



Procedure n° 2007-ED-09:	Home Schooling Procedure
Approved:	2007
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Origin:	Educational Services

NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.

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1.0 Purpose

The Sir Wilfrid Laurier School Board (SWLSB) recognizes the parental right to educate their children outside the context of a school setting¹. Parents wishing to make a request for home schooling should carefully review the information provided at (<http://www.swlsb.ca/homeschooling>). The *Home Schooling Policy Framework* (2010) states that parents must make a request to home-school their child with the School Board that serves the territory in which the child resides.

This document sets out (a) the procedures for making a request with SWLSB to home-school a child, and (b) the process that follows once a child is registered as home-schooled.

2.0 Scope of Application

In respect of the Education Act, all students aged 6 to 16 must be registered for schooling. This also applies for homeschooled students.

3.0 Guidelines to Request Home Schooling

The Sir Wilfrid Laurier School Board's policy for home schooling adheres to the ministerial policies outlined in *Home Schooling Policy Framework (2010)*².

¹ Education Act (English version):

http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/I_13_3/I13_3_A.html

² http://www.education.gouv.qc.ca/fileadmin/site_web/documents/dpse/formation_jeunes/ScolarisationMaison_a.pdf

Parents who wish to make a request with the SWLSB for home schooling must follow the Board's home schooling policies and procedures. As per the [Education Act](#) the School Board is required to assess the instruction of home-schooled children and evaluate their educational experience. To allow the School Board's assessment of home schooling and ensure it is equivalent to what is provided at school, parents should:

- 3.1 Complete and submit a **signed [Request for Home Schooling Form](#)** and **[Home Schooling Education Plan](#)** (<http://www.swlsb.ca/homeschooling/forms>).
- 3.2 Provide the required supporting documents specified in the Request for Home Schooling Form.
- 3.3 Ensure that their Education Plan aligns with the Québec Education Program produced by the Ministère de l'Éducation, Enseignement supérieur et Recherche (MEESR) and includes activities which promote social interaction and physical development. We recommend referring to the procedures for preparing the Education Plan (<http://www.swlsb.ca/homeschooling/education-plan>).
- 3.4 Submit a signed Request for Home Schooling Form and an Education Plan by May 31st prior to the upcoming school year at the following address: Sir Wilfrid Laurier School Board, Educational Services Department, 239 montée Lesage, Rosemere, QC, J7A 4Y9.
 - 3.4.1 Parents must advise the school of any changes regarding the information provided on the homeschooling request form (address, modifications, etc.)
 - 3.4.2 Please note that applications for home schooling will be considered incomplete when one or more of the following documents is not submitted: (a) a signed Request for Home Schooling Form, (b) required supporting documents, and (c) a complete Education Plan. Incomplete applications will not be reviewed by SWLSB Educational Services Department.

Following the submission of all required and supporting documents to the SWLSB School Organization Department, Educational Services will review the application for home schooling. Educational Services may accept or refuse the Education Plan that was submitted. Educational Services will inform parents when an Education Plan does not comply with the Québec Education Program produced by the MEESR and reference aspects of the Educational Plan that require modification. When an Education Plan is refused, parents should:

- 3.5 Modify the Education Plan based on the recommendations provided by Educational Services.
- 3.6 Re-submit the revised Education Plan to SWLSB Educational Services Department.
 - 3.6.1 If an Education Plan is not re-submitted and 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. The *Education Act* Section 14 specifies that, "Every child resident in Québec shall attend school from the first day of the school calendar in the school year following that in which he attains 6 years of age until the last day of the school calendar in the school year in which he attains 16 years of age or at the end of which he obtains a diploma awarded by the Minister, whichever occurs first³." Accordingly, if the child is not registered in any SWLSB schools, the parents will be expected to provide proof of the child's registration in another school prior to September 30th of the current school year.

³ The school year runs from July 1 to June 30 of the following year.

4.0 Guidelines while Registered as Home-Schooled with SWLSB

The child will be considered registered with SWLSB after all forms and supporting documents are completed, submitted and signed by the parent, and accepted by the School Board. Once a child is registered with the School Board as a home-schooled student:

- 4.1 The parents will receive an official acceptance letter from the SWLSB School Organization.
- 4.2 Parents will be responsible for acquiring all the necessary information concerning the curriculum for each subject and information concerning the applicable pedagogical approaches.
- 4.3 Parents will keep records of teaching and evidence of student learning. We have provided preparation and evaluation guidelines: <http://www.swlsb.ca/homeschooling/evaluation>.
- 4.4 Parents are expected to be aware of the scheduling of examinations⁴.
- 4.5 Professionals from the Educational Services Department will proceed to assess the student's level of competency in core subjects at least once during the school year.

5.0 Planning for the Following School Year

Because each student's registration with SWLSB is valid for a maximum of one school year, parents who wish to home-school their child(ren) the following school year must:

- 5.1 Complete and sign a Request for Home Schooling Form valid for the upcoming school year.
- 5.2 Complete an Education Plan that outlines the learning objectives, teaching, and assessment for the following school year.
- 5.3 Ensure that all documents are complete and received by the School Board no later than May 31st, preceding the commencement of the school year.

Parents who wish to register their child(ren) with their designated school the following school year should inform the School Board by May 31st prior to the upcoming school year.

⁴ For the scheduling of examinations set by MEESR, visit <http://www.education.gouv.qc.ca/en/students/exams/schedule-for-the-examination-session-and-retake-of-examinations/>

For the scheduling of annual and end of cycle evaluations, contact the local school the child is assigned to.