



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

## **MANAGEMENT FRAMEWORK**

**Central Québec School Board**

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

Last update: August 2022

## 1. CONTEXT

New regulatory provisions on homeschooling came into effect on July 1, 2018, resulting in many changes to the roles and responsibilities of school boards. While the MEES has assumed the primary responsibility for the regulation of home schooling, the school board is still charged with the task of providing support when requested to the children and parents of individuals who opt for home schooling.

Under the provisions of the new regulations, parents may request various types of support in the home schooling process. The purpose of this document is to enable children who will be homeschooled to benefit from the services set out in the Homeschooling Regulation according to the terms and conditions established by the Central Québec School Board.

## 2. LEGAL AND REGULATORY FRAMEWORK

- *Education Act* (CQLR, ch. I-13.3), Section 15, 1<sup>st</sup> paragraph, subparagraph 4, and Sections 231 and 448.1 (hereafter the Act); and
- *Homeschooling Regulation*, O.C. 644-2018, (2018) GO II, 3869, and *Homeschooling Regulation - Modification*, O.C. 787-2019, (2019) (hereafter the Regulation).

## 3. DEFINITIONS

- a) **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.
- b) **Textbook:** A textbook approved by the school principal for his or her school, in accordance with subparagraph 3 of the first paragraph of Section 96.15 of the Act, among the textbooks included in the list prepared by the ministère de l'Éducation et de l'Enseignement supérieur in accordance with Section 462 of the Act.

Support materials such as photocopies of notes, or references to websites, classroom communities are not considered textbooks but may be covered within the scope of the agreement depending on availability.

\*Reference books (e.g., grammar books, dictionaries, etc.) are not textbooks.

- c) **Available:** Exists physically in the designated school and is not currently in use or needed to be used by the teachers of this school for students during the period covered by the request.

- d) **Child:** For the purposes of this management framework, the term “child” specifically refers to a child who is exempted from school attendance pursuant to Section 15 of the Act and who receives homeschooling within the meaning of the Act and the Regulation.
- e) **Supervising adult:** A parent or adult over 18 years of age, designated by the parent, who accompanies the child to the designated school. This person may not accompany more than four (4) children at a time.

#### 4. OBJECTIVES

- 4.1. To ensure that the school board’s legal obligations have been respected;
- 4.2. To enable the child to receive, from the school board, certain services provided for under the Regulation;
- 4.3. To establish the procedure that parents must follow when they wish to request support from the school board, in accordance with Division V of the Regulation;
- 4.4. To establish the procedure that parents must follow when they wish to have their child’s progress evaluated by an examination administered by the school board and, if applicable, by an examination imposed by the ministère de l’Éducation et de l’Enseignement supérieur but administered by the school board, in accordance with Sections 15 and 15.1 of the Regulation.

#### 5. PRINCIPLES

- a) As prescribed by the Act and the Regulation, the child may use certain services offered by the school board, subject to availability and according to the terms and conditions set out in this document.
- b) Services referred to in clause a) are offered to the child and not to the parents or the supervising adult. The parent responsible for homeschooling their child or the supervising adult is not a recognized teacher within the meaning of the Act, bylaws, the collective agreement and the school board’s official documents. If the individuals referred to in this clause should happen to be qualified teachers and not currently employed by the Board, they are not considered to be employees of the Board. Individuals who are homeschooling their child and who are currently in the employment of the Board as teachers will not have their activities carried out as part of homeschooling taken into account in the calculation of their regular teaching workload.
- c) When services or material is offered to a child, this must not prevent a student, a group of students or all students attending the designated school from using or benefitting from these services or material.
- d) Section 18.2 of the Act applies to parents and their child in the same way it applies to a child attending a school.

#### 6. ROLES AND RESPONSIBILITIES OF CONCERNED INDIVIDUALS AND GROUPS

### General Directorate

The General Directorate ensures that this management framework is applied in cooperation with the Educational Services Department.

### Educational Services Department

The Educational Services Department is also responsible for applying and communicating the management framework to all school board departments.

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.

### Secretary General Department

The Department of the Secretary General provides support to the school board departments in interpreting the management framework and other applicable legal and regulatory documents.

### Principal of designated school

The principal of the designated school is responsible for applying the management framework within his or her school.

### Parent

When a child uses or benefits from the school board's services, the parent is responsible for respecting, and for ensuring the child respects the provisions of the management framework and the rules set out by the designated school.

Unless the parents have delegated this responsibility to the supervising adult, they are also responsible for supervising their child and ensuring their safety when their child is on school grounds using sports and recreational facilities. (See Appendix 7)

### Child

The child must respect, at all times, the rules of the school board and those of the designated school, in particular the code of conduct, when they are on school grounds.

## **7. APPLICATION PROVISIONS**

## 7.1. General Application Provisions

To benefit from the school board's support or services, the child's parents must first follow these steps:

- a) Follow the school board's admission process, according to the policy in effect.
- b) Deliver the following documents to the school board:
  - A copy of the notice of the intent to homeschool given to the Ministère and a proof of receipt of said notice;
  - A copy of the learning project;
  - All changes to the learning project.
- c) Make all requests for support or evaluation in writing using the appropriate form. All forms are included at the end of this document.
- d) When the child, the parents or the supervising adult is present in the designated school, the adults must have on them a valid ID card with photo at all times. Any accompanying adult must have filled in and submitted to the school board a *Declaration concerning Judicial Record for Adults* in order to be allowed on school premises.

## 7.2. Evaluations

The school board administers only the following two types of evaluations to children:

### 7.2.1 *Examination imposed by the school board*

- a) An evaluation of the child's learning may be done through an examination in the subject areas and levels indicated in the calendar established by the school board. This calendar is available through the contact person for homeschooling at the school board.
- b) No other examination may be administered to the child, unless such evaluations are required for the learning project or for registering the child to an adult education or vocational training program.
- c) The child will be required to show up at the designated location on the expected date and time at their own expense. Only the child will be allowed admittance into the room where the examination is taking place.
- d) At the parent's request, the child may be permitted to use adaptive measures based on their diagnosed learning needs. A diagnosis signed by a duly recognized professional related to the field of intervention must be provided to the designated school board authority. The parent must supply their child's adaptive material.

Regulations from Sanction des études concerning the use of adaptive measures on mandatory or uniform exams must be applied.

- e) Once the examination has been corrected, the child's parent shall receive the mark by email. As the evaluations belong to the school board and must remain confidential, a copy of the examination or the corrected copy shall not be provided to the parent and child.

### 7.2.2 *Examination imposed by the Minister and administered by the school board*

- a) The child may write an examination imposed by the Minister and administered by the school board in the subject areas and levels indicated in the exam schedule established by the ministère de l'Éducation et de l'Enseignement supérieur (see official examination schedule on the Ministry website). The child must have the appropriate subject area and level in their education plan.
- b) The child will be required to be present at the designated location on the scheduled date and time, at their own expense. The school will verify the child's identity by verifying the child's ID card with photo or any other means of identification accepted by the school board. Only the child will be allowed admittance into the room where the examination is taking place.
- c) At the parent's request the child may be permitted to use adaptive measures, according to the rules of the Ministère governing certification of studies. The child shall be required to use the appropriate technological tools for the adaptive measures available at the school board and respect the ministry guidelines. Such adaptive measures must be arranged in advance and be included in the educational plan.
- d) Once the examination has been corrected, the child's parent shall receive the mark by email, unless the child is in Secondary IV or V. In such a case, the parent will receive a statement of marks directly from the Ministère. As the examinations belong to the Ministère and must remain confidential, a copy of the examination or the corrected copy shall not be provided to the parent and child.

## 7.3. **Educational resources**

### 7.3.1 *Textbooks*

- a) The child may use textbooks, free of charge, only if these are part of their learning project, have been approved by the principal of the designated school, and are available at the time the request is made.
- b) To be fair to all children, no child can use more than two textbooks by subject area or discipline at the same time. In no case whatsoever may a child have two identical textbooks at the same time.
- c) Textbooks on loan must be returned to the designated school no later than June 15<sup>th</sup> of each school year. The parent is responsible for returning the textbooks in the condition they were in when borrowing them.

### 7.3.2. *Instructional material*

- a) The child may use, free of charge, instructional material that is part of their learning project if this material is available at the time the request is made to the designated school, subject to the following exclusions:
  - Any document that could jeopardize the confidentiality or validity of the evaluation process applied in the schools of the school board;
  - Material that cannot be shared for reasons of copyright, including documents produced by the teachers, the school board or an outside organization;
  - Online material from a source outside the school board that requires an access code or for which it is necessary to purchase a license.
- b) To use the instructional material, the child must be present, by appointment only, at the designated school on the date and time indicated on the form found under Appendix 3 and respect the instructions provided.
- c) The instructional material made available to the child is limited to the instructional material made available, free of charge, to the students of the school board, in accordance with the Act and the policy on school fees charged to parents.
- d) The child may not, under any circumstances, modify the instructional material made available to them.

### 7.4. **Complementary Services**

- a) The following services are made accessible to the student, subject to their availability, through the designated school, taking into account the child's needs and documented required support measures:
  - Guidance counselling
  - Psychology
  - Special education (consultants and resource teachers)
  - Speech-language pathology
  - Community and spiritual animation
- b) The school board determines the child's needs based on the information provided in the form found under Appendix 4. To provide psychological and speech-language pathology services, the school board requires a recent report from an outside professional hired for providing this complementary service. This report must be included with the form presented under Appendix 4. The professional's report must be as precise and detailed as possible concerning the difficulties encountered.

- If the child has attended a school in the past and has received professional services, and the professional has produced a pertinent report dated within two years of the current request for services, this report could be used to support such a request.
  - Only professionals of disciplines indicated on the form under Appendix 4 may be accepted as outside professionals.
- c) As it would do for a student attending the designated school, the school board is responsible for offering to the parents of a homeschooled child the services available at the designated school. Available services may vary and the services are in most cases offered in groups and subgroups.

### 7.5. Resources: Rooms

To be given access to the rooms of the school board, the parent must submit, no later than 15 working days before the scheduled date, the form found under Appendix 3 as well as the supervising adult's Declaration Concerning a Judicial Record.

The school board cannot guarantee the exclusive use of a room. Should the requests for a room exceed the room's capacity, requests shall be handled in order of receipt.

The school board may refuse access to resources requested in the form under Appendix 3 if it considers that the individuals' health and safety may be compromised.

The school board reserves the right to interrupt an activity carried out by a child in its rooms should the child, or the supervising adult, not respect the written safety instructions given by the designated school representative. In such a case, the school board also reserves the right to ask the child and the supervising adult to leave the school.

A child may not be left alone in a room under any circumstances. The supervising adult must remain with the child.

Access to rooms is limited to the child and not more than two (2) supervising adults. For security purposes, preschool-aged children are not admitted, with the exception of children under 1 year of age. Only the homeschooled child may be present, participate in an activity and use the material and rooms made available to them.

The following rooms are made available in the schools of the school board according to the schedule provided under Appendix 3:

- *Library*

The child may consult bibliographical and documentary resources on site.

A designated school official is present during available periods to help the child use the school library's documentary resources.



- *Science lab*

The supervising adult and the child must sign in and agree to respect the safety rules for using the science lab. These are indicated under Appendix 5.

The child may only use the material and lab equipment needed for the scientific activity related to their learning project and that the school board considers safe. This equipment must be indicated on the form found under Appendix 3. It is made available, or authorized, by the homeschooling supervisor.

A designated school representative is responsible for the room and is present at all times.

- *Information Technologies*

The supervising adult and the child must sign and agree to respect the information technology safety rules indicated in Appendix 6.

The child may only use the material and computer equipment required for the activity related to their learning project. This equipment must be indicated on the form found under Appendix 3. It is made available, or authorized, by the homeschooling supervisor.

- *Auditorium, music, drama and art rooms*

The child may only use the material and equipment required for the artistic activity related to their learning project. The material and equipment must be indicated on the form found under Appendix 3. They are made available, or authorized, by the homeschooling supervisor.

- *Sports and recreational facilities*

The supervising adult and the child must sign in and accept to respect the safety rules for using the sports and recreational facilities indicated under Appendix 7.

The child may only use the material and equipment required for the sports or recreational activities related to their learning project and that have been indicated on the form found under Appendix 3. They are made available, or authorized, by the homeschooling supervisor.

## APPENDICES

- Appendix 1:** Request for Evaluations/Examinations Form
- Appendix 2:** Textbook Loan Form
- Appendix 3:** Request for Resources & Instructional Materials Form
- Appendix 4:** Request for Access to Complementary Services Form
- Appendix 5:** Agreement to Respect the Safety Rules in the Science Laboratory
- Appendix 6:** Agreement to Respect Information Technology Safety Rules
- Appendix 7:** Agreement to Respect the Safety Rules in the Sports & Recreational Facilities
- Appendix 8:** Parent Procedure for Homeschooling

## Appendix 1 – Request for Evaluations/Examinations Form

### Evaluation Administered by the School Board /

### Examination Imposed by the Ministry

Reference: *Management Framework on Homeschooling* - Section 7.2

All requests for evaluations/examinations must be submitted to the CQSB by March 15<sup>th</sup> in order to be eligible to receive services.

Evaluations/Examinations will be written at the Designated School of the student.

PERSONAL IDENTIFICATION	
Date of the Request:	
Last Name, First Name of Student:	
Student's Permanent Code:	
Date of Birth:	
Last Name, First Name of Parent:	
Address:	
Parent's Email Address:	
Parent's Telephone Number:	

RESERVED FOR THE EXCLUSIVE USE OF THE SCHOOL BOARD	
Location Where Evaluations Will be Held:	_____
Date:	_____
Contact Person:	_____

Put a check mark in the box(es) corresponding to the examination(s) you want your child to write during the May-June exam session, according to the learning goals established in their Learning Project.

<b>MINISTRY examinations</b> (mandatory) Refer to the Ministry website for the schedule: <a href="http://www.education.gouv.qc.ca/en/home/">http://www.education.gouv.qc.ca/en/home/</a>	
<input type="checkbox"/>	Grade 6 English Language Arts
<input type="checkbox"/>	Grade 6 Mathematics
<input type="checkbox"/>	Secondary 4 Mathematics – Cultural, Social & Technical Reasoning
<input type="checkbox"/>	Secondary 4 Mathematics – Science option Reasoning
<input type="checkbox"/>	Secondary 4 Science & Technology Theory
<input type="checkbox"/>	Secondary 4 Applied Science & Technology Theory
<input type="checkbox"/>	Secondary 4 History of Québec & Canada
<input type="checkbox"/>	Secondary 5 English Language Arts
<input type="checkbox"/>	Secondary 5 Français, langue seconde Programme de BASE
<input type="checkbox"/>	Secondary 5 Français, langue seconde Programme ENRICHI

<b>SCHOOL BOARD evaluation</b> for secondary 4-5 homeschooled children who want to obtain a DES (Diplôme d'études secondaires)	
	n/a
	n/a
<input type="checkbox"/>	Secondary 4 Mathematics - Cultural, Social & Technical Situational Problem
<input type="checkbox"/>	Secondary 4 Mathematics – Science option Situational Problem
<input type="checkbox"/>	Secondary 4 Science & Technology Practical
<input type="checkbox"/>	Secondary 4 Applied Science & Technology Practical
	n/a
<input type="checkbox"/>	Secondary 5 English Language Arts Talk
	n/a
<input type="checkbox"/>	Secondary 5 Français, langue seconde – ENRICHI Interaction orale
<input type="checkbox"/>	Secondary 4 Visual Arts
<input type="checkbox"/>	Secondary 5 Visual Arts
<input type="checkbox"/>	Secondary 4 Drama
<input type="checkbox"/>	Secondary 5 Drama
<input type="checkbox"/>	Secondary 4 Music
<input type="checkbox"/>	Secondary 5 Music
<input type="checkbox"/>	Secondary 4 Physical Education & Health
<input type="checkbox"/>	Secondary 5 Physical Education & Health
<input type="checkbox"/>	Secondary 4 Ethics & Religious Culture
<input type="checkbox"/>	Secondary 5 Ethics & Religious Culture
<input type="checkbox"/>	Secondary 5 Financial Education
<input type="checkbox"/>	Secondary 5 Contemporary World
<input type="checkbox"/>	Secondary 4 Environmental Science & Technology
<input type="checkbox"/>	Secondary 4 Science & the Environment
<input type="checkbox"/>	Secondary 5 Chemistry
<input type="checkbox"/>	Secondary 5 Physics
<input type="checkbox"/>	Secondary 4 POP (Personal Orientation Project)
<input type="checkbox"/>	Secondary 4 Exploration of Vocational Training
<input type="checkbox"/>	Secondary 5 Entrepreneurship

<p><b>CQSB-mandated examinations available to Elementary and Secondary 1-2-3 homeschooled children</b> (not mandatory for homeschooled children) Communicate with the homeschool Contact Person at the school board for the schedule: <a href="mailto:HomeSchooling@cqsbc.ca">HomeSchooling@cqsbc.ca</a></p>
Information not available yet

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeschooling Supervisor's Signature

\_\_\_\_\_  
Date

Please return this form by March 15 to the school board Contact Person in charge of homeschooling at the following email address: [HomeSchooling@cqsbc.ca](mailto:HomeSchooling@cqsbc.ca)

## Appendix 2- Textbook Loan Form

Reference : Management Framework on Homeschooling, Section 7.3.1.

PERSONAL IDENTIFICATION	
Date of the Request:	
Last Name, First Name of Student:	
Student's Permanent Code:	
Date of Birth:	
Last Name, First Name of Parent:	
Address:	
Parent's Email Address:	
Parent's Telephone Number:	

Please indicate the levels and subjects for which you wish to borrow a textbook (Paragraph 3 of the first subparagraph of Section 96.15).

Subjects identified in the Learning Project as reported to the Ministry	Textbooks	Space reserved for the Central Québec School Board
<b>LANGUAGES</b>		
English Language Arts and French Second Language	NO MATERIAL AVAILABLE	

<b>MATHEMATICS / SCIENCE</b>		
<b>Mathematics</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>	Elementary: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Secondary: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> CST 4 <input type="checkbox"/> SO 4 <input type="checkbox"/> TS 5 <input type="checkbox"/> CST 5 <input type="checkbox"/> SO 5 <input type="checkbox"/> TS	Textbook Title: _____ <input type="checkbox"/> Textbook Returned <input type="checkbox"/> Proper Condition or <input type="checkbox"/> Charged to Parent <input type="checkbox"/> Not Returned
<b>Science &amp; Technology</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>	Elementary: 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Secondary: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Textbook Title: _____ <input type="checkbox"/> Textbook Returned <input type="checkbox"/> Proper Condition or <input type="checkbox"/> Charged to Parent <input type="checkbox"/> Not Returned
<b>Applied Science &amp; Technology</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>	Secondary: 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Textbook Title: _____ <input type="checkbox"/> Textbook Returned <input type="checkbox"/> Proper Condition or <input type="checkbox"/> Charged to Parent <input type="checkbox"/> Not Returned
<b>Environmental Science &amp; Technology</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>	Secondary: 4 <input type="checkbox"/>	Textbook Title: _____ <input type="checkbox"/> Textbook Returned <input type="checkbox"/> Proper Condition or <input type="checkbox"/> Charged to Parent <input type="checkbox"/> Not Returned
<b>Chemistry</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>	Secondary: 5 <input type="checkbox"/>	Textbook Title: _____ <input type="checkbox"/> Textbook Returned <input type="checkbox"/> Proper Condition or <input type="checkbox"/> Charged to Parent <input type="checkbox"/> Not Returned
<b>Physics</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>	Secondary: 5 <input type="checkbox"/>	Textbook Title: _____ <input type="checkbox"/> Textbook Returned <input type="checkbox"/> Proper Condition or <input type="checkbox"/> Charged to Parent <input type="checkbox"/> Not Returned
<b>SOCIAL STUDIES</b>		
<b>Geography, History and Citizenship</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>	Elementary: 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	Textbook Title: _____ <input type="checkbox"/> Textbook Returned <input type="checkbox"/> Proper Condition or <input type="checkbox"/> Charged to Parent <input type="checkbox"/> Not Returned

<b>Geography</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	Secondary : 1 <input type="checkbox"/> 2 <input type="checkbox"/>	Textbook Title: _____ <input type="checkbox"/> Textbook Returned <input type="checkbox"/> Proper Condition or <input type="checkbox"/> Charged to Parent <input type="checkbox"/> Not Returned
<b>History &amp; Citizenship Education</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	Secondary : 1 <input type="checkbox"/> 2 <input type="checkbox"/>	Textbook Title: _____ <input type="checkbox"/> Textbook Returned <input type="checkbox"/> Proper Condition or <input type="checkbox"/> Charged to Parent <input type="checkbox"/> Not Returned
<b>History of Québec &amp; Canada</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	Secondary: 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Textbook Title: _____ <input type="checkbox"/> Textbook Returned <input type="checkbox"/> Proper Condition or <input type="checkbox"/> Charged to Parent <input type="checkbox"/> Not Returned
<b>Contemporary World</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	Secondary : 5 <input type="checkbox"/>	Textbook Title: _____ <input type="checkbox"/> Textbook Returned <input type="checkbox"/> Proper Condition or <input type="checkbox"/> Charged to Parent <input type="checkbox"/> Not Returned
<b>Financial Education</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	Secondary: 5 <input type="checkbox"/>	Textbook Title: _____ <input type="checkbox"/> Textbook Returned <input type="checkbox"/> Proper Condition or <input type="checkbox"/> Charged to Parent <input type="checkbox"/> Not Returned
<b>ETHICS AND RELIGIOUS CULTURE</b>		
<b>Ethics and Religious Culture</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	Elementary: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Secondary: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Textbook Title: _____ <input type="checkbox"/> Textbook Returned <input type="checkbox"/> Proper Condition or <input type="checkbox"/> Charged to Parent <input type="checkbox"/> Not Returned

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeschooling Supervisor's Signature

\_\_\_\_\_  
Date

Please return this form to the school board Contact Person in charge of homeschooling at the following email address: [HomeSchooling@cqsbc.gc.ca](mailto:HomeSchooling@cqsbc.gc.ca)



## Appendix 3 – Request for Resources and Instructional Materials

Reference: *Management Framework on Homeschooling - 7.3.2. And 7.5.*

PERSONAL IDENTIFICATION	
Date of the Request:	
Last Name, First Name of Student:	
Student's Permanent Code:	
Date of Birth:	
Last Name, First Name of Parent:	
Address:	
Parent's Email Address:	
Parent's Telephone Number:	

Choose dates and resources based on a schedule to be decided upon with the designated school.

RESOURCE	DATE
<input type="checkbox"/> Classroom	
<input type="checkbox"/> Library	
<input type="checkbox"/> Visual Arts room	
<input type="checkbox"/> Drama room	
<input type="checkbox"/> Science lab	
<input type="checkbox"/> Gymnasium*	
<input type="checkbox"/> Laptop	
<input type="checkbox"/> Music Room	

**DESCRIPTION OF ACTIVITY (ONE ACTIVITY PER FORM) :**

<p><b>Detailed description of activity:</b></p>
<p><b>List of all instructional material requested (only this material will be available):</b></p>

SPACE RESERVED FOR SCHOOL BOARD	
Declaration Concerning Judicial Record for Adults on School Premises:	Yes <input type="radio"/> No <input type="radio"/>
Names of supervising adult(s) (maximum two)*:	
1.	
2.	
<b>Request accepted</b> <input type="radio"/>	<b>Request denied</b> <input type="radio"/>
Reason for denied request:	
Home-schooling Supervisor:	

\* Please note that a Completed Declaration Concerning a Judicial Record must be provided to the CQSB for each supervising adult, in order to have access to the premises.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeschooling Supervisor's Signature

\_\_\_\_\_  
Date

Please return this form to the school board Contact Person in charge of homeschooling at the following email address: [HomeSchooling@cqsbc.qc.ca](mailto:HomeSchooling@cqsbc.qc.ca)



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

## Appendix 4

### Request for Access to Complementary Services

Reference: *Management Framework on Homeschooling* – Section 7.4.

PERSONAL IDENTIFICATION	
Date of the Request:	
Last name, First Name of Student:	
Student's Permanent Code:	
Date of Birth:	
Last name, First Name of Parent:	
Address:	
Parent's Email Address:	
Parent's Telephone Number:	

COMPLEMENTARY SERVICES	
WITH a detailed report by a professional*	WITHOUT a detailed report by a professional
<input type="checkbox"/> Psychology (report provided by psychologist, guidance counsellor, doctor) **	<input type="checkbox"/> Guidance counsellor
<input type="checkbox"/> Speech-Language Pathology (report provided by Speech Language Pathologist) **	<input type="checkbox"/> Special Education (Consultants)

\* Please attach the professional's report to this form.

\*\* Reference: Special Needs Advisory Committee for Services to Students with Special Needs (EHDA)

Detailed description of child's difficulties, necessitating the request for complementary services:

**SCHOOL BOARD'S CONCLUSION ON NEEDS OF THE CHILD**

Request accepted

Request denied

Reason for denial of request:

Date :

Home-schooling Supervisor's Signature:

Service available in school :  Yes  No

Complementary service beginning date:

**PARENT'S RESPONSE FOR THE OFFERED SERVICE**

Accept

Non-accept

Reason for non-acceptance of offer:

Date of response:

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeschooling Supervisor's Signature

\_\_\_\_\_  
Date



Please return this form to the school board Contact Person in charge of homeschooling at the following email address: [HomeSchooling@cqsbc.qc.ca](mailto:HomeSchooling@cqsbc.qc.ca)

**Appe**

## ndix 5 – Agreement to Respect the Safety Rules in the Science Laboratory

CHECKLIST FOR PARENTS
→ A Lab coat or apron must be worn at all times.
→ The child must wear <b>safety glasses</b> provided by the school.
→ It is not recommended to wear contact lenses, and their use will be at the risk of the child.
→ A child with <b>mid-length to long hair</b> must tie it. Please ensure that you have an <b>elastic or hair tie</b> .
→ Shirts with strings, scarves and long jewelry are prohibited.
→ Closed toe shoes are mandatory in the science lab. Any child wearing inadequate shoes will be refused entry into the science lab.
→ <b>Never taste, smell or touch</b> any chemical products. It is important to wash your hands before leaving the lab.
→ It is strictly prohibited to eat, or drink in the laboratory.
→ No unnecessary circulation in the rooms. Work standing up, stay calm, and refrain from all contact with others to avoid accidents.
→ Report any accidents, even minor ones, to the designated school board representative or lab technician.
→ The child is responsible for all material at their disposal. The child is responsible for all voluntary damage, and will be charged fees accordingly (\$).
→ The workstation and equipment must remain clean at all times.
→ At the end of the session, it is important to clean up and place all equipment back in the area specified by the designated school board representative or lab technician.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeschooling Supervisor's Signature

\_\_\_\_\_  
Date

Please return this form to the school board Contact Person in charge of homeschooling at the following email address: [HomeSchooling@cgsb.qc.ca](mailto:HomeSchooling@cgsb.qc.ca)

## Appendix 6 –Agreement to Respect Information Technology Safety Rules

Reference: *Management Framework on Homeschooling* - Section 7.5

It is suggested that the parents read this document and discuss it with their child.

The Central Québec School Board is making materials and computer equipment, such as a computer and a printer, and access to its network available to you. You must use these tools in an educational context, linked directly to the purpose of your learning project. In order to achieve this, the rules of usage below will inform you of your **rights** as well as your **responsibilities**.

### We are asking you to become familiar with the rules of usage and to ensure they are respected at all times:

- You must handle the materials and computer equipment with the **utmost care**.
- You must **avoid providing personal information (name, address, etc.)** regarding yourself or another person by email or on the internet. Think before you publish.
- You must keep your **access code** and your **password secure** at all times, to avoid someone else using them.
- **You must be respectful towards others and must not use language that is vulgar, threatening, defamatory or insulting. You must abstain from making racist or sexist comments and from any forms of harassment or hate speech.**
- You must not publish **photographs** or **videos** without the **consent** of the individuals that are identifiable.
- Under no circumstances will you **possess or distribute** inappropriate content that is of a violent, hateful, indecent, sexual or racist nature, nor will you participate in **prohibited or illegal activities**.

Your access to computer equipment and/or the network of CQSB may be revoked at any time, and the School Board may take action to implement consequences, should the information technology safety rules for CQSB not be respected.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeschooling Supervisor's Signature

\_\_\_\_\_  
Date

Please return this form to the school board Contact Person in charge of homeschooling at the following email address: [HomeSchooling@cqsb.qc.ca](mailto:HomeSchooling@cqsb.qc.ca)

## Appendix 7 – Agreement to Respect the Safety Rules in the Sports and Recreational Facilities

<b>GUIDELINES FOR SUPERVISING ADULTS</b>
→ Use of all materials must be under constant <b>adult supervision</b> .
→ A complete <b>First Aid kit</b> must be accessible at all times.
→ The required certification to <b>safely supervise</b> or instruct certain activities must be provided (for example, trapeze, gymnastics, swimming, etc.).
→ Verify that the equipment is in <b>good working condition</b> .
→ Ensure that equipment used by the child is <b>securely fastened</b> .
→ Ensure that the play area is a <b>safe distance</b> from the walls.
→ Ensure that the space is cleared and unobstructed by objects that may be potentially dangerous.
→ It is <b>prohibited</b> to request assistance from children when moving heavy material that could potentially cause injuries (for example, mats, poles, etc.).
→ Before the adult exits the recreational facility, ensure that the <b>child has left</b> the premises after the activity.
→ Do not block the exits with equipment; ensure unobstructed access at all times.



**SECURITY RULES TO RESPECT AT ALL TIMES**

- **Constant supervision** by an adult in the gymnasium.
- Wear **protective eye gear** for any activity that may pose a risk (for example, floor hockey).
- **Wear tied running shoes** at all times in the gymnasium; no boots or wet shoes (rain or snow).
- When an activity requires it, wear a well-adjusted and fastened **protective helmet**.
- Keep the **equipment storage door closed** during activities.
- Use **an adequate mat** of an appropriate thickness and in good condition when an activity requires it.
- Ensure the floor sockets are properly fitted with their cover plate when not in use (for example, taking down a volleyball net).

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeschooling Supervisor's Signature

\_\_\_\_\_  
Date

Please return this form to the school board Contact Person in charge of homeschooling at the following email address: [HomeSchooling@cqsb.qc.ca](mailto:HomeSchooling@cqsb.qc.ca)

## Appendix 8 – Parent Procedure for Homeschooling

1. **Send your written notice of intent for homeschooling to the ministère de l'Éducation et de l'Enseignement supérieur using their online secured platform:**  
<https://enseignementmaison.education.gouv.qc.ca/em/app/esem:accueil-utilisateurs/en/a/login/?>
2. **Send your child's learning project to the ministère de l'Éducation et de l'Enseignement supérieur.**
3. **In order to benefit from the support services offered by the Central Québec School Board, parents must take the following steps:**
  - a. Complete the required forms in collaboration with Educational Services at the CQSB Administrative Centre.
    - i. Please ensure that your child resides on the CQSB territory.
    - ii. Parents must provide us with the following documents for the application process:
      1. Your child's official birth certificate (long form) bearing the names of both parents.
      2. Your child's certificate of eligibility. If your child does not have one, you must contact the Educational Services department for information. An application will be submitted on your behalf to the Ministry if eligibility requirements are met.
      3. A proof of residency on the CQSB territory (utility bill, municipal tax statement).
      4. The reception notice declaring receipt of your learning project by the ministère de l'Éducation et de l'Enseignement supérieur.
      5. A copy of your child's learning project.
      6. A completed *Declaration Concerning Judicial Record* (Back ground check for authorization to be on school premises).
  - b. Should you wish to obtain a specific service, please fill in the form(s) corresponding to the support services that you are requesting for your child.
  - c. Submit your forms according to the instructions provided at the bottom of each document.
  - d. Parents will receive confirmation from the CQSB indicating whether the request for support services has been accepted.