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# **Procedures for HomeSchooling Services at the Eastern Townships School Board**

## 1. BACKGROUND

New regulations on home schooling have come into force on July 1<sup>st</sup>, 2018, resulting in many changes in the roles and responsibilities of the Ministry, school boards and parents.

A parent of a homeschooled child will now officially register with the Ministère de l'Éducation et de l'Enseignement Supérieur (MEES), with a copy of the written intent to homeschool to the school board asso and submit a Learning Project detailing the education plan for their child. Once approved, the parent may approach its local school board for access to pedagogical materials, exams, equipment, facilities and/or other student services.

The main purpose of this \*document is to define the roles and responsibilities of the Eastern Townships School Board (ETSB) in supporting home schooling families registered with the MEES. The final section of the document includes individual request forms for parents to access materials, exams, facilities and other student support services within the ETSB.

\*A special thank you to the Comité Régional de Laval, des Laurentides et de Lanaudière and the Sir Wilfrid Laurier School Board for allowing us to adapt their document for distribution purposes. It is important to note that some original content was modified to better reflect our own school board practices and procedures.

## 2. LEGAL AND REGULATORY FRAMEWORK

a. *Education Act* (L.R.Q., ch. I-13.3), s. 15 1st par., sub-par.4, 231 and 448.1 (hereafter called EA).

b. *Homeschooling regulation*, D 644-2018, (2018) GO II, 3869 (hereafter called the Regulation).

<http://www.education.gouv.qc.ca/en/school-boards/support-and-assistance/homeschooling/>

## 3. DEFINITIONS

**Designated school:** School designated by the school board to provide access to materials, equipment and/or facilities.

**Textbooks:** School textbooks approved by the school principal under Section 96.15 (3) of the EA. Please note that reference documents (e.g. dictionaries, grammar books, teacher guides, etc.) are not considered school textbooks.

**Available:** Something which is physically located in the designated school and is not currently being used or used by teachers during the period covered by the request.

**Child:** For the purposes of this document, the word child means specifically a child who is homeschooled as defined by the EA and the Regulation and who is of school age, as defined in Section 1 of the EA.

**Accompanying person:** A parent or adult designated by the parent who accompanies the child during his or her presence at the designated school. This person is not permitted to accompany more than four (4) children at a time.

#### **4. PRINCIPLES**

4.1. The child may receive materials and services from the ETSB as described by the EA and the Regulation, subject to availability and in accordance with the procedures set out in this document.

4.2. The services offered at the designated school are services to support the child; this will not include any additional services to accommodate the parent or accompanying person.

4.3. The child and parent or accompanying person are expected to take proper care of materials, equipment and/or facilities made available to them during the time spent at the designated school.

#### **5. ROLES & RESPONSIBILITIES**

##### **ETSB**

- **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 & Complementary Services Depts.** – Both departments are responsible for the application and distribution of the document to the Principal of the designated school and to accommodate school requests for resources to support the child. Any requests for materials and/or support services should be directed to the following e-mail address:  
[homeschooling@etsb.qc.ca](mailto:homeschooling@etsb.qc.ca)
- **School Board Organization Technician** – The School Board Organization Technician is responsible for admissions and declaration of children whose

parents have requested services from the school board.

- **Designated School Principal** – The designated school principal is responsible for the application of the procedures set out in this document, in collaboration with the Educational and Complementary Services depts.

## **Parent & Child**

- The parent of a child benefiting from the services provided by the ETSB is responsible for respecting the provisions set out in this document as well as the rules established by the designated school.
- The parent is also responsible, unless delegated to an accompanying person, for the supervision and safety of the child at all times in the delegated school. The child must at all times respect the rules established by the delegated school.

## **6. PROVISIONS**

### **6.1. General Provisions**

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

- a) Follow the school board's admission process, according to the policy in effect;
- b) Provide the School Board ([homeschooling@etsb.qc.ca](mailto:homeschooling@etsb.qc.ca)) with the following documents:
  - A certified copy of the birth certificate (long form)
  - Proof of Declaration of Eligibility for Instruction in English;
  - A copy of the notice sent to the Ministry and evidence of receipt;
  - A copy of the Learning Project ;
  - An updated copy of the Learning Project if changes are made;
- c) Complete the attached home schooling request form(s), depending on the service or support required and return to the School Board ([homeschooling@etsb.qc.ca](mailto:homeschooling@etsb.qc.ca)). The request(s) for access to materials and/or facilities must align with the contents of the Learning Project.

### **6.2. Evaluations**

#### **6.2.1 School Board Compulsory Exams and MEES Compulsory and Uniform Exams**

- a) A child may be evaluated with an exam in subjects and grade levels identified by the ETSB and shown on the attached exam schedule, ETSB Exam Schedule: Board Compulsory and Ministry Exams.
- b) Requests for board compulsory exams must align with the contents of the Learning Project.
- c) The child must arrive at the designated location (school or school board), on the date/time indicated on the exam schedule. The parent or accompanying person will not be permitted in the exam room.
- d) At the parent's request, the child may use an adaptive measure if available (e.g. computer, writing assistance program, quiet area, etc.) during the exam that he/she has used at home during the learning. The adaptive measure must never be a support person and must respect the guidelines set by the MEES regarding acceptable adaptations during uniform exams.
- e) Results from the exam(s) are emailed to the parent at the end of the correction period. The exams are the property of the ETSB and remain confidential. The parent does not receive a copy but may request a viewing of the corrected exam.

## **7. LEARNING MATERIALS AND RESOURCES**

- a) The child may obtain free textbooks so long as the books align with the contents of the Learning Project.
- d) Textbooks are made available for the entire school year and returned to the school prior to the last day of the month of June.
- e) All loaned materials must be kept in good condition.
- f) Sharing of copyrighted learning material (photocopies) is not permitted.
- g) To access learning resources and facilities in the designated school, the parent must complete the attached home schooling request form, Access to School Facilities and Resources and return to the ETSB ([homeschooling@etsb.qc.ca](mailto:homeschooling@etsb.qc.ca)). A response to the request will be sent to the parent via email within a 7-10 day period, including possible dates/times if approved.

## **8. STUDENT SERVICES**

- a) The following services shall be provided, subject to their availability and

taking into account the needs of the child and in connection with the contents of the Learning Project:

- Academic and Career Counselling (Secondary only)
- Psychological Services
- Psychoeducational Services
- Speech-Language Assessments
- Remedial Educational Services

- b) The ETSB determines the child's needs based on the information provided on the home schooling form, Access to Student Services. 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 need of the services being requested.
- c) The Student Services Dept. is then responsible in informing and providing the child's parents with the services available at the designated school in the same way as if the child were attending the school. The services available may vary and services may be offered individually or in groups. This decision is made by the Student Services Dept. in consideration of the resources at its disposal at the time of the request.
- d) If necessary, a wait list for services will be maintained by the Student Services Dept.

## **9. DESIGNATED SCHOOL FACILITIES AND RESOURCES**

### **9.1. Safety and Behaviour**

- Under no circumstances may the child be left alone in any area of the designated school. The parent or accompanying person must remain with the child at all times.
- The ETSB or designated school principal reserves the right to interrupt an activity performed by the child if the child is not complying with the school's code of conduct. The child and parent or accompanying person may be asked

to leave the school if poor behavior or non-compliance is observed.

- For safety reasons, preschool children are not permitted in the designated school.
- Only the child receiving home schooled instruction can be present and make use of the designated school's facilities and resources.

## **9.2. Access to Library and Computer Area**

- Based on the completion of the home schooling request form, Access to School Facilities and Resources and approval of the ETSB, the child may access the designated school's library area to read, search and borrow books.
- All library activities must align with the contents of the Learning Project.
- The ETSB reserves the right for the child and parent or accompanying person to sign a document requesting compliance with certain rules when using information technology in the designated school.
- When using a school computer, it is important for the child to be a responsible Digital Citizen:
  - Avoid sharing personal information on the Internet.
  - Never share username and passwords with other users.
  - Be respectful of others and not use vulgar, threatening or insulting language.
  - Never publish a photo or video without the consent of the persons appearing in it.
  - Never possess or distribute inappropriate content of a violent, hateful, indecent nature or participate in prohibited or illegal activities.
  - Always take proper care of the computer hardware and software used.

## **9.3 Access to Science Area**

- Based on the completion of the home schooling request form, Access to School Facilities and Resources and approval of the ETSB, the child may access the designated school's science area to conduct a science-related task.

- All science activities must align with the contents of the Learning Project.
- Depending on the complexity of the science task, in particular lab-related activities, the ETSB reserves the right for the child and parent or accompanying person to sign a document requesting compliance with certain safety rules before performing the activity.

#### **9.4 Access to Gym**

- Based on the completion of the home schooling request form, Access to School Facilities and Resources and approval of the ETSB, the child may access the designated school's gym for physical fitness and sports and recreation.
- The child may only use materials and equipment that align with the Phys. Ed. content in the Learning Project.
- The ETSB reserves the right for the child and parent or accompanying person to sign a document requesting compliance with certain safety rules when using the gym in the designated school.
- Instructions for Parent or Accompanying Person to follow when using the gym:
  - The child must be supervised at all times;
  - Ensure authorization has been granted by the designated school principal or other school official before using any gym equipment;
  - The child must be provided proper training before using any equipment. Ensure the child has proper gym attire;
  - Running shoes compulsory for both the child and parent or accompanying person.