



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Procedure n°
2007-ED-09

Home Schooling Procedure

Revision: On an as need basis

HOME SCHOOLING

- Article 15, paragraph 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 attendance.
- In order to be home schooled, a child must reside within the School Board territory and be assigned to a school in their attendance zone within the School Board.
- For the purposes of writing the M.E.L.S exams and receiving an official diploma, a child must have a Certificate of Eligibility for English Instruction. Completed applications for home schooling (Annex I) and Home Schooling Education Plan (Annex II) will be accepted on or before May 31st of each school year. Applications are to be sent by the applicant or the Educational Services Department.
- Final approval or refusal for a request to home school is given by the Director General or his/her designate of the School Board prior to June 30th of each school year.

GUIDELINES FOR HOME SCHOOLING

Application Procedures

To fulfill their obligation for home schooling for their child(ren), parents must submit the following documents for School Board approval on or before May 31st of each school year:

- Application Request for Home Schooling. (see annex I)
- A Home Schooling Education Plan. (see below)
- The minimum requirement to conduct home schooling is a High School Leaving Certificate for Quebec or the equivalent. A copy of the certificate is required.
- A Home Schooling Contract. (see annex II)

The Components of the Education Plan

The Education Plan is a precise description of the approaches and methods that the parent(s) will use to promote the educational, social, and physical development of their child, and the academic objectives for each subject to be taught during the term of the home schooling contract. If applicable, the Education Plan must also address the special needs of the student.

The Education Plan must reflect the Quebec Education Program and must specify:

- The cycle level
- The teaching materials and other support materials to be used
- How the competencies of the Quebec Education Program will be addressed

- The nature and extent of the on-going evaluation that will serve the teaching and learning process
- The weekly schedule giving the time that will be devoted to each subject

In preparing their child's Education Plan, parents must refer to the following documents:

1. **The Basic School Regulation** will provide parents with a list of the compulsory *subjects which must be taught*. It will also provide the suggested number of hours per week for each subject. This information can be found on the following website:
http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=3&file=/I_13_3/I13_3R8_A.HTM.
2. The **Quebec Education Program** will provide parents with a description of the curriculum in each subject area, including the progression of Learning for each subject, and the description of the competencies and the cross-curricular competencies to be addressed. This information can be found on the following website:
http://www.mels.gouv.qc.ca/index_en.asp

Approval Procedures

- Completed and signed documentation from parents must be received prior to May 31st at the following address: Sir Wilfrid Laurier School Board, Educational Services Department, 239, montée Lesage, Rosemere, QC J7A 4Y9. Educational Services will review each application request for home schooling and the required educational plan.
- The Sir Wilfrid Laurier School Board will advise the parents of its decision regarding the request for home schooling prior to June 30th. Once the School Board approves a request for home schooling, a home schooling contract (Annex III) will be signed by the parents on behalf of the child and by the Director General or his/her designate on behalf of the School Board. If Sir Wilfrid Laurier School Board refuses a home schooling request, parents must ensure that their child(ren) attend(s) school. Failure to do so will result in a report to the D.P.J.

RESPONSIBILITIES

School Board Responsibilities

The Educational Services Department of the Sir Wilfrid Laurier School Board will ensure that:

1. An educational experience equivalent to that provided in a school is being provided by the parents.
2. The education plan is in effect.
3. Evaluation by the School Board takes place on an annual basis and that the child is meeting the expectations of the education plan.

Parent Responsibilities

- Parents must demonstrate that they can provide an educational experience equivalent to that provided by the School Board.

- Parents will maintain a portfolio of the teaching, learning and assessment experiences during the term of the Home Schooling Contract.
- Parents and the child(ren) are to attend the evaluation session(s) arranged by the school or School Board.
- The Educational Services Department will make a final determination based on an evaluation of the learning of the student under the Home Schooling Contract. This evaluation shall be conducted by the teacher of the school in the student's attendance zone within the School Board.
- 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 contract.
 - the administration of examinations in core subjects as required by the M.E.L.S. or the School Board.
- In addition to providing portfolios on or before May 31st, Secondary students must be present at the secondary school in which they are registered for any formal evaluations that may occur.
- In addition to providing portfolios on or before May 31st, Elementary students must be present in the Elementary school in which they are registered in order to take part in the M.E.L.S. end-of-cycle assessments for Cycles 1, 2 and 3.

Other conditions

- If an education plan is not submitted, if the request for home schooling is refused or if it is deemed that an appropriate educational experience is not being provided to the child, the parents must return the child to a school for placement in the most appropriate program in accordance with School Board procedures. If the child is not registered in any of the schools of the School Board, parents will be expected to provide proof of the child's registration in another school. Failing this, the School Board will inform the D.P.J., as is its legal responsibility.
- Parents wishing to renew a Home Schooling Contract must apply annually according to these procedures.

EXTENDED PERIODS OF ABSENCE FROM SCHOOL

- In the event a student plans to be absent from school for a period of one month or more due to reasons other than illness or injury (i.e. extended holiday), an education plan meeting the above-mentioned requirements must be submitted and approved prior to the student's departure or absence.



Application Request for Home Schooling

Year: 20__ - 20 __

Student Identification

| | | | |
|-----------------------|--|-------------------------------------|---------------------------------|
| Family Name: _____ | | Given Name: _____ | |
| Date of Birth: _____ | | Male <input type="checkbox"/> | Female <input type="checkbox"/> |
| Permanent Code: _____ | | Grade Level for current year: _____ | |

Please include a copy of the child's Certificate of Eligibility for English Instruction if available, as well as his/her birth certificate.

Parents' Identification

| | |
|---------------------|---------------------|
| Father's Name: | Mother's Name: |
| Home Address: | Home Address: |
| Home Telephone: | Home Telephone: |
| Cellular Telephone: | Cellular Telephone: |
| Business Telephone: | Business Telephone: |

Required Information

| | | | |
|---|-------|-------------|-----------------|
| Reason(s) for requesting Home Schooling | | | |
| | | | |
| | | | |
| Information | | | |
| Last School Attended: | City: | School Year | Grade Level(S): |
| | | | |
| Signature of Father: _____ | | Date: _____ | |
| Signature of Mother: _____ | | Date: _____ | |

The application request for Home Schooling, the required Education Plan and other required documents are to be submitted to the Educational Services Department of the Sir Wilfrid Laurier School Board by May 31st of the school year in question. A decision will be rendered on or before June 30th.

| | |
|---|---|
| For School Board Use | Date received: _____ |
| Certificate of Eligibility: Yes <input type="checkbox"/> No <input type="checkbox"/> | Birth Certificate: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Attached Education Plan: Yes <input type="checkbox"/> No <input type="checkbox"/> | High School Leaving Certificate Yes <input type="checkbox"/> No <input type="checkbox"/> of Home-Schooling Parent: |
| Signature: Assistant Director, Educations Services Department: _____ | |



Home Schooling Contract

Article 15, paragraph 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 attendance.

Taking this section of the law into consideration, Sir Wilfrid Laurier School Board agrees to enter into a contract with

_____ parent(s)
of _____
to ensure that the education of _____
is discharged adequately in accordance with the requirements of the Education Act.

This contract shall be for a term commencing _____
and ending _____.

_____ agree to take
personal and direct responsibility for the education of _____
for a maximum of one school year and shall
undertake to provide at home an educational experience which is in accordance with the M.E.L.S.
directives as outlined in the *Basic School Regulation (Régime Pédagogique)*.

The parent(s)/legal guardian(s) is/are responsible for contacting Educational Services prior to the end of the Home Schooling Contract to ascertain the level of knowledge and progress attained. This may include an interview and presentation of portfolio and any required tests for each of the subjects taught. An unsatisfactory evaluation according to the Sir Wilfrid Laurier School Board's standards will normally prevent the Home Schooling Contract from being renewed.

If for any reason _____ is/are unable to provide for the appropriate instruction during the school year, _____ is to be returned to school for placement in the most appropriate program in accordance with Sir Wilfrid Laurier School Board's procedures.

Director General

Date

Mother _____

Date _____

Father _____

Date _____