



# **English Montreal School Board (EMSB)**

## **Homeschooling Modalities**

**2020-2021**



## 1. Context

New regulations on homeschooling 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.

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, 1<sup>st</sup> 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 facilities;
- b) **School textbook:** School textbooks on the approved list of the MEQ as established under section 462 of the *Basic School Regulations*. **Reference books** (e.g. grammar, dictionary, etc.) and workbooks are not textbooks;
- c) **Available:** Physically located in the designated school and not currently being used or planned for use by teachers and students 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 homeschooling within the meaning of the *Basics School Regulations* and the *Home Schooling Regulations* and who is six (6) years old as of July 1st;
- 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 homeschooling 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 the school board and, if applicable, by an exam imposed by the MEQ 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 Regulation* (BSR), 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 Regulation*, the *Home Schooling Regulation*, 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 registration, declaration of the child whose parents request the services of the school board, and the student files related to the child's progress.

### **EMSB Homeschooling Office**

The EMSB Homeschooling Office 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 a Designated School**

The principal of a designated school is informed by the EMSB homeschooling office 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 of Intent to Homeschool, also known as the AVIS, sent to the MEQ;
- A copy of the Learning Project;
- Proof of eligibility for English Language Education;
- Any subsequent changes to the Learning Project.

c) Formulate any request for support or evaluation in writing using the forms provided. The forms are presented in the appendices of this document;



d) When the child, parents or accompanying person are present at a designated school, adults must carry a valid photo ID at all times. Once the adult's Police Verification Check has been verified, and the reservation approved, the parent will receive a letter from the Homeschooling Office, indicating that they can be in the designated school as per the approved reservation.

## **7.2. Uniform Ministry Exams Administered by the School Board.**

The school board, being the one who grants the credits for graduation must take the necessary measures for a student receiving homeschooling to be evaluated. The school board should ensure that the pedagogical requirements are met before writing such any examination.

Evaluations as described below are offered by the school board to homeschooled children.

a) In order to award Secondary 4 & 5 course credits for graduation, the school board shall administer the uniform MEQ Ministry examinations. The weighting for a Ministry uniform exam is 100%.

b) In exceptional circumstances where the Ministry does not offer an MEQ uniform exams for Secondary 4 & 5 courses. Our school board has the prerogative to require a homeschooling student to write a local examinations in order to grant credits for graduation.

c) For courses where uniform exams are not offered by the Ministry, as is the case for some elective courses, the school board will impose a student project for Secondary 4 & 5 course credits for graduation to be granted.

d) Requests to write an MEQ exam for Secondary 4 & 5 course credits must be submitted to the school board by March 1st using the form in **Appendix 1**.

e) Requests to write a local board exam or a student project for Secondary 4 & 5 course credits must be submitted to the school board by April 1st using the form in **Appendix 1**.

f) All student portfolios, exams and projects will be weighted according to MEQ directives.

### **7.2.1. Evaluations Imposed by the School Board (local exams, portfolios and or projects)**

a) Children may benefit from an evaluation of learning by means of a Ministry imposed uniform exam, in subjects and grades according to the timetable established by MEQ Appendix 1;

b) The child shall report to the EMSB head office located at 6000 Fielding Avenue, on the day and at the scheduled time. The child's identity will be verified. Only the child will be admitted to the room where the test is to be administered. All exams will be written, supervised and corrected by the school board education personnel;

d) At the parent's request, with advance notification, the child may use adaptive measures, where the need is described and supported by a professional's report and/or a valid Individualized Education Plan (IEP) detailed in the child's learning project;

e) The child's parent will receive the examination result(s) by email or surface mail after the evaluation has been corrected. All evaluations are the property of the school board and must remain confidential. Parents and students will not receive any copy of the correction or evaluation. Parents may request to view their child corrected examinations.

### **7.2.2. Uniform Examinations Imposed by the Minister and Administered by the School Board (Ministry Exams)**

a) Children may benefit from a uniform examination imposed by the MEQ and administered by the school board in secondary 4 & 5 (for 2020-2021), according to the timetable of the examination session established by the MEQ and recorded in the form presented in **Appendix 1**;

b) The child shall report to the EMSB head office located at 6000 Fielding Avenue, on the scheduled day and time. The child's identity will be verified. All exams will be written, supervised and corrected by the school board education personnel;



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 a report from a professional attached to the child's learning project and within the MEQ exam rules. The child must use the technological tools related to the adaptive measures available to the school board students, it being understood that they will be lent only for the duration of the preparation and the taking of the test;

d) The child's parent will receive the result(s) of the evaluation 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 MEQ. As the examinations are the property of the MEQ and must remain confidential, parents and students will not receive any copies of the correction or assessment.

### **7.2.3 Evaluation of Secondary 4 and 5 courses that do not require MEQ exams, for Credits towards a High School Leaving Diploma / Certificate**

a) Children may benefit from an evaluation of learning by means of a project imposed and corrected by the school board's pedagogical consultants;

b) The child shall report to the EMSB head office located at 6000 Fielding Avenue, on the scheduled date and time. The child's identity will be verified. The child will meet with the pedagogical consultant to receive the project, the timeline, and the evaluation criteria. During the project work time, the child and the pedagogical consultant will meet periodically to review the child's progress;

c) The child shall report to the EMSB head office located at 6000 Fielding Avenue, on the scheduled date and time to submit the completed project to the pedagogical consultant. The child's identity will be verified;

d) The child's parent will receive the project's result by email or surface mail after the project has been corrected. The project, which is the property of the school board, must remain confidential. Parents and students will not receive any copy of the correction or evaluation. If the child is in Secondary 4 or 5, s/he will receive a statement of learning directly from the MEQ.

### **7.2.4 Evaluations and Submission of Marks for an Application to a CEGEP or a Post-secondary Education institution**

a) Children may benefit from the above-mentioned evaluations of learning and may receive numerical grades or marks attesting to their learning;

b) Upon request, the school board will provide a statement of marks which can be included in their application to a CEGEP or post-secondary educational institution;

c) Students in Secondary 4 and 5 may benefit from taking courses through LEARN. These marks can be submitted for credits towards graduation requirements.

## **7.3. Learning Resources**

### **7.3.1. School Textbooks**

a) The child may benefit from the borrowing, free of charge, of 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 the borrowed books. Parents will sign this list. The 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, parents will be charged for the cost of replacing the textbook;
- e) The child's Learning Project must be submitted to the school board before textbooks can be borrowed;
- f) The DEM approved version of the Learning Project must be submitted to the school board as soon as it is available.

### 7.3.2. Teaching Material

a) The child may benefit, free of charge, from 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 and or intellectual property rights, 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 educational materials according to the 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;

- This does not include student workbooks as students in the schools pay for their copies of these workbooks.
- This does not include Teacher Guides as those are loaned to teachers in the performance of their duties. Parents may make an appointment to consult a Teacher Guide at the EMSB, 6000 Fielding Ave. During this consultation, parents must follow Canadian Copyright Law which says that only 10% or 25 pages of the total book over the course of the year, whichever is less, can be copied / photographed or mechanically reproduced.

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

e) Upon request, the child can receive an EMSB email address, username and password so as to access free learning resources found on the EMSB student portal;

f) Devices, if available, can be loaned to students for academic work related to the contents of the child's Learning Project:

- Parents must assume responsibility for the device against loss and/or damage;
- Parents and the child will be required to sign a document attesting that they are aware of, and will adhere to the EMSB Acceptable Use Policy (found on the EMSB website);
- The device must be returned by the due date on the Acceptance Form signed by the parents.

### 7.4. Additional Services

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

- Autism Spectrum Disorder Consultant
- Educational and Vocational information and guidance
- Occupational Therapist



- Special Education Consultant
- GOAL Consultant
- Psychologist
- Speech and Language Therapist.

b) The school board determines the child's needs based on the information provided in the child's Learning Project and in the form in **Appendix 4**. For Psychology, Speech-Language Pathology, Autism Spectrum Disorder, and Occupational Therapist evaluation services, if available, a recent report written by an external professional in connection with the requested complementary service is required and must be attached to the form 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.

### **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 in **Appendix 3** as well as proof of the accompanying person's Police Verification Check from a police force.

The school board cannot guarantee the exclusive use of the facility. 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 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 homeschooling can be present, participate and use the equipment and premises provided.

The following premises will be available in a designated school and according to the schedule set out in **Appendix 3**:

#### **▪ Library**

The child can consult bibliographic and documentary resources on site but cannot take materials out of the library to be used elsewhere.

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 the form and agree to comply with the safety rules inherent in the use of the science laboratory 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 laboratory.

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 in 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 in 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 in the form presented in **Appendix 3** and made available to him or her by the school board employee.

**7.6 Re-Integration of a Student into an EMSB school:**

To begin the process of re-integrating your child(ren) into a school, the parent or legal guardian must do the following:

1. You must inform the DEM [DEM@education.gouv.qc.ca](mailto:DEM@education.gouv.qc.ca) Tel. 514-787-3583, ext. 5265, Fax 514-864-8921, that you intend to stop homeschooling your child(ren). Send a copy of this communication with the DEM to Ms. Mona Kamel, [mkamel@emsb.qc.ca](mailto:mkamel@emsb.qc.ca), 514-483-7200, ext. 7233.
2. The parent / guardian must return all of the learning resources that were borrowed from the EMSB Homeschooling Office.
3. The parent / guardian must forward a copy of the DEM *Closure of the File* letter to Ms. Mona Kamel, [mkamel@emsb.qc.ca](mailto:mkamel@emsb.qc.ca), 514-483-7200, ext. 7233 in order to confirm that the child(ren) is no longer being homeschooled.
4. Upon the request of the school administration, the parent(s) must make an appointment to meet with the *School Integration Professional* in the EMSB Homeschooling Office to plan the integration of the child(ren) into a school. Contact Ms. Mona Kamel, [mkamel@emsb.qc.ca](mailto:mkamel@emsb.qc.ca), 514-483-7200, ext. 7233 to set up this appointment.
  - a. You must be prepared to send the following documents to the *School Integration Professional*, if asked, before this meeting.
    - i. a copy of their child's last DEM approved Learning Project
    - ii. samples of their child's work that is representative of the last DEM approved Learning Project.



- iii. a copy of the Mid-year and or Completion report and the associated portfolio
  - iv. the child's last Report Card from a school or an outside organization (e.g. LEARNQuebec, etc.) or institution (e.g. private school) the child attended prior to being homeschooled
  - v. any evaluations of the child's work done by a third party (e.g. certified teacher)
5. Upon the request of the school and the School Integration Professional, the parent / legal guardian, if required, should be prepared to present the child(ren) to the school board or school, for academic evaluations or a case conference in order to determine an appropriate placement.
6. In circumstances where the School Integration Professional has been involved, the Homeschooling office shall inform the parent(s) of the placement recommendation and collaborate with the school in order to facilitate the registration process. Otherwise, the school administration shall do so.