

**IDENTIFICATION CODE**

POL14-201

**TITLE: Home Schooling Policy**

<b>ENFORCEMENT DATE</b>	<b>REQUIRED AUTHORIZATION</b>	<b>RESPONSIBLE FOR FOLLOW-UP</b>
December 1 <sup>st</sup> , 2014	Director of Educational Services	Director of Educational Services

**INFORMATION PAGE**

	<b>DATE</b>	<b>AUTHORIZATION</b>
<b>ADOPTION</b>	December 1 <sup>st</sup> , 2014	Ordinance 14-201

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## RATIONALE

The *Education Act* decrees obligatory instruction for all children aged six (6) to sixteen (16). In order to meet the requirements of the law, a child must either attend school or be covered by exceptions listed under Section 15 of the law:

1. illness;
2. physical or mental handicap preventing the student from attending school;
3. expulsion under Section 242;
4. home schooling.

## POLICY

1. Section 15 of the Education Act gives parents the right to instruct their children at home. However, the School Board must evaluate the educational experience of the student who is receiving instruction at home, in order to ensure that the experience is equivalent to what is provided at school.
2. Parents requesting a Home Schooling Contract with the Commission scolaire du Littoral must reside within the territory under the jurisdiction of the Board.
3. In accordance with Bill 101, eligibility certification for English instruction must be presented to the School Board if the child is to be registered in English instruction.
4. The parents requesting a Home Schooling Contract must submit for approval by the School Board:
  - a. an application requesting a Home Schooling Contract;
  - b. an Educational Plan which specifies the teaching, learning and assessment experiences that shall be provided for each subject domain to be taught during the term of the Home Schooling Contract.
5. A Home Schooling Contract is valid for a maximum of one school year and a new application must be made annually.
6. The Education Act imposes obligations on school boards. The law obliges the School Board to ensure that any child who does not attend school is covered by an exemption listed under Section 15 of the law. Accordingly, Educational Services must:
  - a. review the request for a Home Schooling Contract;
  - b. interview the parents requesting a Home Schooling Contract;
  - c. review the Educational Plan submitted by the parents;
  - d. discuss the Educational Plan with parents;
  - e. assist parents in the preparation of their Educational Plan by making available for reference and consultation purposes the MEESR *Régimes pédagogiques* and programs;
  - f. submit a recommendation to the Administrator, approving or denying the request for a Home Schooling Contract;

- g. evaluate the student under the Home Schooling Contract;
  - h. inform the schools of the procedures to follow in case of a request for home schooling.
7. The Board shall issue a Home Schooling Contract once it has determined that the parents are able to fulfill their obligations to provide schooling at home.
  8. If parents do not submit an Educational Plan or if the Board deems that the educational experience being provided is not equivalent to that provided in school, the parent must return the child to a school for placement in the most appropriate program in accordance with School Board procedures. If the child returns to school in an institution outside of the Commission scolaire du Littoral's jurisdiction, the parent must provide the Board with evidence of the child's registration in another school. Failing this, the School Board must undertake appropriate procedures, as is its legal responsibility.

## **PURPOSE**

To provide procedures by which the School Board shall sign individual contracts with the parents who wish to provide home schooling for their child, in accordance with Section 15 of the *Education Act*.

## **GENERAL INFORMATION**

Chapter 1, Section 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.

## **APPLICATION PROCEDURES**

1. Educational Services will provide the parents with the Home Schooling Application form (Appendix A) and the document “Tools for the parents”, which includes the form for the Educational Plan (see Appendix B for the requirements of the Educational Plan).
2. To help the parents in the preparation of the Educational Plan, the School Board shall make available reference copies of the MEE SR *Régimes pédagogiques* and programs. These documents are also available at the following website: <http://www.education.gouv.qc.ca/en/>.
3. The Home Schooling Application and the Educational Plan must be submitted to Educational Services before October 15<sup>th</sup> of the school year in question.

## **APPROVAL PROCEDURES**

1. Educational Services shall review each Home Schooling Application and the Educational Plan and shall make a recommendation for approval or denial to the Administrator.
2. The School Board shall advise the parents of its decision regarding the request for home schooling within 30 days of the submission of the completed and signed documentation.
3. Once the School Board approves a request for home schooling, a Home Schooling Contract (Appendix C) shall be signed by the parents on behalf of the child and by the Administrator on behalf of the School Board.

## **PARENT’S RESPONSIBILITIES**

1. The parents are to demonstrate that they can provide an educational experience equivalent to that provided by the School Board.
2. The parents are to maintain a portfolio of the teaching, learning, and assessment experiences during the term of the Home Schooling Contract.
3. The parents must ensure the child attends the evaluation session(s) arranged by the School Board at the end of the term of the Home Schooling Contract, when applicable.

## **EVALUATION PROCEDURES**

1. Educational Services shall make a final evaluation of learning of the students under the Home Schooling Contract at the end of the school year in question.
2. Evaluation shall 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 evaluation may include an interview of the child by Educational Services. It may also include the administration of the examinations set by the MEESR or the School Board.

## **OTHER CONDITIONS**

1. If parents do not submit an Educational Plan or if the Board deems that the educational experience being provided is not equivalent to that provided in school, the parent must return the child to a school for placement in the most appropriate program in accordance with School Board procedures. If the child returns to school in an institution outside of the Commission scolaire du Littoral's jurisdiction, the parent must provide the Board with evidence of the child's registration in another school. Failing this, the School Board must undertake appropriate procedures, as is its legal responsibility.
2. Parents wishing to renew a Home Schooling Contract must apply annually according to these procedures.

**APPENDIX A – HOME SCHOOLING APPLICATION**  
for school year \_\_\_\_\_ - \_\_\_\_\_

**Identification of Student**

\_\_\_\_\_

Student Last Name

\_\_\_\_\_

Student First Name

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Birth (D-M-Y)

\_\_\_\_\_

Sex (M/F)

\_\_\_\_\_

Quebec Permanent Code

**Identification of Parent(s)/Legal Guardian(s)**

\_\_\_\_\_

Last Name(s)

\_\_\_\_\_

First Name(s)

\_\_\_\_\_

Relationship

\_\_\_\_\_

Address

\_\_\_\_\_

Street

\_\_\_\_\_

City

\_\_\_\_\_

Postal Code

\_\_\_\_\_

Telephone (Home)

\_\_\_\_\_

Telephone (Work)

**Basic Information Regarding Home Schooling Contract**

Reasons for Home Schooling Contract Request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

General academic and social objectives to be addressed in the Home Schooling Contract experience:

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**Other Information Required**

\_\_\_\_\_  
Last School Attended

\_\_\_\_\_  
School Year

\_\_\_\_\_  
Grade Level

Individual subject objectives must be specified in the Educational Plan to be prepared and submitted by the applicant. The requirements of the educational plan are described in Appendix B.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This request form and the educational plan must be submitted to Educational Services. A decision shall be rendered within 30 days of the submission of the documentation.

**Board Use Only**

**Date Received:**

\_\_\_\_\_

**Decision:**

\_\_\_\_\_

**Date Parent(s)/Guardian(s) Informed:**

\_\_\_\_\_



## APPENDIX B – REQUIREMENTS OF THE EDUCATIONAL PLAN

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### **Components of the Educational Plan**

The Educational Plan is a precise description of the academic objectives for each subject to be taught during the term of the Home Schooling Contract. The Educational Plan must specify:

1. the grade level;
2. the teaching materials and other support materials to be used;
3. how the objectives will be achieved;
4. the nature and extent of ongoing evaluation used throughout the teaching and learning process.

A form covering all the requirements for the Educational Plan is included in the “Tools for Parents” document, provided to the parents with the application form.

The compulsory subjects for each grade level are specified in Section 41 of the Basic School Regulations (*Régime pédagogique*) for Primary Education, and Section 35 of the Basic School Regulations (*Régime pédagogique*) for Secondary Education. The “Subject-Time Allocation” tables are also included in the “Tools” document.

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### **Availability of Reference Documents**

Reference copies of MEESR programs and sample textbooks are available through Educational Services. Those wishing to consult these documents should contact Educational Services.

## APPENDIX C – HOME SCHOOLING CONTRACT

Chapter 1, Section 15, paragraph (4), of the Education Act states "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, the Commission scolaire du Littoral 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*.

As \_\_\_\_\_ agrees to take personal and direct responsibility for the education of \_\_\_\_\_, for a maximum of one year, he/she undertakes to provide at home an educational experience which is in accordance with the Ministry of Education directives as outlined in the *Régimes pédagogiques* and MELS programs.

The parent(s)/guardian(s) is/are responsible for contacting Educational Services before May 31, 20\_\_\_\_, in order to establish the timetable for evaluation in June 20\_\_\_\_.

Not later than the end of June 20\_\_\_\_, \_\_\_\_\_, shall be evaluated by members of the Board's Educational Services 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. Any materials on loan are to be returned at that time. An unsatisfactory evaluation according to the Board's standards shall 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, he/she (they) is (are) to return \_\_\_\_\_ to school for placement in the most appropriate program in accordance with the School Board procedures.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Parent(s)/Guardian(s)

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

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