		Commission scolaire English-Montréal English Montreal School Board
POLICY:	HOME SCHOOLING	CODE: PS-15
Origin:	Pedagogical Services	
Authority:	Resolution #00-06-20-9.5	
Reference(s):	Education Act, Section 15	

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 English Montreal School Board must reside within the territory served by the Board.
3. In accordance with Bill 101, eligibility certification for English instruction must be presented to the School Board.
4. The parents requesting a Home Schooling Contract must:
 - a. submit an application requesting a Home Schooling Contract;
 - b. submit 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;

- c. submit for Board approval the application for a Home Schooling Contract and the Educational Plan before July 1st of the school year in question.
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, Pedagogical Services must:
 - a. review the request for a Home Schooling Contract;
 - b. interview the parents requesting a Home Schooling Contract;
 - c. assist parents in the preparation of their Educational Plan by making available for reference and consultation purposes the MEQ *Régimes pédagogiques* and programs through the Board's professional library;
 - d. review the Educational Plan submitted by the parents;
 - e. discuss the Educational Plan with parents;
 - f. submit a recommendation to the Director General, approving or denying the request for a Home Schooling Contract;
 - g. evaluate the student under the Home Schooling Contract;
 - h. submit an annual report on Home Schooling Contracts to the Council of Commissioners;
 - i. issue a circular to the schools describing procedures to be followed regarding inquiries about home schooling.
7. The Board shall issue a Home Schooling Contract once it has determined that the parents are able to fulfill their obligation to provide home schooling.
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 parent does not register the child in a school of the English Montreal School Board, the parent must furnish 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.

		Commission scolaire English-Montréal English Montreal School Board
PROCEDURE:	HOME SCHOOLING	CODE: PS-15.P
Origin:	Pedagogical Services	
Reference(s):	Education Act, Section 15	

PURPOSE

To provide procedures by which the School Board shall enter into 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. To ensure that the parents are able to fulfill their obligation for home schooling for their child, they shall submit for Board approval, the Home Schooling Application (Appendix A). They are also required to submit an Educational Plan (Appendix B) which specifies the teaching, learning and assessment experiences that shall be provided for each subject to be taught during the term of the Home Schooling Contract.
2. Pedagogical Services shall issue the Home Schooling Application form and the reference document listing the elements of the Educational Plan to parents upon request.
3. To assist the parents in the preparation of the Educational Plan, the School Board shall make available reference copies of the MEQ *Régimes pédagogiques* and programs. These documents are also available at the following website: <http://www.gesn.meq.gouv.qc.ca>.
4. The Home Schooling Application and the Educational Plan must be submitted to Pedagogical Services before July 1st of the school year in question.

APPROVAL PROCEDURES

1. Pedagogical Services shall review each home schooling application and the required Educational Plan and shall forward a recommendation for approval or denial to the Director General.
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 Director General on behalf of the School Board.

PARENT 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 and the child are to attend the evaluation session(s) arranged by the School Board at the end of the term of the Home Schooling Contract.

EVALUATION PROCEDURES

1. Pedagogical 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 shall include an interview of the child by Pedagogical Services. It may also include the administration of the examinations set by the Ministry of Education or the School Board.

OTHER CONDITIONS

1. If the request for home schooling is not approved, or if it is deemed that an appropriate educational experience is not being provided to the child, 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 is not registered in any of the schools of the English Montreal School Board, then the parents shall be expected to provide proof of the child's registration in another school. Failing this, the Board shall inform the Department of Youth Protection, as is its legal responsibility.
2. Parents wishing to renew a Home Schooling Contract must apply annually according to these procedures.
3. Pedagogical Services shall submit an annual report on home schooling to the Council of Commissioners.
4. Pedagogical Services shall issue an annual circular to schools describing the procedures to be followed regarding inquiries about home schooling.

APPENDIX A



Commission scolaire English-Montréal
English Montreal School Board

HOME SCHOOLING APPLICATION

Identification of Student:

Student Family Name

Student Given Name

Date of Birth (D-M-Y)

Sex (M/F)

Quebec Permanent Code

Grade Level to be taught

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

Family Name(s)

Given Name(s)

Relationship

Address

Street

City

Postal Code

Telephone (Home)

Telephone (Business)

Basic Information Regarding Home Schooling Contract:

Reason for Home Schooling Contract Request:

General Academic and Social Objectives to be Addressed in the Home Schooling Contract Experience:

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 on the accompanying document.

Signature of Applicant

Date

This request form and the educational plan must be submitted to *the Pedagogical Services Department*. 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:

(Retain with contract or letter of decision)

APPENDIX B

Commission scolaire English-Montréal
English Montreal School Board

HOME SCHOOLING EDUCATIONAL PLAN for _____
 Student Name

_____ Date of Birth _____ School Year

Responsibilities of Parent(s)/Legal Guardian(s):

1. to submit an educational plan for School Board consideration;
2. to provide an educational experience equivalent to that provided by the School Board;
3. to maintain a portfolio of evidences of the teaching, learning and assessment experiences during the term of the Home Schooling Contract;
4. to attend, with the child, the evaluation session arranged by the School Board at the end of the contract.

Responsibilities of the School Board:

1. to evaluate the Educational Plan to determine if the educational experience is equivalent to what is provided in the Board's schools.
2. to evaluate the child's learning at the end of the contract.

The Evaluation Procedure

An evaluation interview shall be conducted by the Pedagogical Services Department. It shall include a review of the evidences of teaching, learning and assessment as reflected in the portfolio maintained during the term of the contract. Tests may also be administered. Secondary level students who have studied courses subject to a Ministry or School Board examination shall be required to take the examinations at the date and time established by the Ministry or the School Board respectively.

The 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 addressed;
4. the nature and extent of the ongoing evaluation that will serve the teaching and learning process.

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.

Availability of Reference Documents

Reference copies of MEQ programs and sample textbooks are available in the EMSB professional library, 6000 Fielding Avenue, Montreal H3X 1T4. Those wishing to consult these documents should contact the Board's professional library to arrange an appointment.

The Educational Plan, with all the above components, must be submitted along with the Home Schooling Application by July 1, of the year in question, to the Pedagogical Services Department.

APPENDIX C

Commission scolaire English-Montréal
English Montreal School Board

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 English Montreal 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.

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 MEQ programs.

The parent(s)/guardian(s) is/are responsible for contacting the Pedagogical Services Department 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 Pedagogical Services Department 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.

 Director General

 Parent(s)/Guardian(s)

Date: _____