quebec et Canada	MEQ
	English Language Arts	b
	French Second Language (base or enrichi)	b
Secondary 5:		
	French Second Language Base(oral/comprehension/production) or Enrichi (comprehension/production)	MEQ
	French Second Language Enrichi (oral)	b
	English Language Arts (reading, writing)	MEQ
	English Language Arts (talk)	b
	Math CST or SN or TS Situational Problem	b
	Math CST or SN or TS Reasoning	b
	Physics	b
	Chemistry	b

Please note that in courses that contain both an MEQ Uniform & Board exam, credits will be granted upon successful completion of the entire course. The MEQ exam schedule: https://www.quebec.ca/en/education/preschool-elementary-and-secondary-schools/ministerial-examinations-evaluation-learning/ministerial-examinations/-schedule-examination-sessions

Parents of students registered to write MEQ compulsory or have chosen to write Board optional exams in June will receive information about the exams by email in the spring.