



Home Schooling Services at the Lester B. Pearson School Board

June 2019

1. BACKGROUND

The *Homeschooling Regulation* came into force on July 1st, 2018¹, resulting in many changes in the roles and responsibilities of the Ministry, school boards and parents. See Section #2, *Legal and Regulatory Framework*.

A parent of a home schooled child will now officially register with the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) 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 Lester B. Pearson School board (LBPSB) 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 LBPSB.

1.1 Procedure to register:

Parents must send a written notice to the Minister (using the MEES form) to indicate that they choose to homeschool their child(ren): <http://www.education.gouv.qc.ca/en/school-boards/support-and-assistance/homeschooling/>.

At the same time, parents must also send a notice to the School Board at the following email address: admissions@lbpsb.qc.ca.

The notice must be sent to the MEES and the School Board:

- On or before July 1 of each year
- If the student stops attending an educational institution during the school year, the notice must be sent within 10 days of that time.

2. LEGAL AND REGULATORY FRAMEWORK

- a. *Education Act* (L.R.Q., ch. I-13.3).
- b. *Homeschooling regulation*, (L.R.Q. ch. I-13.3 r. 6.01).

For more information on the new ministerial policy, visit the MEES home schooling web site: <http://www.education.gouv.qc.ca/en/school-boards/support-and-assistance/homeschooling/>.

¹ Note that amendments to the Regulation are pending; *Gazette Officielle du Québec* March 27, 2019: <http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=1&file=2019A%2F103840.PDF>.

3. KEY TERMS

Learning Project: The child's educational plan prepared by the parent and approved by the MEES.

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

Textbooks and instructional material: School textbooks and instructional material approved by the Principal under Section 96.15 (3) of the EA. Instructional material may be subject to availability and conditions determined by the School Board.

Child: For the purposes of this document, the word child means specifically a child who is homeschooled as defined by the EA² 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. Note that the accompanying parent may be asked to complete a declaration concerning judicial record.

4. PRINCIPLES

4.1. The child may receive materials and services from the LBPSB 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

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 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 materials and resources to support the child.
- Admissions Dept. – The Admissions Dept. is responsible for the admission and declaration of the child and to forward any requests for materials and/or support services to the Educational

² Refer to s. 15(4) EA.

and Student Services Depts.

- 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 Student Services Depts.

Parent & Child

- The parent 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 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 LBPSB, the parent of the child must respect the following procedures:

- a) Contact the Admissions Dept. once the Ministry registration is completed and Learning Project approved.
- b) Provide the Admissions Dept. with the following documents:
 - 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 Admissions Dept. The request(s) for access to materials and/or facilities must align with the contents of the Learning Project.
- d) Ensure possession of a valid photo identification card when present in the designated school.

6.2. Evaluation

6.2.1. Board Compulsory 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 2018-2019: Board Compulsory and Ministry Exams* (refer to Schedule A).
- b) Requests for board compulsory exams must align with the contents of the Learning Project.
- c) The parent must send an email to the School Board to register the child to the exam at the

following email address: admissions@lbpsb.qc.ca.

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, 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 LBPSB regarding acceptable adaptations during board 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 LBPSB and remain confidential. The parent does not receive a copy but may request a viewing of the corrected exam.

6.2.2. MEES 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 2018-2019: Board Compulsory and Ministry Exams* (refer to Schedule A).
- b) Requests for MEES exams must align with the contents of the Learning Project.
- c) The parent must send an email to the School Board to register the child to the exam at the following email address: admissions@lbpsb.qc.ca.

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, 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 Ministry exams.
- e) Results from the MEES compulsory exam(s) are emailed to the parent 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 MEES exams are the property of the Ministry and remain confidential. The parent does not receive a copy but may request a viewing of the corrected exam.

7. Learning Materials and Resources

- The child may obtain free textbooks and /or instructional materials approved by the Principal of the designated school so long as the books or materials align with the contents of the Learning Project.

- Textbooks and instruction materials are made available for the entire school year and returned to the designated school in the month of June.
- All loaned materials must be kept in good condition and returned to the designated school at the end of the school year.
- Sharing of copyrighted learning material (photocopies) is not permitted.
- 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* (refer to Schedule B) and return to the LBPSB Admissions Dept. 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 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 home schooling form, *Access to Student Services* (refer to Schedule C). 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.
- 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 Behavior

- 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 LBPSB 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* (refer to Schedule D) and approval of the LBPSB, the child may access the designated school's library area to read, search and borrow books, including a computer to search and read on-line material.
- All library and computer-related activities must align with the contents of the Learning Project.
- The LBPSB 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* (refer to Schedule D) and approval of the LBPSB, 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 LBPSB 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 Arts Area

- Based on the completion of the home schooling request form, *Access to School Facilities and Resources* (refer to Schedule D) and the approval of the LBPSB, the child may access the designated school's Arts area to conduct an Arts activity.
- The child may only use materials and supplies that align with the Arts content in the Learning Project.

9.5. Access to Gym

- Based on the completion of the home schooling request form, *Access to School Facilities and Resources* (refer to Schedule D) and approval of the LBPSB, 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 LBPSB 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 when using the gym.



SCHEDULES A-D³
LBPSB Exam Schedule
2019-2020
&
Home Schooling Request
Forms

³ Note that the schedules may be updated as required.

SCHEDULE A (AS OF JUNE 25, 2019)

LBPSB Exam Schedule 2019-2020

Board-Compulsory and Ministry Exams

(B) = Board (M) = Ministry

The parent must send an email to the School Board to register the child to the exam at the following email address: admissions@lbsb.qc.ca.

Elementary		
Level	Exam	Dates
4	English Language Arts (B)	TBA
4	French Second Language (B)	TBA
6	English Language Arts (M)	May 4 th – May 22 th
6	Mathematics (M)	June 8 th – June 12 th
6	French Second Language (B)	TBA

Secondary		
Level	Exam	Date
2	Math (B)	TBA
3	History (B)	TBA
4	Math CST Reasoning (M)	June 18 th 9-12 pm
4	Math TS Reasoning (M)	June 10 th 9-12 pm
4	Math SN Reasoning (M)	June 10 th 9-12 pm
4	General Sc. & Tech. Theory (M)	June 12 th 9-12 pm
4	Applied Sc. & Tech. Theory (M)	June 12 th 9-12 pm
4	History of Que. & Canada (M)	June 16 th 9-12 pm
5	English Lang. Arts Reading (M)	May 26 th 9-12 pm
5	English Lang. Arts Production Preparation (M)	May 27 th 9-12 pm
5	English Lang. Arts Production Writing (M)	May 28 th 9-12 pm

Secondary		
Level	Exam	Date
5	French 2 nd Lang. Base Oral (M)	May 14th – June 5th
5	French 2 nd Lang. Base Compréhension Écrite (M)	May 13th 9-12 pm
5	French 2 nd Lang. Base Production Écrite (M)	June 8th 9-11 pm
5	French 2 nd Lang. Enrichi Compréhension Écrite (M)	June 9th 9-12 pm
5	French 2 nd Lang. Enrichi Production Écrite (M)	June 10th 9-12 pm



SCHEDULE B (AS OF JUNE 25, 2019)

Home Schooling Request Form

Access to Pedagogical Materials

Legal Framework: Homeschooling Regulation, Education Act, c. I-13.3 r. 6.01

Personal Information	
Date:	
Student Name (Family/First Name):	
Grade Level:	
Permanent Code (if available):	
Birthdate:	
Home Address:	
Email Address:	
Home Phone Number:	

Please review your Learning Project for identified materials. Check off the appropriate boxes.

Pedagogical materials will be provided, subject to applicable conditions. All loaned items must be returned in good condition by the end of the school year.

Subjects identified in the Learning Project	Grade Level	Reserved for School or Board Administration
Languages		
English Language Arts	Elementary 1 2 3 4 5 6 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Title: <input style="width: 100%;" type="text"/> Identification Code: <input style="width: 100%;" type="text"/> Release Date: <input style="width: 100%;" type="text"/> Return Date: <input style="width: 100%;" type="text"/>
	Secondary 1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
French Second Language	Elementary 1 2 3 4 5 6 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Title: <input style="width: 100%;" type="text"/> Identification Code: <input style="width: 100%;" type="text"/> Release Date: <input style="width: 100%;" type="text"/> Return Date: <input style="width: 100%;" type="text"/>
	Secondary 1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Subjects identified in the Learning Project	Grade Level	Reserved for School or Board Administration
Mathematics and Sciences		
Mathematics	<p>Elementary</p> <p>1 2 3 4 5 6</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Secondary</p> <p>1 2 3</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>4 CST SN TS</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>5 CST SN TS</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Title: <input type="text"/></p> <p>Identification Code: <input type="text"/></p> <p>Release Date: <input type="text"/></p> <p>Return Date: <input type="text"/></p>
Science & Technology	<p>Elementary (In French)</p> <p>3 4 5 6</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Secondary</p> <p>1 2</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Title: <input type="text"/></p> <p>Identification Code: <input type="text"/></p> <p>Release Date: <input type="text"/></p> <p>Return Date: <input type="text"/></p>
General Sc. & Tech.	<p>Secondary</p> <p>3 4</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Title: <input type="text"/></p> <p>Identification Code: <input type="text"/></p> <p>Release Date: <input type="text"/></p> <p>Return Date: <input type="text"/></p>
Applied Sc. & Tech.	<p>Secondary</p> <p>3 4</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Title: <input type="text"/></p> <p>Identification Code: <input type="text"/></p> <p>Release Date: <input type="text"/></p> <p>Return Date: <input type="text"/></p>
Environmental Sc. & Tech. or Science and the Environment	<p>Secondary</p> <p>4</p> <p><input type="checkbox"/></p>	<p>Title: <input type="text"/></p> <p>Identification Code: <input type="text"/></p> <p>Release Date: <input type="text"/></p> <p>Return Date: <input type="text"/></p>
Chemistry	<p>Secondary</p> <p>5</p> <p><input type="checkbox"/></p>	<p>Title: <input type="text"/></p> <p>Identification Code: <input type="text"/></p> <p>Release Date: <input type="text"/></p> <p>Return Date: <input type="text"/></p>

Subjects identified in the Learning Project	Grade Level	Reserved for School or Board Administration
Mathematics and Sciences		
Physics	Secondary 5 <input type="checkbox"/>	Title: <input type="text"/> Identification Code: <input type="text"/> Release Date: <input type="text"/> Return Date: <input type="text"/>
Social Sciences		
Social Studies	Elementary 3 4 5 6 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Title: <input type="text"/> Identification Code: <input type="text"/> Release Date: <input type="text"/> Return Date: <input type="text"/>
Geography	Secondary 1 2 <input type="checkbox"/> <input type="checkbox"/>	Title: <input type="text"/> Identification Code: <input type="text"/> Release Date: <input type="text"/> Return Date: <input type="text"/>
History	Secondary 1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Title: <input type="text"/> Identification Code: <input type="text"/> Release Date: <input type="text"/> Return Date: <input type="text"/>
Contemporary World	Secondary 5 <input type="checkbox"/>	Title: <input type="text"/> Identification Code: <input type="text"/> Release Date: <input type="text"/> Return Date: <input type="text"/>
Financial Ed.	Secondary 5 <input type="checkbox"/>	Title: <input type="text"/> Identification Code: <input type="text"/> Release Date: <input type="text"/> Return Date: <input type="text"/>
Parent Signature: <input type="text"/> Date: <input type="text"/> School or School Board Contact Person: <input type="text"/> Date: <input type="text"/>		

Please return the completed form via email to the Admissions Dept., Lester B. Pearson School Board.

Email: admissions@lbpsb.qc.ca



SCHEDULE C (AS OF JUNE 25, 2019)
Home Schooling Request Form

Access to School Facilities and Resources

Legal Framework: Homeschooling Regulation, Education Act, c. I-13.3, r. 6.01

Personal Information	
Date:	
Student Name (Family/First Name):	
Grade Level:	
Permanent Code (if available):	
Birthdate:	
Home Address:	
Email Address:	
Home Phone Number:	

Please review your Learning Project before checking off the appropriate boxes. School facilities and resources requested must align to the objectives set in the Learning Project.

School Facilities	
<i>Please complete a form for each activity requested.</i>	
<input type="checkbox"/>	Gym
<input type="checkbox"/>	Library
<input type="checkbox"/>	Arts Room
<input type="checkbox"/>	Science Lab
<input type="checkbox"/>	Computer Room

Title of Activity

Description of Activity:

Resources Required to Complete Activity:

Reserved for School Board

Name of person accompanying child in school and relationship to child:

Request approved

Dates/Times available to conduct activity:

Request declined

Reason for refusal:

Date:

School Board Contact Person:

SCHEDULE C (AS OF JUNE 25, 2019)
Home Schooling Request Form

Parent Signature:

Date:

School Board Contact Signature:

Date:

Please return the completed form via email to the Admissions Dept, Lester B. Pearson School Board.

Email: admissions@lbpsb.qc.ca

Reserved for School Board

Request Approved Request Declined

Reason for refusal:

Date:

Board Contact Person:

Services available at the following location:

Date service will be rendered:

Parent Response to Approved Services

Accepted Declined

Reason for refusal:

Date:

Parent Signature:

Date:

School Board Contact Signature:

Date:

Please return the completed form via email to the Admissions Dept., Lester B. Pearson School Board.

Email: admissions@lbpsb.qc.ca