

Homeschooling Services  
at the  
Lester B. Pearson School Board

# Homeschool Checklist

YOU HAVE DECIDED TO HOMESCHOOL YOUR CHILD:

## HANDBOOKS

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

## LETTER OF INTENT

- Submitted to the Direction de l'enseignement a la maison, Ministry of Quebec Education: <https://www.quebec.ca/education/prescolaire-primaire-et-secondaire/enseignement-maison>
- Submitted to Lester B Pearson School Board ([homeschooling@lbpearson.ca](mailto:homeschooling@lbpearson.ca) )

## LEARNING PLAN

- Submitted to Direction de l'enseignement a la maison, Ministry of Quebec Education.
- Submitted to Lester B Pearson School Board ([homeschooling@lbpearson.ca](mailto:homeschooling@lbpearson.ca) )

## BOOK REQUEST(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 SERVICES 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.*

## MINISTRY UNIFORM EXAMS AND GRADUATION REQUIREMENTS

- You have familiarized yourself with the exam dates and have read the graduation requirement document. *See Addendum 2 for Grad requirements & Addendum 3 for exam list and tentative dates.*

## 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'Éducation 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 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 (CQLR I-13.3) and Homeschooling regulation, (CQLR I-13.3 r. 6.01).

For more information on the new 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 (CQLR c P-32.01). The Complaint Process applies to homeschooled students and their parents – see the Council of Commissioners /Policies and By-Laws tab on the School Board Website.

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 EA (Refer to s. 15(4)) and the BSR (Basic School Regulation) and who is of school age, as defined in Section 1 of the EA.

## PRINCIPLES

The child may borrow books from the LBPSB as described by the EA and the applicable regulation, as well as receive the services determined in this document subject to availability, as per the procedures 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 the procedures set out in this document, 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 document as well as the Code of conduct for parents/ guardians / visitors<sup>1</sup>.

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

## PARENT/GUARDIAN

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

- 1) If books 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 for a specific reason (library, science lab, etc.) is required,
  - The appropriate form must be completed. School administrators cannot 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. All students entering a LBPSB school are supervised by an LBPSB employee – for homeschool children this is an ESD consultant. The Code of Conduct and the school rules will be respected.
  - Parents/ Guardians acknowledge that the child will not be “taught” by the consultant.
  
- 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 STUDENT SERVICES (Access to Facilities or Student Services Support)**

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

Provide the Admissions Dept. with the following documents:

- A copy of the Letter of Intent / notice sent to the Ministry and
- 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, depending on the service or support required. These forms will go to the LBPSB Homeschool Liaison. The request(s) must align with the contents of the Learning Project.

## EVALUATION

### 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 schedule, LBPSB Exam Schedule 2023-2024: Board and Mandatory Ministry Exams (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 must make a request which will be accepted based on its alignment with the contents of the Learning Project.

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

d) 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 are 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.)

e) Results from the 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.

## 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 schedule, LBPSB Exam Schedule 2023-2024: Board and Mandatory Ministry Exams (*refer to Addendum 3 at the end of this handbook*).
- b) Requests for MEQ exams must align with the contents of the Learning Project.
- c) The child must arrive at the designated exam location (school or school board Head Office), on the date/time indicated on the exam schedule. The parent/guardian or accompanying person will not be permitted in the exam room.
- d) 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 are 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.)

- e) Results from the MEQ compulsory exam(s) are emailed to the parent/guardian at the end of the correction period. For Secondary 4 or 5 Ministry uniform exams, the result(s) are obtained by mail in the form of a student achievement record. 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.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

*See Addendum 2 at the end of this handbook*

## **LEARNING MATERIALS AND RESOURCES**

**Books and Instructional Materials (where applicable)**

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

- The child may borrow books by filling in the required form indicating each child's grade level and books needed. The books 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.
- Sharing of copyrighted learning material (photocopies) is not permitted.
- Policy on School & Continuing Education Fees applies.

### **Student Services**

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

a) The following services shall be provided, subject to their availability, taking into account the needs of the child and be in line with the contents of the Learning Project:

- Academic and Career Counselling and Information (Cycle 3 Elementary and Secondary only)
- Psychological Services
- Psychoeducational Services
- Special Education Services
- Remedial education services
- Speech therapy 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 accompany the request form. 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 request form are accepted as external professionals.
- If the child has attended school in the past and a school board professional has produced a relevant report, this information may be accepted.



- a) 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) Services can be offered at a school designated by the Student Service Department. If necessary, a wait list will be maintained.

### **Access to School Facilities**

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

- The appropriate form requesting access must be filled in and the request goes immediately 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 for access (date, time, school, specific rules for the identified facility).
- ESD consultants will NOT teach the child but rather supervise them to ensure their safety and security.
- All students entering a LBPSB school must be supervised by an LBPSB employee (in this case the consultant), therefore parents/guardians cannot accompany their child, nor can a designated adult be sent in their place (i.e. tutor, aide).
- 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**

#### **Books & Instructional Materials:**

[Elementary Book Loan Request Form](#)

[Secondary Book Loan Request Form](#)

[Request for Access to School Facilities](#)

[Request for Student Services](#)

## **ADDENDUM 2**

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

#### **YOUTH SECTOR**

##### **Quebec High School Graduation Requirement**

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

1. 6 credits in Secondary V language of instruction; English Secondary V;
2. 4 credits in Secondary V second language; French Secondary V;
3. \*4 credits in Secondary IV CST Mathematics; or 6 credits in Secondary IV SN or TS Mathematics.
4. \*4 credits in Secondary IV Science and Technology or 6 credits in Secondary IV Applied Science and Technology;
5. \*4 credits in Secondary IV History and Citizenship Education;
6. 2 credits in Secondary IV Arts Education;
7. 2 credits in Secondary V CEC (Culture & Citizenship Education) or Physical Education and Health.

\* Students who fail Secondary IV graduation requirements must contact the Guidance Counsellor about supplemental exams.

#### **ADULT AND VOCATIONAL EDUCATION SECTOR**

##### **ADULT EDUCATION**

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

1. 12 credits in Secondary IV and V language of instruction

2. 6 credits in Secondary V second language

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

To obtain pre-requisites for a program leading to a Diploma of Vocational Studies (DVS) and CEGEP entry: The Adult Education Sector offers Sec. IV and V course prerequisites for entry to Vocational Studies (DVS) and CEGEP programs.

## **VOCATIONAL EDUCATION**

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

1. Have been awarded a high school diploma, or,
2. Be at least 16 as of June 30 in the year training commences, and in most cases have Sec. IV 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: <https://lbpce.ca/>

### ADDENDUM 3

## Compulsory & Optional Exams

(B) = Board, optional, administered by request only (M) = Mandatory Ministry

### Elementary

LEVEL/GRADE	EXAM	TYPE
6	English Language Arts	M
6	Mathematics	M

### Secondary

LEVEL/GRADE	EXAM	TYPE
4/10	Math CST (C1) Sit. Prob	B
4/10	Math CST (C2) Reasoning	M
4/10	Math SN (C1) Sit. Prob	B
4/10	Math SN (C2) Reasoning	M
4/10	Math TS (C1) Sit. Prob.	B
4/10	Math TS (C2) Reasoning	M
4/10	Gen Sci & Tech Theory	M
4/10	Gen Sci & Tech Lab	B
4/10	Applied Sci & Tech Theory	M
4/10	Applied Sci & Tech Lab	B
4/10	Env. Sci & Tech - Theory	B
4/10	Sci & the Env. Theory	B
4/10	History of Que. & Canada	M
5/11	Math CST (C1) Sit. Prob.	B
5/11	Math CST (C2) Reasoning	B
5/11	Math SN (C1) Sit. Prob.	B
5/11	Math SN (C2) Reasoning	B
5/11	Math TS (C1) Sit Prob.	B
5/11	Math TS (C2) Reasoning	B
5/11	French de Base Oral	M
5/11	French de Base Comprehension	M
5/11	French de Base Writing	M
5/11	English Language Arts Reading	M
5/11	English Language Arts prod.prep.	M
5/11	English Language Arts Writing	M
5/11	English Language Arts Talk	B