



WESTERN QUÉBEC SCHOOL BOARD

Homeschooling Modalities

**TERMS AND CONDITIONS FOR PROVIDING SUPPORT TO
STUDENTS RECEIVING HOMESCHOOLING**

2024-2025

1. CONTEXT

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

1.2 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 Western Quebec School Board.

1.3 Relations between school boards and the parents of homeschooled children must be characterized by a high degree of cooperation, while respecting the rights and obligations of each.

2. LEGAL AND REGULATORY FRAMEWORK

2.1 Education Act (L.R.Q., Ch. I-13.3), art. 15, 1st paragraph, 231 and 448.1 (hereinafter *Basic School Regulations*).

2.2 *Homeschooling Regulation*, D 644-2018, (2018) (hereinafter the *Home School Regulations*).

3. DEFINITIONS

Designated School: A school designated by the school board to offer services or material. For textbooks and complementary services, it is important to note that the designated school is the servicing school.

School textbook: Textbooks approved by the MEQ as established under section 462 of the Basic School Regulations

Reference books (e.g., grammar, dictionary, etc.) and *workbooks* are not textbooks.

Available: Exists physically in the designated school and is not currently in use or planned to be used by the teachers at this school during the period covered by the request.

Child / student: 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 preceding the current school year.

Supervising adult: Parent/guardian or adult over 18 years of age, designated by the parent, who accompanies the child during their presence at the designated school. This person may not accompany more than four (4) children at any one time.

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

5.1 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.

5.2 Services are provided to children, not to their parents/guardians or the accompanying supervising adult. 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.

5.3 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.

5.4 Section 18.2 of the *Basic School Regulation* applies to the parent 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 a designated school, and to all school board employees involved in servicing the home schooling parents and students.



The Director of Educational Services is responsible for admissions and declarations of attendance of children whose parents have requested services from the school board.

The Director of Educational Services, along with the Responsable de la Sanction des Études, is responsible for the application of Sanction Regulations as they pertain to students covered by this document.

WQSB Homeschooling Office

Parents and/or guardians are responsible for sending copies of the AVIS (or Notice of Intent to Homeschool) to the WQSB Homeschooling office as soon as they have registered the student with the DEM.

Parents are responsible for sending a copy of the student's Learning Project to homeschooling@wqsb.qc.ca should they request any services from the WQSB.

Requests for evaluations and all other requests for services must be submitted via the appropriate forms found in the Appendices of the Modalities document.

The Principal of a Designated School

The principal of a designated school is informed by the WQSB Homeschooling Office of the resources, dates, times and locations of the parent's and student's use of the facilities in the designated school.

The principal of a designated school is responsible for applying the Modalities document within his or her school.

Parent or Legal Guardian

The parent of a child, when using or benefiting from the services of the school board, is responsible for respecting and ensuring that their 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 they have delegated this responsibility to an accompanying person, for the supervision and safety of the child when on the grounds or in an establishment of the school board.

Child / Student

The child must, always, respect the rules of the school board as well as those of the designated school, particularly the Code of Conduct, when they are 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:

7.1.1 Follow the school board's admission process, according to the policy in effect.

7.1.2 Provide the school board's Homeschooling Office with the following documents:

- a) A copy of the Notice of Intent to Homeschool, also known as the AVIS, filled out on the MEQ website www.education.gouv.qc.ca/en/school-boards/support-and-assistance/homeschooling/ and then saved as a PDF for ease of transmission to the school board.
- b) A copy of the Learning Project.
- c) Proof of eligibility for English Language Education.

7.1.3 Submit all requests for support or evaluation in writing using the forms provided. The forms are presented in the appendices of this document.

8. EVALUATIONS

The school board, being the one who grants the credits for graduation, must take the necessary measures to evaluate a student receiving homeschooling. The school board will verify that the pedagogical requirements, as per the Learning Project, are met before any evaluation is administered. All student work will be weighted according to MEQ directives from the department Sanctions des études.

8.1 Quebec Education MINISTERIAL EXAMINATIONS (MEQ exams)

As stipulated in the *Homeschooling Regulation* (Article 15.1), all homeschoolers must write MEQ exams, respecting the official exam schedules published by the Ministry of Education (MEQ):

8.1.1 Horaire de la session d'examen du Ministère de l'Éducation: In the WQSB, these obligatory exams are Mathematics and English Language Arts exams, only written at the end of grade 6.

8.1.2 Horaire de la session d'examen et de la reprise d'épreuves du ministère de l'Éducation: In the WQSB, these compulsory, or Uniform exams are written in Secondary 4 & 5 (grades 10 & 11).

8.1.3 The following table details the subjects, and their credit values (Cr) required to graduate high school with a Secondary School Diploma (DES). A student must accumulate a minimum of 54 credits in Secondary 4 and 5. Twenty (20) of these credits must be at the Secondary 5 level.

Sec. 4 MEQ Exams	Sec. 4 School Board Mandated Exams	Sec. 4 School Board Mandated Projects	Sec. 5 MEQ Exams	Sec. 5 School Board Mandated Exams	Sec. 5 School Board Mandated Projects
History of Quebec & Canada (4 Cr)	English Language Arts (6 Cr)	Physical Education & Health 4 (2 Cr)	English Language Arts (6 Cr)	Mathematics CST (4 Cr) or SN (6 Cr)	Financial Education (2 Cr)
Science & Technology (4 Cr) or Applied Science & Technology (6 Cr)	French Second Language (FSL) (4 Cr) FSL enriched- (6 Cr)	ART Education (4 Cr)	French Second Language (FSL) (4 Cr) or FSL enriched (6 Cr)	Chemistry (4 Cr) Physics (4 Cr)	Contemporary World (2 Cr)
Mathematics CST (4 Cr) or SN (6 Cr)		Culture Citizenship Quebec (4 Cr)			Physical Education & Health (2 Cr)
		POP Career Development (4 Cr)			ARTS Education (2 Cr)
					Culture Citizenship Quebec (2 Cr)

The request to write Ministerial Exams with the WQSB must first be submitted to the Ministry of Education through the assigned DEM representative. It is the parents' responsibility to register their child for all types of evaluation with the school board, respecting the procedures and deadlines published on the school board website.

June Exam Session Registration Period

Exam Registration Starting Date	Exam Registration Deadline
January	March

All exams must be written in person on the date and time specified by the MEQ and at the location specified by the school board. Only the student will be admitted to the room where the exam is to be administered. All exams will be prepared, supervised, and corrected by the school board education personnel. If the student is not in attendance for an exam, the notation ABS (absent) will be recorded. Students writing any of the Secondary 4 or 5 exams can be registered for any of the following exam sessions (Article 15.1).

- May/June.
- July/August.
- January.

The grade 6 exams are only written between the middle of May and the middle of June of each year. These exam results will be communicated to parents in an email by the end of July.

8.2 Parents' Responsibilities for grade 6, Secondary 4 & 5 exams and projects

- a) Parents must register with the school board for their child to write the exams and/or complete projects, respecting the registration deadline published on the school board's website.
- b) Parents must register their child to write the exams or to complete the projects using the form appended to the WQSB Modalities document found on the school board website.
- c) The child's Learning Project must be sent to homeschooling@wqsb.qc.ca along with all requests for evaluation.

8.3 Secondary 4 & 5 MEQ Uniform / Compulsory Exams

Uniform examinations can lead to the acquisition of high school leaving credits required for graduation from high school with a high school leaving diploma (DES). For homeschoolers, these exams count for 100% of their final mark.

Two scenarios are possible.

Scenario 1 – The student wants to obtain a high school diploma.

Parents' Responsibilities

Parents must register with the school board for their child to write the **Uniform exams**, respecting the registration deadline published on the school board's website.

Parents must register their child to write the **school board mandated exams and projects leading to credits for a high school leaving diploma** using the form appended to the WQSB Modalities document

The child's Learning Project must be sent to homeschooling@wqsb.qc.ca along with the request for evaluation.

School Board's Responsibility

These marks will be transmitted to the MEQ and will appear on the student's ministerial Achievement Record, also called the Relevé des notes. As the exams are the property of the MEQ and must remain confidential, parents and students will not receive any copies of the corrections or assessment.

Marks obtained by homeschoolers on Uniform examinations will be communicated to parents via student's ministerial Achievement Record, also called the Relevé des notes an email by the end of July.

The WQSB mandates exams may differ from one school board to another. However, the 9 English school boards have agreed that the exams will all be written on the same date and at the same time. If they wish, homeschoolers can write these school board mandated exams, as stated in Article 23.2 of the *Homeschooling Regulation*, respecting the exam calendar produced by the school board. These exams count for 100% of the student's final mark.

Evaluations other than the MEQ and school board mandated exams are necessary to accumulate the 54 credits required for obtaining a high school diploma.

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

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. The mark will be transmitted to the MEQ and will appear on the student's ministerial Achievement Record, also called the Relevé des notes.

Scenario 2 – The student does not want to obtain a high school diploma. The student must still show up to write the MEQ mandated exams.

Parents' Responsibilities

Parents must register with the school board for their child to write a Uniform examination, respecting the registration deadline published on the school board's website. Although it is not mandatory for parents to provide the school board with the child's Learning Project, it is advisable.

Parents must register their child to write the exams using the form appended to the WQSB Modalities document found on the school board website.

9 MEQ EXAM FAMILIARIZATION SESSIONS FOR GRADES 6, 10, 11

Once a student has been registered with the school board to write MEQ exams, they are entitled to participate in familiarization sessions. These sessions are to familiarize the students with the type of tasks, the expected level of difficulty and the specific conditions related to the writing of exams. They are only open to homeschooled students whose Learning Projects have been submitted to the school board and that include the subject at the appropriate grade level.

Those 60-minute optional sessions are organized by the school board according to a precise schedule that, along with information, will be shared with parents after they register their child for an MEQ exam. These are in-person sessions only. Parents will have to register their child to attend the familiarization sessions using the form found in the appendix of the Modalities document on the WQSB Homeschooling website. This form must be submitted by the deadline on the website.

9.1 Procedures of the familiarization session

- a) Only the homeschooled student registered for the MEQ exam will have access to previous versions of the MEQ exam, so they know what to expect.
- b) Only the homeschooled student registered for the MEQ exam will be allowed into the familiarization session room. Parents will not be allowed in.
- c) During the session, students will be allowed to take notes using the paper and pencil /pen provided by the supervisor. They are not allowed to copy any of the questions nor instructions from the documents.

- d) The supervisors will give an overview of the exam.
- e) The students will be able to go through the documents and ask the supervisor questions regarding the format of the exam.
- f) Students with special needs will participate in the familiarization session according to their Learning Project stipulated and MEQ / DEM approved accommodation needs.
- g) The supervisor will not correct any work the student might do during the session nor teach or explain any concept that the student may not understand.
- h) The students will not be allowed to leave the session with any exam document.
- i) Before leaving the familiarization session room, the students will
 - i) have their personal notes checked by the supervisor.
 - ii) return all exam materials to the supervisor

Parents are not allowed to consult previous versions of the MEQ exams. It is recommended that they consult the *Guides for Parents* published by the MEQ, "... which are designed to inform parents about the June and subsequent MEQ exams, present the structure of the exams and the administration procedures, as well as sample documents from past exams." These guides are available on the MEQ website: <http://www.education.gouv.qc.ca/accueil/> .

10 PREPARATORY ACTIVITIES

Students who have registered for MEQ exams with the school board will have access to optional preparatory activities and/or resources. Parents who register their child for MEQ exams will receive information about available preparatory activities and/or resources. Preparatory activities, consisting of exercise booklets or study guides, will not be marked by the school board.

- 11.1 Students without English Eligibility can only write the MEQ exams in English with the WQSB.
- 11.2 While a student without English eligibility can write certain MEQ exams in English with the WQSB, the Quebec Ministry of Education will not assign any high school leaving credits to the student's results on these exams.
- 11.3 The talk competency in the MEQ secondary English Language Arts exam, the practical laboratory competency in the MEQ Secondary 4 Science and Technology exam, and the situational problem in the MEQ Math exam, cannot be written in English and must be written in French under the supervision of a French School Service Center.
- 11.4 All other exams or evaluations such as local exams and projects must be done in French through the associated French School Service Center.

STUDENTS WITH SPECIAL NEEDS AND EXAMS AND PROJECTS

Students with special needs who require accommodations to write exams, and/or to complete projects, must apply for these accommodations. A template entitled *REQUEST FOR ADAPTING THE CONDITIONS FOR ADMINISTERING A MINISTERIAL EXAM* is available from the parent's DEM representative and must be completed by the parents.

The completed template and all supporting documentation, including the most recent version of the student's Learning Project, must be submitted to homeschooling@wqsb.qc.ca by the last Friday in March.

The student must use the same technological tools, and/or adaptive measures, that are available to school board in-school students.

It is understood that the technological tools will only be lent for the duration of the preparation for, and the taking of, the exam.

12 LEARNING RESOURCES

12.1 School textbooks

The student may benefit from the borrowing, free of charge, of textbooks approved by the MEQ. The child's Learning Project must be submitted to the school board before textbooks can be borrowed and must indicate the need for the textbooks. For the purpose of borrowing textbooks, the school board will accept a copy of the Learning Project before it has been approved by the resource person at the DEM.

The textbooks will be tracked using the REGARD library circulation system. Parents will receive an *Agreement to Borrow* of the borrowed books. Parents will sign and date this *Agreement to Borrow*. The parent will receive a copy, and the school board will put a copy in the student's file.

In the interest of equity, no student may individually have more than two textbooks per subject at the same time. Under no circumstances may the student have two identical textbooks at the same time.

The borrowed textbooks shall be returned to the school board by the last weekday of each school year. It is the parent's responsibility to return the textbooks on time and in the same condition as when they were borrowed.

If textbooks are not returned or are returned in worse condition than when borrowed, parents will be charged for the cost of replacing the textbook.

The final MEQ approved version of the Learning Project must be submitted to the school board as soon as it is available.

12.2 Teaching materials

The student may benefit, free of charge, from teaching materials (i.e. access to the online library, apps, or websites recommended by educational consultants) related to their Learning Project if it is available at the time of application from the school board, 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.

The student must attend, by appointment, the designated school to use the educational materials according to the form found in the **Appendices** and must comply with the instructions given.

The educational materials made available to the student are 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 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.

The student may not, under any circumstances, modify or alter the teaching material made available to them.

Upon request, the student can receive an WQSB email address, username, and password to access free learning resources found on the WQSB student portal.

Parents and the student will be required to sign a document attesting that they are aware of, and will adhere to, the WQSB Acceptable Use Policy (found on the WQSB website).

12.3 ADDITIONAL SERVICES

The following consultation services shall be made available to the student, subject to their availability. The school board will consider the needs of the student in connection with their Learning Project:

- Autism Spectrum Disorder Consultant
- Educational and Vocational Consultant
- Occupational Therapist
- Special Education Consultant
- Psychologist
- Speech and Language Therapist.

The school board determines the student's needs based on the information provided in their Learning Project and contained in the form found in the **Appendices**.

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 found in the **Appendices**. It is important that the professional's report be accurate and detailed regarding the difficulties encountered by the student.

- a) If the student has attended school in the past and a professional has produced a relevant report, it could be accepted as an external professional's report.
- b) Only professionals in the disciplines listed on the form found in the **Appendices** are accepted as external professionals.

The school board is responsible for informing and providing the student's parents with the services that are available.

12.4 RESOURCES - WQSB PREMISES

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 found in the **Appendices**. The request must indicate the link between the requested resource(s) and the student's Learning Project.

The school board cannot guarantee the exclusive use of the facility. If 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 found in the **Appendices** 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 student on its premises if they, 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 student and the accompanying person from the premises.

Under no circumstances may the student be left alone on the premises and or in the room. Therefore, the accompanying person must always remain with the student. Parents are responsible for the student and must ensure that the student is always accompanied.

Access to the premises is limited to the student and a maximum of two (2) accompanying adults. 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(s).

Only the homeschooled student can be present, participate, and use the equipment and premises provided.

Please note that both the student and the accompanying person must comply with the rules and guidelines of the designated school.

Library

- a) The student can consult bibliographic and documentary resources on site but cannot take materials out of the library to be used elsewhere.
- b) A school board employee is present during the periods of availability to offer the student support in the use of the school library's documentary resources.

Science laboratory

- c) The student and the accompanying person must sign the form and agree to comply with the safety rules inherent in the use of the science laboratory in the form found in the **Appendices**.
- d) The student may only use the laboratory equipment and materials necessary for the scientific activity, deemed safe by the school board, in connection with their learning project, described on the form found in the **Appendices** and made available to them by the school board laboratory technician present in the laboratory.
- e) A person designated by the school board is responsible for the premises and is always present.

Computer laboratory

- f) The student and the accompanying person must sign and undertake to comply with the rules for the use of information technology set out in the form found in the **Appendices**.

- g) The student may only use the computer equipment and materials necessary for the computer activity in connection with their learning project described in the form in the form found in the **Appendices** and made available to them by the school board employee.

Auditorium and Arts premises

- h) The student may only use the material and equipment necessary for the artistic activity in connection with their learning project.

Physical Education facilities

- i) The student and the accompanying person must sign and undertake to respect the safety rules inherent in the use of the sports and recreational facilities presented in the form found in the **Appendices**.
- j) The student may only use the material and equipment necessary for the sporting or recreational activity in connection with their learning project described in the form presented in the **Appendices** and made available to them by the school board employee.

13 RE-INTEGRATION OF A STUDENT INTO AN WQSB SCHOOL

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

- a) Inform the DEM (DEM@education.gouv.qc.ca), Telephone: 514-787-3583, ext. 5265, Fax: 514-864-8921, that you intend to stop homeschooling your child(ren) and send a copy of this communication with the DEM to the WQSB Homeschooling office;
- b) Return all the learning resources that were borrowed from the WQSB Homeschooling Office.
- c) Forward a copy of the DEM *Closure of the File* letter to the WQSB Homeschooling office to confirm that the child(ren) is no longer being homeschooled.
- d) Upon the request of the school administration, the parent(s) must make an appointment to meet with the *principal* to plan the integration of the child(ren) into a school.

13.2 The parent must be prepared to send the following documents to the *catchment school*, if asked, before this meeting:

- a) a copy of the child's last DEM approved Learning Project.
- b) samples of the child's work that is representative of the last DEM approved Learning Project.
- c) a copy of the Mid-year and/or Completion report and the associated portfolio.
- d) the child's last Report Card from a school or an outside organization (e.g. LEARN Quebec, etc.) or institution (e.g. private school) which the child attended prior to being homeschooled.
- e) the parent/legal guardian, if required, should be prepared to present the child(ren) to school, for academic evaluations or for a case conference to determine an appropriate place.