



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

HOME SCHOOLING PROCEDURE

VISION & MISSION STATEMENT

Vision:

The Sir Wilfrid Laurier School Board believes that all our students deserve our complete commitment to their success.

Mission:

The Sir Wilfrid Laurier School Board's mission is to provide a stimulating learning environment, develop accessible educational services and enable our students of all ages to become responsible, independent citizens in their community, and beyond.

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 have a Certificate of Eligibility for English Instruction under the Charter of the French Language, reside within the School Board territory and be registered at a school in their attendance zone within the School Board.
- Completed applications for home schooling (Annex V) will be accepted on or before May 31st of each school year. Applications are to be sent by the applicant or the school to the School Organization Department. Once eligibility to English instruction has been confirmed and the requirements outlined in the Guidelines for Home Schooling (Annex VI) and the Home Schooling Education Plan (Annex VII) have been satisfied, the application request and education plan shall be forwarded by the School Organization Department to the Director of Educational Services or his/her designate for recommendation to the Director General or his/her designate.
- 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

Requirements for Home Schooling include:

- The parent(s) wishing to provide home schooling for their child(ren) shall submit, for approval, an educational plan detailing the academic objectives for each subject to be taught during the term of the home schooling contract.

The education plan is to certify:

- that students are following the courses of study in all areas mandated by M.E.L.S.;
 - that students are involved in activities which promote social interaction and physical development.
- The School Board will monitor the academic progress of students who are home schooled. Students will be required to take all end-of-year student assessments established by the School Board and all M.E.L.S. examinations, if applicable.
 - In addition, at the end of each school year, the academic progress of each student will be assessed by the teachers of the school in his/her attendance zone within the School Board.
 - Parents will be responsible for acquiring all the necessary information concerning the curriculum for each subject and information concerning the applicable pedagogical approaches.
 - To apply for home schooling, parents must submit, on or before May 31st of each school year, to School Organization Department of the School Board the following:
 - educational background of the parents and the extent to which one or both parents is capable to conduct home schooling; it is the responsibility of the parent to provide confirmation as to his/her obtention of a high school leaving certificate for Quebec or the equivalent (minimum requirement)
 - an education plan which states: the weekly time (schedule) that will be devoted to each subject; the means to attain the outcomes of each course of study; the identification of specific course materials (such as texts, workbooks, etc.); and the associations or organizations which will assist in home schooling:
 - the approaches and methods to be used to promote the educational, social and physical development.
 - the capacity of the education plan to address the special needs of the student, if applicable.
 - On or before June 15th of each school year, the parent(s) will be granted an interview with the Director of Educational Services or his/her designate and will be required to discuss the

application, the education plan, their capabilities to home school and the assessment procedures to be employed.

- Educational Services shall review each request for home schooling and the accompanying education plan. The Director of Educational Services will recommend to the Director General or his/her designate the approval or refusal of the request for home schooling.
- The School Board shall advise the parents of its decision regarding a request for home schooling on or before June 30th of each school year.
- Upon approval by the School Board of a request for home schooling, a Home Schooling Contract (Annex VIII) shall be signed by the parents on behalf of the child(ren) and the Director General or his/her designate on behalf of the School Board.
- Parents must apply annually for the right to home school.
- If the School Board deems that the parents are not able or refuse to provide an education plan, the education plan does not meet proper criteria and/or a student does not pass the end-of-year assessment, then it is imperative that the child be enrolled in a recognized educational institution, in default of which the School Board shall notify the D.P.J.

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 as well as his/her birth certificate.

Parents' Identification

Father's Name: _____	Mother's Name: _____
Home Address: _____ _____	Home Address: _____ _____
Home Telephone: _____	Home 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 School Organization 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 of Director of the School Organization Department: _____	



Guidelines for Home Schooling

Purpose

To provide procedures by which the Sir Wilfrid Laurier School Board will enter into individual contracts with parents who wish to provide home schooling for their child(ren), in accordance with Article 15(4) of the *Education Act*.

General Information

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 have a Certificate of Eligibility for English Instruction under the Charter of the French Language and be registered in a Sir Wilfrid Laurier School Board school.

Application Procedures

To ensure that they are able to fulfill their obligation for home schooling for their child(ren), parents must submit the following for Board approval:

- Application Request for Home Schooling (Annex V)
- Home Schooling Education Plan (Annex VII); the education plan must reflect the Quebec Education Program.

The in-zone school or the School Organization Department will provide parents with the Guidelines for Home Schooling as well as the Application Request for Home Schooling and the Home Schooling Education Plan. In developing the education plan for their child(ren), parents should consult the M.E.L.S. website at <http://www.mels.gouv.qc.ca/DGFJ/dp/index.htm>.

In particular, parents should be familiar with:

- the Basic School Regulation (Régime pédagogique)
- the Québec Education Program

Approval Procedures

Completed and signed documentation from parents must be received prior to May 31st. Educational Services will review each Application Request for Home Schooling and the required educational plan and will forward a recommendation for approval or refusal to the Director General or his/her designate.

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 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.



Guidelines for Home Schooling

School Board Responsibilities

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

- An educational experience equivalent to that provided in a school is being provided by the parents.
- The education plan is in effect.
- 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.

Evaluation Procedures

- 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.
- The Educational Services Department will submit an annual report on home schooled children to the Director General.
- The School Organization Department will issue an annual communication to schools describing any updates or changes to these Guidelines.



Home Schooling Education Plan

Home Schooling Education Plan for: _____

(student name)

Level

Date of Birth

School Year

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

- To submit an education plan for School Board consideration;
- To provide an educational experience equivalent to that provided by the School Board;
- To maintain a portfolio clearly demonstrating the teaching, learning and assessment experiences during the term of the Home Schooling Contract;
- To attend, with the child, the evaluation session(s) arranged by the school or School Board.

Responsibilities of the School Board:

- To evaluate the education plan to determine if the educational experience will be equivalent to what is provided in the School Board's schools.
- To evaluate the child's learning during and at the end of the contract. period.

The Evaluation Procedure:

An evaluation interview will be conducted by the Educational Services Department prior to June 15th of the applicable year. It will include a review of the evidence 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 M.E.L.S. or School Board examination will be required to take the examinations at the date and time established by the M.E.L.S. or the School Board respectively.

The Components of the Education Plan:

The education plan is a precise description of the academic objectives for each subject to be taught during the term of the home schooling contract: The education plan must reflect the Québec Education Program and specify:

- The cycle level;
- The teaching materials and other support materials to be used;
- How the competencies of the Québec Education Plan will be addressed; and
- The nature and extent of the on-going evaluation that will serve the teaching and learning process.



Home Schooling Education Plan

The compulsory subjects for each cycle are specified in the Basic School Regulation (*Régime pédagogique*).

All subjects listed below are compulsory and the parent or tutor may not drop any of these subjects: however, the number of hours per week is a suggestion. The competencies of the program for these subjects must be mastered by the end of each cycle.

Cycle One Grades 1 and 2		Cycle Two and Three Grades 3, 4, 5 and 6	
Compulsory Subjects	Time	Compulsory Subjects	Time
Language of instruction	9h	Language of instruction	7h
Mathematics	7h	Mathematics	5h
Physical Education and health	2h	Physical education and health	2h
Apportioned time:	18h	Apportioned time:	14h
French, second language		French, second language	
Moral instruction or Religious and moral instruction		Moral instruction or Religious and moral instruction	
Arts education: 2 of the 4 following subjects: -Drama -Visual Arts -Dance -Music		Arts education: 2 of the 4 subjects prescribed for Cycle One, one of which is taught in that Cycle	
		Geography, history, and citizenship education	
		Science et technology	
Unapportioned time	7h	Unapportioned time	11h
Total	25h	Total	25h

In the first cycle of secondary school, the compulsory subjects taught each year, the suggested number of hours per cycle for each and the number of credits per subject are as follows:

SECONDARY EDUCATION – CYCLE ONE		
Compulsory subjects in Secondary I and Secondary II		
French, language of instruction 400 hours – 16 credits	or	English, language of instruction 300 hours – 12 credits
English, second language 200 hours – 8 credits		French, second language 300 hours – 12 credits
Mathematics 300 hours – 12 credits		
Science and technology 200 hours – 8 credits		
Geography 150 hours – 6 credits		
History and citizenship education 150 hours – 6 credits		
Arts education 200 hours – 8 credits		
One of the four following subjects: Drama; Visual arts; Dance; Music.		
Physical education and health 100 hours – 4 credits		
Moral instruction or Moral and religious instruction, Catholic or Protestant 100 hours – 4 credits		

Secondary Education – Cycle Two General Education Path				
Secondary III		Secondary IV		Secondary V
Compulsory Subjects		Compulsory Subjects		Compulsory Subjects
French, language of instruction 200 hours – 8 credits English, second language 100 hours – 4 credits	or	English, language of instruction 150 hours – 6 credits French, second language 150 hours – 6 credits	Language of instruction 150 hours – 6 credits Second language 100 hours – 4 credits	Language of instruction 150 hours – 6 credits Second language 100 hours – 4 credits
Mathematics 150 hours – 6 credits		Mathematics 100 hours – 4 credits		Mathematics 100 hours – 4 credits
Science and technology 150 hours – 6 credits		Science and technology 100 hours – 4 credits		
History and citizenship education 100 hours – 4 credits		History and citizenship education 100 hours – 4 credits		Contemporary economic environment 100 hours – 4 credits
Arts education: One of the four following subjects: Drama Visual Arts Dance Music 50 hours – 2 credits		Arts education: One of the four following subjects: Drama Visual Arts Dance Music 50 hours – 2 credits		Arts education: One of the four following subjects: Drama Visual Arts Dance Music 50 hours – 2 credits
Physical education and health 50 hours – 2 credits		Physical education and health 50 hours – 2 credits		Physical education and health 50 hours – 2 credits
		Ethics and religious culture 100 hours – 4 credits		Ethics and religious culture 50 hours – 2 credits
				Integrative project 50 hours – 2 credits
Elective Subjects 100 hours – 4 credits		Elective Subjects 150 hours – 6 credits		Elective Subjects 250 hours – 10 credits

Secondary Education – Cycle Two Applied General Education Path				
Secondary III		Secondary IV		Secondary V
Compulsory Subjects		Compulsory Subjects		Compulsory Subjects
French, language of instruction 200 hours – 8 credits	or	English, language of instruction 150 hours – 6 credits	Language of instruction 150 hours – 6 credits	Language of instruction 150 hours – 6 credits
English, second language 100 hours – 4 credits		French, second language 150 hours – 6 credits		
Mathematics 150 hours – 6 credits		Mathematics 100 hours – 4 credits		Mathematics 100 hours – 4 credits
Applied science and technology 150 hours – 6 credits		Applied science and technology 150 hours – 6 credits		
History and citizenship education 100 hours – 4 credits		History and citizenship education 100 hours – 4 credits		Contemporary economic environment 100 hours – 4 credits
Arts education: One of the four following subjects: Drama Visual Arts Dance Music 50 hours – 2 credits		Arts education: One of the four following subjects: Drama Visual Arts Dance Music 50 hours – 2 credits		Arts education: One of the four following subjects: Drama Visual Arts Dance Music 50 hours – 2 credits
Physical education and health 50 hours – 2 credits		Physical education and health 50 hours – 2 credits		Physical education and health 50 hours – 2 credits
Personal Orientation Project 100 hours – 4 credits		Ethics and religious culture 100 hours – 4 credits		Ethics and religious culture 50 hours – 2 credits
		Elective Subjects 100 hours – 4 credits		Integrative project 50 hours – 2 credits
		Exploration of vocational training 2 or 4 credits Personal orientation project 4 credits Entrepreneurship 2 or 4 credits Science Bridge Course 2 credits		Elective Subjects 150 hours – 10 credits
				Exploration of vocational training 2 or 4 credits Entrepreneurship 2 or 4 credits

WORK-ORIENTED TRAINING PATH PRE-WORK TRAINING					
Year I		Year II		Year III	
General Education					
Compulsory Subjects	Prescribed Time	Compulsory Subjects	Prescribed Time	Compulsory Subjects	Prescribed Time
Language of instruction	150 h	Language of instruction	100 h	Language of instruction	50 h
Second language	50 h	Second language	50 h		
Mathematics	150 h	Mathematics	100 h	Mathematics	50 h
Technological and scientific experimentation	100 h				
Geography, history and citizenship education	50 h	Geography, history and citizenship education	50 h	Geography, history and citizenship education	50 h
Geography, history and citizenship education	50 h	Geography, history and citizenship education	50 h	Geography, history and citizenship education	50 h
Physical education and health	50 h	Physical education and health	50 h		
Autonomy and social participation	100 h	Autonomy and social participation	100 h	Autonomy and social participation	50 h
Unapportioned time	50 h	Unapportioned time	50 h	Unapportioned time	50 h
Practical Training					
Compulsory Subjects	Prescribed Time	Compulsory Subjects	Prescribed Time	Compulsory Subjects	Prescribed Time
Introduction to the world of work	50 h	Introduction to the world of work	100 h	Introduction to the world of work	50 h
World of work orientation	150 h	Work skills	300 h	Work skills	600 h
Total	900 h	Total	900 h	Total	900 h
WORK-ORIENTED TRAINING PATH TRAINING LEADING TO A SEMI-SKILLED TRADE					
General Education					
Compulsory Subjects			Prescribed Time		
Language of instruction			200 h		

WORK-ORIENTED TRAINING PATH TRAINING LEADING TO A SEMI-SKILLED TRADE	
General Education	
Compulsory Subjects	Prescribed Time
Language of instruction	200 h
Second language	100 h
Mathematics	150 h
Practical Training	
Compulsory Subjects	Prescribed Time
Introduction to the world of work	75 h
Preparation for a semi-skilled trade	375 h
TOTAL	900 h

Availability of Reference Documents

Reference copies of Ministère de l'Éducation du Loisir et du Sports programs are available at the Educational Services Department, 239 Montée Lesage, Rosemere, Quebec J7A 4Y9, telephone (450) 621-5600. Those wishing to consult these documents should contact Educational Services Department to arrange an appointment with a pedagogical consultant.

As well, the following web site should be consulted:

<http://www.mels.gouv.qc.ca/DGFJ/dp/index.htm>

The education plan, with all the above components, must be submitted along with the Request For Home Schooling Application by May 31st of the year in question, c/o the Director of School Organization Department, Sir Wilfrid Laurier School Board, 235 Montée Lesage, Rosemere, Quebec J7A 4Y9.



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 _____