



Commission scolaire English-Montréal
English Montreal School Board

English Montreal School Board (EMSB)

Home Schooling Modalities



1. Context

New regulations on home schooling came into effect on July 1 2018, resulting in many changes in the roles and responsibilities of school boards.

The guidelines in this document will allow children who receive instruction at home to benefit from the services provided by the regulations according to procedures established by the school board.

It goes without saying that relations between school boards and the parents of these children must be characterized by a high degree of cooperation, while respecting the rights and obligations of each.

2. LEGAL AND REGULATORY FRAMEWORK

- Education Act (L.R.Q., Ch. I-13.3), art. 15, 1st paragraph, 231 and 448.1 (hereinafter *Basic School Regulations*);
- *Home Schooling Regulation*, D 644-2018, (2018) (hereinafter the *Home School Regulations*).

3. DEFINITIONS

a) **Designated School:** School designated by the school board to provide services, textbooks, and or equipment;

b) **School textbook:** School textbooks on the approved list of the Ministry of Education as established under section 462 of the *Basic School Regulations*. **Reference books** (e.g. grammar, dictionary, etc.) are not textbooks.

c) **Available:** Physically located in the designated school and not currently being used or planned for use by teachers in that school during the period covered by the application;

d) **Child :** For the purposes of this document, the term child refers specifically to a child who is receiving home schooling within the meaning of the *Basics School Regulations* and the *Home Schooling Regulations* and who is of school age, pursuant to section 1 of the *Basic School Regulation*;

e) **Accompanying person:** parent or adult over 18 years of age, designated by the parent, who accompanies the child during his or her presence at the designated school. This person may not accompany more than four (4) children at any one time. All adults accompanying the child at the designated school, must have a valid **Police Verification Check** deposited with the home schooling school board office.



4. OBJECTIVES

- 4.1. Ensure that the school board's legal obligations are respected;
- 4.2. Allow children to receive certain services provided for in the *Home Schooling Regulations* from the school board;
- 4.3. Establish the procedure to be followed by parents of children when they wish to make a request for support from the school board, pursuant to Section V of the *Home Schooling Regulations*;
- 4.4. Establish the procedure to be followed by parents when they wish to have their child's progress assessed by a test imposed by the school board and, if applicable, by a test imposed by the Ministère de l'Éducation but applied by the school board, all under paragraphs 1 and 4 of section 15 of the *Home Schooling Regulations*.

5. PRINCIPLES

- a) The child may benefit from certain services, as prescribed in the *Basic School Regulations*, from the school board, subject to availability and in accordance with the terms and conditions set out in this document and in the designated school's Code of Conduct;
- (b) Services are provided to children, not to their parents or the accompanying person. The parent who teaches at home, or the person accompanying the child, is not a teacher within the meaning of the *Basic School Regulations*, the *Home Schooling Regulations*, and the collective agreements;
- (c) A service or material provided to a child shall not compromise its use or benefit to a group or to all students enrolled in the designated school;
- (d) Section 18.2 of the *Basic School Regulation* applies to parents and child in the same manner as if the child were attending an educational institution.

6. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

Director General

The Director General is responsible for the application of this document in collaboration with the Educational Services Department.



Educational Services Department

The Educational services department is responsible for the application and dissemination of this document to the designated school, all school board employees involved in servicing the home schooling parents and students.

School Organization Department

The School Organization Department is responsible for the registration, declaration of the child whose parents request the services of the school board, and the student files related to the child's progress.

The Principal of the designated school

The principal of the designated school is informed by the *home school organization technician* of the resources, dates, times and locations of the parent's and student's use of the facilities in the designated school.

Parent

The parent of a child, when using or benefiting from the services of the school board, is responsible for respecting and ensuring that his/her child also respects the provisions of this document, as well as the Code of Conduct as established by the designated school.

The parent is also responsible, unless he/she has delegated this responsibility to an accompanying person, for the supervision and safety of his child when he/she is on the grounds or in an establishment of the school board.

Child

The child must at all times respect the rules of the school board as well as those of the designated school, in particular the Code of Conduct, when he/she is on the grounds or in an establishment of the school board.



7. IMPLEMENTATION

7.1. General provisions of application

To benefit from the support or services of the school board, the parents of the children must first complete the following procedures:

- a) Proceed with its notice to the school board, in accordance with the registration policy in effect;
- b) Provide the school board with the following documents:
 - A copy of the notice sent to the Minister of Education and proof of receipt;
 - A copy of the learning project;
 - Any changes to the learning project.
- (c) Formulate any request for support or evaluation in writing in the forms provided. The forms are presented in the appendices of this document;
- (d) When the child, parents or accompanying person are present at the designated school, adults must carry a valid photo ID at all times. (Once verified, parent will receive a letter indicating that they can be in the designated school as per the approved reservation).

7.2. Evaluations

Only two types of assessments described below are offered by the school board to home schooled children.

7.2.1. Test imposed by the school board (board compulsory exams)

- a) Children may benefit from an assessment of learning by means of a test in subjects and grades according to the timetable established by the school board and presented in the form in **Appendix 1**;
- (b) The child shall report to the designated school on the day and at the scheduled time. Only the child will be admitted to the room where the test is to be performed; (All exams will be written, supervised and corrected at and by the schoolboard);
- (d) At the parent's request, if possible and if resources are available, the child may use adaptive measures determined by the parent, excluding the assistance of a person, but must provide personal equipment;



e) The child's parent will receive the test result by email or surface mail after the assessment has been corrected. The tests, which are the property of the school board must remain confidential, parents and students will not receive any copy of the correction or evaluation.

7.2.2. Test imposed by the Minister and applied by the school board (Ministry Exams)

a) Children may benefit from a test imposed by the Minister of Education and applied by the school board in the following subjects and grades, according to the timetable of the examination session established by the Ministry of Education, and recorded in the form presented in **Appendix 1**;

(b) The child shall report to the school board on the scheduled day and time. The child's identity will be verified; (All exams will be written, supervised and corrected at and by the schoolboard;

c) At the parent's request, if possible and with the resources available, the child will be able to benefit from the necessary adaptive measures in accordance with the Ministry's rules. The child must use the technological tools related to the adaptive measures available to the school board, it being understood that they will be lent only for the duration of the preparation and the test;

(d) The child's parent will receive the result of the test by surface mail after the correction, unless the child is in Secondary 4 and 5. In such a case, he or she will receive a statement of learning directly from the Ministry of Education. As the tests are the property of the Ministry and must remain confidential, parents and students will not receive any copies of the correction or assessment.

7.3. Learning resources

7.3.1. School textbooks

(a) The child may benefit, free of charge, textbooks approved by the Ministry of Education identified in the approved learning project; textbooks will be tracked using the REGARD library circulation system. Parents will receive a printout of the REGARD record of borrowed books. Parents will sign this list. Parent will receive a copy and the school board will put a copy in the child's file;

(b) In the interest of equity, no child may individually have more than two textbooks per subject at the same time. Under no circumstances may the child have two identical textbooks at the same time;

(c) The Elementary textbooks borrowed shall be returned to the school board by the last weekday before June 15 of each school year. The Secondary textbooks borrowed shall be returned by the last week day before June 22. It is the parent's responsibility to return the textbooks on time and in the same condition as when they were borrowed;

d) In the event that textbooks are not returned or returned in worse condition than when borrowed, then parents will be charged for a replacement book.



7.3.2. Teaching material

(a) The child may benefit, free of charge, from the teaching material related to his or her learning project if it is available at the time of application from the school board school, subject to the following exclusions:

- Any document that would jeopardize the confidentiality or validity of the evaluation process in effect in the schools of the school board;
- Any material that cannot be shared due to copyright, including material produced by teachers, the school board or an external organization;
- Any online material from a resource external to the school board for which access or a paid license is required;

(b) The child must attend, by appointment, the designated school in order to use the teaching material according to form in **Appendix 3** and comply with the instructions given;

c) The educational material made available to the child is limited to the educational material made available to the school board's students, free of charge, pursuant to the Education Act and the policy on fees;

(d) The child may not, under any circumstances, modify or alter the teaching material made available to him/her.

7.4. Additional services

(a) The following services shall be made available, subject to their availability, the school board taking into account the needs of the child and in connection with learning project:

- Autism Spectrum Disorder Consultant;
- Educational and vocational information and Guidance;
- Occupational therapist;
- Special education;
- GOAL consultant;
- Psychologist;
- Speech and language therapist.

b) The school board determines the child's needs based on the information provided in the form presented in **Appendix 4**. For Psychology, Speech-Language Pathology services, Autism Spectrum Disorder, Occupational Therapist, a recent report written by an external professional in connection with the requested complementary service is required and must be attached to the form presented in **Appendix 4**. It is important that the professional's report be accurate and detailed regarding the difficulties encountered.

- If the child has attended school in the past and a professional has produced a relevant report, it could be accepted as an external professional's report;



- Only professionals in the disciplines listed on the form in **Appendix 4** are admitted as external professionals;
- c) The school board is then responsible for informing and providing the child's parents with the services available through the designated school.

7.5. Resources - Premises

In order to be able to access the school board's premises at the designated school, the parent must submit, at least 15 working days **before** the requested date, the form presented in **Appendix 3** as well as the proof of the accompanying person's criminal record check from the SPVM.

The school board cannot guarantee the exclusive use of a room. In the event that requests to use a facility exceed its capacity, requests will be processed on a first-come, first-served basis.

The school board may refuse access to resources using the form in **Appendix 3** if it considers that the health or safety of persons may be compromised.

The school board reserves the right to interrupt an activity experienced by a child on its premises if the child, or the accompanying person, does not comply with the safety instructions given by the responsible person designated by the school board. In these situations, the school board also reserves the right to require the departure of the child and the accompanying person from the premises.

Under no circumstances may the child be left alone on the premises and or in the room. Therefore, the accompanying person must remain with the child at all times.

Access to the premises is limited to the child and a maximum of two (2) accompanying persons. For safety reasons, pre-school children are not allowed on the premises, except in exceptional situations for children under one year of age when they are in the company of their parent. Only the child who receives home schooling can be present, participate and use the equipment and premises provided.

The following premises will be available in the designated school and according to the schedule set out in

Appendix 3:

▪ Library

The child can consult bibliographic and documentary resources on site.

A school board employee is present during the periods of availability in order to offer the child support in the use of the school library's documentary resources.



▪ **Science laboratory**

The accompanying person and the child must sign and agree to comply with the safety rules inherent in the use of the science laboratory presented in **Appendix 5**.

The child may only use the laboratory equipment and materials necessary for the scientific activity, deemed safe by the school board, in connection with his or her learning project, described on the form in **Appendix 3** and made available to him or her by the school board laboratory technician present in the lab.

A person designated by the school board is responsible for the premises and is present at all times.

▪ **Computer laboratory**

The accompanying person and the child must sign and undertake to comply with the rules for the use of information technology set out in **Appendix 6**

The child may only use the computer equipment and materials necessary for the computer activity in connection with his or her learning project described on the form in **Appendix 3** and made available to him or her by the school board employee.

▪ **Auditorium and arts premises**

The child may only use the material and equipment necessary for the artistic activity in connection with his or her learning project described on the form in **Appendix 3** and made available to him or her by the school board employee.

▪ **Physical Education Facilities**

The accompanying person and the child must sign and undertake to respect the safety rules inherent in the use of the sports and recreational facilities presented in **Appendix 7**.

The child may only use the material and equipment necessary for the sporting or recreational activity in connection with his or her learning project described on the form presented in **Appendix 3** and made available to him or her by the school board employee.