



Approved minutes of the meeting of the Council of Commissioners of the Central Québec School Board held on Friday, April 17, 2015 at 7:00 p.m. at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.

Present:	Heather Clibbon Sara Downs Debbie Ford-Caron Chantal Guay Wyna Marois Esther Paradis Stephen Pigeon Patsy Poulin Jean Robert Jo Rosenhek Aline Visser	Commissioner Commissioner Commissioner (videoconference) Commissioner Commissioner Commissioner Director General Parent Commissioner (videoconference) Vice-Chairman Commissioner Commissioner
Absent:	Isabel Béland Stephen Burke Christian Falle Kevin Jack Stephen Nellis Jo-Ann Toulouse	Parent Commissioner Chairman Parent Commissioner Commissioner Parent Commissioner Commissioner
In attendance:	Gina Farnell François Garon Patti L. Moore Melanie Simard Mark Sutherland	Director of Complementary Educational Services Computer Technician Secretary General Executive Secretary Director of Instructional Services

15-04.01 **Call to order**

The Vice-Chairman called the meeting to order at 7:00 p.m.

15-04.02 **Approval of the agenda**

It was MOVED by E. Paradis, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; THAT the agenda be approved as circulated.

15-04.03 **Public question period**

No public was present.

15-04.04 **Question Period for Students**

No students were present.

15-04.05 **Correspondence from Students**

No correspondence was received.

15-04.06 **Approval of the minutes of the regular meeting held on March 25, 2015**

It was MOVED by W. Marois, SECONDED by C. Guay and UNANIMOUSLY RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, March 25, 2015 be accepted as circulated.

15-04.07 **Business arising from the minutes**

There was no business arising from the minutes.

15-04.08 **Report from the Chairman**

The Chairman had sent a report to commissioners that addressed the following:

- Meetings of the Ad Hoc Committee on the Reorganization of RRES and RRHS - March 26th, 2015
- QESBA Finance Committee Meeting - March 31st, 2015
- QESBA Executive Committee Meeting - April 8th, 2015
- QESBA Board of Directors Meeting - April 10th, 2015

15-04.09 **Director General's Report**

Parent- Commissioner P. Poulin arrived at 7:14 p.m.

The Director General formally addressed the Council on the following items:

- a) Up-date on Strategic Planning
- b) Negotiations
- c) Student Enrolment Statistics
- d) Examination Schedule
- e) MAC Meetings
- f) Upcoming Principals' Meeting
- g) Update on 2015 Early Childhood Symposium
- h) Labour Relations Committees
 - i) Senior Staff of Service - Directors, Coordinators and Management Staff
 - ii) Senior Staff of Schools and Centre - Principals
 - iii) Teachers
 - iv) Professionals
 - v) Support Staff

New Businessa) 2015-2016 CQSB Staffing Plan (provisional approval)i) Allocation for management staff (Senior Staff of schools, Centre and of the Board Office)

The Council of Commissioners provisionally accepted the allocation for management staff of schools, centre and of the Board Office as presented on the summary of recommended staffing plan for 2015-2016 dated April 17, 2015, pending final approval of the budget.

ii) Allocation for professional staff (spiritual & community life animators, EQLC professionals, servicing schools, Board Office)

The Council of Commissioners provisionally accepted the allocation for professional staff of schools, centre and of the Board Office as presented on the summary of recommended staffing plan for 2015-2016 dated April 17, 2015, pending final approval of the budget.

iii) Allocation for support personnel (Board Office, janitorial services, documentation technicians, laboratory technicians, in-school support personnel, student supervisors)

The Council of Commissioners provisionally accepted the allocation for support personnel of schools, centre and of the Board Office as presented on the summary of recommended staffing plan for 2015-2016 dated April 17, 2015, pending final approval of the budget.

b) Policy and Procedures for Home-Schooling (adoption)

WHEREAS the Central Québec School Board does not currently have a Policy and Procedures for Home-Schooling;

WHEREAS in the province of Québec, the Education Act requires a school board to follow any family that is homeschooling its children and to ensure that the family is provided with the support required to deliver the contents of the Québec Education Program and the resulting compulsory evaluation measures;

WHEREAS a draft Policy was deposited for consultation at the March 25, 2015 regular meeting of the Council of Commissioners;

WHEREAS the purpose of this policy is to set out guidelines and procedures by which the Central Québec School Board will enter into agreement with the parents/ legal guardians who wish to provide homeschooling for their child;

WHEREAS the Policy also outlines the legal responsibilities of each of the parties as well as the requirements for evaluation of the learning provided through home schooling;

New Business (continued)

b) Policy and Procedures for Home-Schooling (adoption) (continued)

WHEREAS the draft Policy was reviewed by the Administrative Council and by the unions and associations;

It was MOVED by S. Downs, SECONDED by E. Paradis and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board Council of Commissioners adopt the CQSB Policy and Procedures for Home-Schooling as presented in **Appendix 1**.

c) Policy on the Distribution of Medication in Schools (adoption)

WHEREAS the Central Québec School Board does not currently have a Policy on Distribution of Medication.

WHEREAS Central Québec School Board schools have repeatedly requested guidelines regarding the distribution of medication to students;

WHEREAS a draft policy was deposited for consultation at the February 18, 2015 regular meeting of the Council of Commissioners;

WHEREAS the draft policy was reviewed by the Administrative Council and by the unions and associations;

It was MOVED by A. Visser, SECONDED by H. Clibbon and RESOLVED; THAT the Central Québec School Board Council of Commissioners adopt the CQSB Policy on Distribution of Medication as presented in **Appendix 2**.

Commissioner D. Ford-Caron voted against.
Commissioner H. Clibbon abstained from voting.

d) Student Expulsion Policy (adoption)

WHEREAS the Central Québec School Board does not currently have a Student Expulsion Policy;

WHEREAS there is reference to the procedures regarding expulsion in the Policy for a Drug and Alcohol-Free Environment for Students in Schools and Centres;

WHEREAS a draft policy containing only the above-mentioned reference was deposited for consultation at the February 18, 2015 regular meeting of the Council of Commissioners;

WHEREAS the draft policy was reviewed by the Administrative Council;

15-04.10

New Business (continued)

d) Student Expulsion Policy (adoption) (continued)

It was MOVED by H. Clibbon, SECONDED by J. Rosenhek and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners adopt the Student Expulsion Policy as presented in **Appendix 3**.

e) Nomination of CQSB GRICS Voting Delegate and Substitute

WHEREAS the Central Québec School Board is member of the *Société de gestion du réseau informatique des commissions scolaires* (GRICS) and must appoint an official delegate to represent the School Board and act on its behalf;

It was MOVED by A. Visser, SECONDED by C. Guay and UNANIMOUSLY RESOLVED; THAT Pierrette Laliberté be the Central Québec School Board's official delegate for all regular general assemblies or special meetings of the GRICS; and

THAT should the official delegate not be able to attend a meeting, that Stephen Pigeon, be the alternate delegate.

15-04.11

Committee Reports

a) Executive Committee

No meeting was held.

b) Parents' Committee

A meeting was held on April 11, 2015. No report.

c) Special Needs Advisory Committee

No meeting was held. A meeting is scheduled for April 20, 2015.

d) Transport Advisory Committee

No meeting was held.

e) Audit Committee

No meeting was held.

f) Evaluation of the Director General

No meeting was held. A meeting will be held on May 4, 2015.

15-04.11 **Committee Reports (continued)**

g) Ethics and Governance Committee

No meeting was held.

h) Human Resources Committee

No meeting was held.

i) Riverside Schools Ad Hoc Committee

A meeting was held on March 26, 2015. J. Robert made a report on this meeting.

15-04.12 **Quebec English School Boards Association**

a) Report from the Board of Directors

D. Ford-Caron had sent a report to commissioners that addressed the following:

- QESBA meeting with Minister Blais on April 17, 2015
- Spring Conference
- Presentation by Lester B. Pearson School Board

The next meeting is Monday, April 20, 2015 at 8 a.m.

b) Reports from the Committees

No report was made.

15-04.13 **Next meeting**

The next regular meeting of the Council of Commissioners will be held on Friday, May 15th, 2015 at 7:00 p.m.

15-04.14 **Question period**

a) Public

No public was present.

b) Commissioners

No questions were asked.

15-04.15 **In-camera session**

No in-camera session was held.

15-04.16

Adjournment

The meeting was ADJOURNED at 8:06 p.m. on a MOTION by H. Clibbon, SECONDED by C. Guay.

Patti L. Moore
Secretary General

Jean Robert
Vice-Chairman

Approved on May 15, 2015.



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**POLICY AND PROCEDURES
FOR HOME-SCHOOLING**
(Adopted April 17, 2015)

POLICY

Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

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1.0 INTRODUCTION

In the Province of Québec it is compulsory for all students between the ages of 6 to 16 to receive a legally recognized form of education. For the vast majority of students, this means that they attend either a private or public educational institution where they benefit from the resources and structures, allowing them to follow the recognized program of instruction in Québec, The Québec Education Program of The *ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche* (MEESR). The Minister of Education does recognize the fact that some parents, for whatever reason, may wish to take on the responsibility for the education of their children by providing *home schooling*. When parents decide to home school their child they are charged by the government to ensure that their child “ *benefit from an educational experience that a school board deems equivalent to what is provided at school*” (Home Schooling Policy Framework, MELS, 2010 p.5). The Minister of Education does set out through various legal documents, the responsibilities of the two parties in the home schooling partnership, the parents and the school board, to ensure that the child receives the instruction necessary to allow for reintegration into the public or private school system whenever circumstances so warrant. The MEESR gives the school boards the task of ensuring that the home schooling process is a legitimate one with checks and balances in place to evaluate the appropriateness and the level of learning.

2.0 OBJECT OF THE POLICY

The purpose of this Policy is to set out the guidelines and procedures by which the Central Québec School Board (CQSB) will enter into agreements with the parents/legal guardians who wish to provide home schooling for their child. The Policy also outlines the legal responsibilities of each of the parties as well as requirements for evaluation of the learning provided through home schooling.

3.0 GENERAL INFORMATION CONCERNING HOME SCHOOLING

- 3.1 In order to be considered for home schooling at CQSB, a child must have a *Certificate of Eligibility for English Instruction* under the Charter of the French Language.
- 3.2 Parents requesting a contract for home schooling with the CQSB must reside within the territory served by the Board. The student must be registered at the school that he would normally attend were he not being home schooled.
- 3.3 In order for CQSB to enter into an agreement for home schooling, the language of instruction is to be English as the evaluation will be carried out in English. Should parents wish to provide home schooling in French, they would need to make arrangements with the designated French board in their area.
- 3.4 The Central Québec School Board's liability insurance coverage does not apply during the period that the student is being home schooled.
- 3.5 A Home Schooling Contract is valid for a maximum of one school year. A new application must be made annually to renew the contract.



4.0 APPLICATION PROCEDURES

- 4.1 To apply for home schooling, parents must submit, on or before May 15th of each school year, to the Educational Services Department of the School Board, the following:
 - 4.1.1 A Request for Home Schooling form (see Appendix 1);
 - 4.1.2 The educational background of the parents and the extent to which one or both parents is capable to conduct home schooling. It is the responsibility of the parent to provide confirmation as to his/her having obtained a high school leaving certificate for Quebec (DES) or the equivalent (minimum requirement);
 - 4.1.3 An Education Plan (see Appendix 2) which states the weekly time (schedule) that will be devoted to each subject, the means to attain the outcomes of each course of study, the identification of specific course materials (such as texts, workbooks, etc.), and the associations or organizations, if any, which will assist in home schooling;
 - 4.1.4 The approaches and methods to be used to promote the educational, social and physical development of the child;
 - 4.1.5 The capacity of the education plan to address the special needs of the student, if applicable.
- 4.2 Educational Services shall review each request for home schooling and the accompanying education plan. The Director of Educational Services will recommend to the Director General or his/her designate the approval or refusal of the request for home schooling.
- 4.3 The School Board shall advise the parents of its decision regarding a request for home schooling on or before June 15th of each school year.
- 4.4 Should the request for home schooling be approved, the parents will be requested to arrange an interview with the principal of the designated school and will be required to discuss the application, the education plan, their capabilities to home school and the assessment procedures to be employed (Appendix 4). At such time, a Home Schooling Contract (Appendix 3) shall be signed by the parents on behalf of the child, the principal of the designated school, and the Director General or his/her designate on behalf of the School Board. The contract shall be signed at the latest by September 1st of the school year.
- 4.5 If the School Board deems that the parents are not able or refuse to provide an education plan, the education plan does not meet the proper criteria and/or a student does not pass the mid/end-of-year assessment, then it is the responsibility of the parents that the child subsequently be enrolled in a recognized educational institution, in default of which the School Board shall notify the Youth Protection Services as required by the law.



5.0 EVALUATION & REPORTING PROCEDURES

- 5.1 The designated school will make a final determination of the child's learning based on an evaluation of the learning of the student under the Home Schooling Contract. This evaluation shall be conducted by a teacher or teachers of the designated school. (See Appendix 4- Additional Guidelines on the Evaluation of Home-Schooled Children)
- 5.2 Evaluation will include:
- A review of the teaching, learning and assessment as reflected in the portfolio to be maintained for each subject taught during the term of the contract;
 - The administration of examinations in core subjects as required by the MEESR or as mandated by the School Board;
 - In addition to providing portfolios on or before May 31st, secondary students must be present at the designated school for any formal evaluations such as MEESR and Board exams that may occur;
 - In addition to providing portfolios on or before May 31st, elementary students must be present in the designated school in order to take part in the MEESR and Board mandated end-of-cycle assessments for Cycles 1, 2 and 3;
 - Students who are required to write MEESR Compulsory or Uniform Examinations must do so following the guidelines as issued by the Sanction Department of the MEESR.
- 5.3 Evaluations will normally be carried out twice per academic year by the school. Evaluations would normally be carried out mid-year in the month of January and at the end of the year during the examination session following the MEESR and Board examination schedules. The intention of the mid-year evaluation is to ensure that the learning of the student is on track. The mid-year evaluation is based on a presentation of the learning portfolio to the school principal and the teacher providing the evaluation.
- 5.4 Upon the completion of the evaluation, the school will issue a written report concerning the results, and will indicate as well if the child has met with success. Students who write MEESR Uniform exams at the Secondary Level will receive a written statement of marks from the MEESR.



Request for Home Schooling

Year: 20__ - 20__

Student Identification

Family Name: _____ Given Name: _____

Date of Birth: _____ Male Female

Permanent Code: _____ Grade level for current year: _____

Please include a copy of the child's Certificate of Eligibility for English Instruction as well as his/her birth certificate.

Parents' Identification

Father's Name: _____ Mother's Name: _____

Address: _____

Home Telephone: _____ Other phone: _____

Required Information

Reason(s) for requesting Home Schooling

Last school attended: _____

School Year: _____ Grade Level: _____

Signature of Father: _____ Date: _____

Signature of Mother: _____ Date: _____

The Request for Home Schooling, the required Education Plan and other required documents are to be submitted to the Educational Services Department of the Central Québec School Board by May 15th of the school year in question. A decision in writing will be rendered on or before June 15th.

For School Board Use

Date received: _____

Certificate of Eligibility: Yes No Birth certificate: Yes No

Education Plan: Yes No Qualifications of home schooling parent (DES) Yes No

Recommendation: Yes No Designated school: _____

 Signature of the Director of Educational Services

 Date



Responsibilities of parents / guardians:

- To submit an education plan for School Board consideration;
- To provide an educational experience equivalent to that provided by the School Board;
- To maintain a portfolio clearly demonstrating the teaching, learning and assessment experiences during the term of the Home Schooling Contract;
- To arrange for the child to attend the evaluation sessions as scheduled by the school.

Responsibilities of the School / School Board:

- To evaluate the education plan to determine if the educational experience will be equivalent to what is provided in the School Board's schools.;
- To evaluate the child's learning during and at the end of the contract period.

NOTE: It is not the responsibility of the school to provide in a regular and continual manner, instructional materials such as class assignments, work sheets, books and assignments.

The Evaluation Procedure:

An evaluation interview will be conducted by the school team prior to January 30th and June 30th of the applicable year. It will include a review of the evidence of teaching, learning and assessment as reflected in the portfolio maintained during the term of the contract. Tests may also be administered. The June evaluation process will follow the examination session established by the Board and MEESR.

The Components of the Education Plan:

The education plan is a precise description of the academic objectives for each subject to be taught during the term of the home schooling contract: The education plan must reflect the Québec Education Program and specify:

- The cycle level;
- The teaching materials and other support materials to be used for each subject;
- How the competencies of the Québec Education Plan will be addressed;
- The nature and extent of the on-going evaluation that will serve the teaching and learning process.



Home Schooling Education Plan

The compulsory subjects for each cycle are specified in the Basic School Regulation (*Régime pédagogique*).

DIVISION VI SUBJECT-TIME ALLOCATIONS

ELEMENTARY - CYCLE ONE		ELEMENTARY - CYCLE TWO AND THREE	
Grades 1 and 2		Grades 3, 4, 5 and 6	
<i>Compulsory Subjects</i>	<i>TIME</i>	<i>Compulsory Subjects</i>	<i>TIME</i>
<i>Language of Instruction</i>	<i>9h</i>	<i>Language of Instruction</i>	<i>7h</i>
<i>Mathematics</i>	<i>7h</i>	<i>Mathematics</i>	<i>5h</i>
<i>Physical Education and Health</i>	<i>2h</i>	<i>Physical Education and Health</i>	<i>2h</i>
<i>Apportioned Time</i>	<i>18h</i>	<i>Apportioned Time</i>	<i>14h</i>
<i>Second Language (French or English)</i>		<i>Second Language (French or English)</i>	
<i>Ethics and Religious Culture</i>		<i>Ethics and Religious Culture</i>	
<i>Arts Education</i> <i>2 of the following four subjects</i> <ul style="list-style-type: none"> ▪ <i>Drama</i> ▪ <i>Visual Arts</i> ▪ <i>Dance</i> ▪ <i>Music</i> 		<i>Arts Education</i> <i>2 of the 4 subjects prescribed for Cycle One, one of which is taught in that cycle.</i>	
		<i>Geography, History & Citizenship Education</i>	
		<i>Science & Technology</i>	
<i>Unapportioned Time</i>	<i>7h</i>	<i>Unapportioned Time</i>	<i>11h</i>
TOTAL	25h	TOTAL	25h




SECONDARY EDUCATION CYCLE ONE
Compulsory Courses in Secondary I and II

French-Language of Instruction 400 hours - 16 credits	OR	English-Language of Instruction 300 hours - 12 credits
English-Second Language 200 hours - 8 credits		French-Second Language 300 hours - 12 credits
Mathematics 300 hours - 12 credits		
Science and Technology 200 hours - 8 credits		
Geography 150 hours - 6 credits		
History and Citizenship 150 hours - 6 credits		
Arts Education 200 hours - 8 credits 1 of the 4 following subjects: Music Dance Drama Visual Art		
Physical Education and Health 100 hours - 4 credits		
Ethics and Religious Culture 100 hours - 4 credits		



	Secondary Education- Cycle Two General Education Path		
Secondary III	Secondary IV		Secondary V
Compulsory Subjects	Compulsory Subjects		Compulsory Subjects
English Language of Instruction 632-306 150 hours or 6 credits	English Language of Instruction 632-406 150 hours or 6 credits		English Language of Instruction 612-536 150 hours or 6 credits
French Second Language 634-306 Or French Second Language Enriched 635-306 Or French Language of Instruction* 132-308 200 hours or 8 credits	French Second Language* 634-404 Or French Second Language Enriched 635-406 Or French Language of Instruction 132-406 150 hours or 6 credits 100 hours or 4 credits*		French Second Language* 634-504 Or French Second Language Enriched 635-506 Or French Language of Instruction 132-506 100 hours or 4 credits* 150 hours or 6 credits
Mathematics 563-306 150 hours or 6 credits	Mathematics Cultural Option 563-414 100 hrs (4 cr.) Technical Option 564-426 150 hrs (6 cr.) Science Option 565-426 150 hrs (6 cr.)		Mathematics Cultural Option 563-504 100 hrs (4 cr.) Technical Option 564-506 150 hrs (6 cr.) Science Option 565-506 150 hrs (6 cr.)
Science & Technology 555-306 150 hours or 6 credits	Science & Technology 555-444 100 hours or 4 credits		Integrative Project 602-502 50 hours or 2 credits
History & Citizenship Education 587-304 100 hours or 4 credits	History & Citizenship Education 587-404 100 hours or 4 credits		Contemporary World 592-504 100 hours or 4 credits
Arts Education: One of the following four subjects: Drama 670-302 Visual Arts 668-302 Dance 672-302 Music 669-302 50 hours or 2 credits	Arts Education: One of the following four subjects: Drama 670-402 Visual Arts 668-402 Dance 672-402 Music 669-402 50 hours or 2 credits		Arts Education: One of the following four subjects: Drama 670-502 Visual Arts 668-502 Dance 672-502 Music 669-502 50 hours or 2 credits
Physical education & Health 543-302 50 hours or 2 credits	Physical education & Health 543-402 50 hours or 2 credits		Physical education & Health 543-502 50 hours or 2 credits
	Ethics & Religious Culture 569-404 100 hours or 4 credits		Ethics & Religious Culture 569-502 50 hours or 2 credits
Elective Subjects: 100 hours or 4 credits * French Language of Instruction requires 8 credits	Elective Subjects: 100 hr. 4 cr. Or 150 hrs 6 cr. 558-404 Environmental Sc. & Tech. 4 cr.		Elective Subjects: 200 hours or 8 credits or 250 hours or 10 credits



Secondary Education- Cycle Two General Applied Education Path		 COMMISSION SCOLAIRE CENTRAL QUÉBEC CENTRAL QUÉBEC SCHOOL BOARD	
Secondary III	Secondary IV	Secondary V	
Compulsory Subjects	Compulsory Subjects	Compulsory Subjects	
English Language of Instruction 632-306 150 hours or 6 credits	English Language of Instruction 632-406 150 hours or 6 credits	English Language of Instruction 612-536 150 hours or 6 credits	
French Second Language 634-306 Or French Second Language Enriched 635-306 Or French Language of Instruction* 132-308 150 hours or 6 credits	French Second Language 634-404 Or French Second Language Enriched 635-406 Or French Language of Instruction 132-406 150 hours or 6 credits 100 hours or 4 credits*	French Second Language* 634-504 Or French Second Language Enriched 635-506 Or French Language of Instruction 132-506 100 hours or 4 credits* 150 hours or 6 credits	
Mathematics 563-306 150 hours or 6 credits	Mathematics Cultural Option 563-414 100 hrs. (4 cr.) Technical Option 564-426 150 hrs. (6 cr.) Science Option 565-426 150 hrs. (6 cr.)	Mathematics Cultural Option 563-504 100 hrs. (4 cr.) Technical Option 564-506 150 hrs. (6 cr.) Science Option 565-506 150 hrs. (6 cr.)	
Applied Science & Technology 557-306 150 hours or 6 credits	Applied Science & Technology 557-416 150 hours or 6 credits	Integrative Project 602-502 50 hours or 2 credits	
History & Citizenship Education 587-304 100 hours or 4 credits	History & Citizenship Education 587-404 100 hours or 4 credits	Contemporary World 592-504 100 hours or 4 credits	
Arts Education: One of the following four subjects: Drama 670-302 Visual Arts 668-302 Dance 672-302 Music 669-302 50 hours or 2 credits	Arts Education: One of the following four subjects: Drama 670-402 Visual Arts 668-402 Dance 672-402 Music 669-402 50 hours or 2 credits	Arts Education: One of the following four subjects: Drama 670-502 Visual Arts 668-502 Dance 672-502 Music 669-502 50 hours or 2 credits	
Physical education & Health 543-302 50 hours or 2 credits	Physical education & Health 543-302 50 hours or 2 credits	Physical education & Health 543-502 50 hours or 2 credits	
Personal Orientation Project 606-304 100 hours or 4 credits	Ethics & Religious Culture 569-404 100 hours or 4 credits	Ethics & Religious Culture 569-502 50 hours or 2 credits	
Elective Subjects: *French Language of Instruction requires 8 credits No room for electives.	Elective Subjects: EXPLO 2 or 4 credits 698-402/698-404 POP 4 credits 606-404 Entrepreneurship 2 or 4 credits 604-402/604-404 Science & Environment 2 credits 558-402	Elective Subjects: 200 hours or 8 credits or 250 hours or 10 credits EXPLO 2 or 4 credits 698-402/698-404 Entrepreneurship 2 or 4 credits 604-402/604-404	



Required For
Qualification

Info-Sanction

09-10-17



In addition to the
elective subjects
that schools
choose among
those on the list
drawn up by the
Minister, the
schools must
offer those
students in the
Applied General
education path
the electives
specific to that
path if those
subjects are on
the list.

-BSR S.23.1



Either ERC or P.E.
required for
Qualification.



In developing the Education Plan for their child, parents should consult the MEESR website at <http://www.mels.gouv.qc.ca> as well as the Québec English Schools Network at www.learnquebec.ca

- The Basic School regulations
<http://www.mels.gouv.qc.ca/en/references/laws-and-regulations/basic-school-regulations/>
- The Quebec Education Program
 - Programmes of Study
http://mels.gouv.qc.ca/sections/programmeFormation/index_en.asp
 - Progression of Learning Documents
 - <http://mels.gouv.qc.ca/progression/>
 - <http://mels.gouv.qc.ca/progression/secondaire/>
- Evaluation Frameworks
https://www7.mels.gouv.qc.ca/dc/evaluation/index_en.php?page=search

Home Schooling Education Plan for: _____
(student name)

Level

Date of Birth

School Year

Subject Area	Competency Targeted	Materials	Proposed Evaluation



Activities planned for the Socialization of the child:

NOTE: If the decision has been made to remove the child from school for home schooling, then the parents/guardians will not be permitted to make arrangements for their child to be involved in school-sponsored activities such as field trips, school outings, social or sporting events.

Textbooks may be available for loan from the designated school, subject to availability and at the discretion of the principal. Schools may opt to charge a deposit fee for the loan of texts subject to refund when the books are returned in satisfactory conditions. A list of the approved texts that are being used will be provided to the home should the school not be able to loan text books.

Signatures:

_____ Date

Parent/Guardian

_____ Date

Parent/Guardian

_____ Date

Principal of the Designated School

_____ Date

Director of Educational Services



Home Schooling Contract

Year: 20____ - 20____

Chapter 1, Article 15, paragraph (4) of the Education Act states that “a student who receives home schooling and benefits from an educational experience which, according to an evaluation made by or for the School Board, is equivalent to what is provided at school is exempt from compulsory attendance.”

Taking this section of the Law into consideration, Central Québec School Board agrees to enter into a contract with _____, parents/guardians of _____, to ensure that the education of their child is discharged adequately in accordance with the requirements of the Education Act.

As the parents/guardians agree to take personal, direct and legal responsibility for the education of their child for a maximum of one year, they undertake to provide at home, an educational experience which is deemed equivalent to, and in accordance with the Ministry of Education directives as outlined in the *Régime pédagogique* and the Québec Education Program.

The parents/guardians are responsible for contacting the school prior to the end of the Home Schooling contract to arrange for an evaluation of the level of knowledge and progress attained. This may include an interview and presentation of portfolio and any required tests for each of the subjects taught as agreed to in the Education Plan for Home schooling annexed to this contract.

An unsatisfactory evaluation according to the Board’s standards will normally prevent the Home Schooling Contract from being renewed.

If for any reason the parents / guardians are unable to provide for the appropriate instruction during the school year, they are to notify the Board and return their child to school for placement in the most appropriate program in accordance with Central Québec School Board’s procedures.

SIGNATURES:

_____	_____
Parent/Guardian	Date
_____	_____
Parent/Guardian	Date
_____	_____
Principal of the Designated School	Date
_____	_____
Director General	Date



Appendix 4 Additional Guidelines on the Evaluation of Home-Schooled Children

When a student's application for home schooling is approved, that child is officially registered with the Ministry and is counted in the official statistics for the enrollment at the Board. Even though that child is not attending a particular school, they are assigned to the school that they would normally be attending were they in school. The designated school becomes the school that provides support for and evaluation of the home schooled student's learning.

Once the notification of home schooling has been received, the parents/guardians will contact the school to arrange a meeting with the principal to discuss the education plan, and how it will be evaluated. It is recommended that one teacher be assigned to take the lead in the evaluation process.

Special evaluation situations (ES's) are not normally created for evaluation of home schooled students.

The teacher(s) who are involved in evaluation activities will be remunerated as teacher-by-the-lesson or on an hourly paid basis.

Evaluation will include the following elements:

ELEMENTARY:

- A. A review of the teaching, learning and assessment as reflected in a student learning portfolio to be maintained for each subject taught during the term of the contract. The final version of the portfolio will be due at the school no later than May 31st of the school year, but will form the basis of the mid-year evaluation.

The following information is a suggested format for the evaluation at the elementary level. Parents/guardians should be informed that they should be keeping a record of student learning using the portfolio concept. The student's evaluation portfolio should include:

1. Dated writing samples including journal entries, stories, poems and letters. The sample work is to be done over a period of time to show growth and improvement. There should be samples of work that show the evolution of the writing process, i.e. drafts, revisions and final product. Examples should be provided in both English and French;
 2. A list of books, magazines, and articles read, dated chronologically, with a written response or report with a sample of both English and French books;
 3. A taped oral reading sample selected from the work completed in English and French;
 4. A written record of concepts covered in Math with samples of the student's work demonstrating their work with that particular competency. There should be samples of work that were used to evaluate the student's learning as well;
 5. A collection of projects, logs, experiments or other artefacts to support evidence of learning (concepts) in social studies, history, science, and ERC.
- B. In addition to providing the portfolio on or before May 31st, Elementary students **must be present** in the designated school to take part in the MEESR and Board mandated end-of-cycle assessments for Cycles 1, 2, 3.



SECONDARY:

- A. A review of the teaching, learning and assessment as reflected in a student learning portfolio to be maintained for each subject taught during the term of the contract. This portfolio will be due at the school no later than May 31st of the school year. See the Elementary Section for a more complete description of what may be included in a portfolio.

Following the in-take interview, parents will be made aware of the school calendar, including the dates of the terms, and corresponding evaluation deadlines. Parents should also be given the outlines for the courses that the students would normally follow where the major concepts to be covered would normally be indicated. Parents should be encouraged to have their children be available to meet with the school team to review the work done per term.

- B. In addition to providing the portfolio on or before May 31st, Secondary students in Secondary IV and V **must be present** in the designated school to take part in the MEESR Uniform, Compulsory and Board mandated exams. Students who are unable to be present during the official Ministry examination period must arrange to do a rewrite at the next available sanctioned period. A copy of the MEESR Examination Timetables should be made available to the student and their parents or guardians.
- C. Students in Secondary IV and V who need to accumulate credits for a DES will have their subjects show up in GPI in order to receive credits for courses that have been successfully completed. The school board will be responsible for the transmission of the grades. The Ministry will provide the official transcript of the grades and credits as well as the Diploma (DES).





COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**POLICY ON THE DISTRIBUTION OF MEDICATION
IN SCHOOLS**

(Adopted April 17, 2015)

This policy covers all CQSB students that require supervision when taking medication. The policy on distribution of medication ensures that medication is kept in a safe manner and that a designated adult is present when a child takes prescribed medication. It also ensures communication between home and school for the period the student has to take prescribed medication.

Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

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1. Distribution of medication in schools

- Unreserved activity, which may be exercised since it is deregulated.
- Distributing medication in school remains an exceptional measure. When possible, parents should request a prescribed medication in doses of 8, 12 or 24 hours so that it can be taken by the child at home.
- The family or nurse must ensure that the child is capable of safely taking the medication on his own.

2. Guidelines

The person who distributes a prescribed or non-prescribed medication must have the written consent of the parent or legal guardian (Appendix 1), available at the school secretariat.

Parents must hand deliver the medication to a member of staff* at school. The container in which the medication is deposited must be identified with a label from the pharmacy, so that special instructions are clearly identified.

- The label must include the name of the student, the doctor (*if it is a prescription*), the name of the medication, its expiry date, the dosage (regular or as needed) and the duration of the treatment;
- The medication should be ready to be taken, for example:
 - If your child must take ½ of a tablet, you must provide the tablet cut in half
 - If your child must take one or many pills, you must provide a prepared pill organizer
 - For a liquid antibiotic, a graduated container must be provided for the preparation for doses of 10 ml or more. A 10 ml syringe is to be provided for the preparation of doses of 10 ml or less. In both cases, the dosage should be indicated by a clearly-visible line on the container provided
- The family has the responsibility to provide the necessary support for the child (watch with an alarm, reminder, etc.);
- The student must be autonomous to take the medication that the school staff distributes to him;
- The medication must be taken in front of a member of staff;
- By law, the distribution of prescribed medication does not have to be recorded in a register. However, to keep track of interventions and prevent errors, the distribution of medication should be recorded. To do this, you may use the sheet “Registry: Distributing Prescribed Medication” in Appendix 2;
- The medication must be kept in a safe place out of reach of children;
- Parents should explain to staff the possible side effects of the medication;
- The child must have first taken the medication at least once at home.

**School staff may include daycare personnel, teacher, office staff, administrator, special education technician. The time of the day when the medication is to be distributed would determine which member of staff will distribute the medication.*



3. Guidelines to be followed for at- risk situations

- Asthma (Inhaler Ventolin^{MD})
- Cystic Fibrosis (Capsule Cotazym^{MD})
The prescribed medications mentioned above can be taken by the child by himself at school. They are not affected by the procedure as the child cares for himself. No formal action is required
- Severe anaphylactic allergy with epinephrine prescription (EpiPen, Twinject^{MD}, Allerject^{MD}): refer to the Protocol on administering epinephrine to a victim of a severe allergic anaphylactic reaction at school
- Allergies with prescribed antihistamines only (Ex. Bénadryl^{MD}): refer to the Policy on the distribution of medication in schools
 - A person who distributes an antihistamine should remain vigilant and monitor the risk of a severe allergic reaction;
 - A person who distributes an antihistamine must notify the parent of the child immediately after.

This document was adapted from the *Politique sur la distribution de médicaments dans les milieux scolaires* prepared by a team of the CSSS de Québec-Nord with the collaboration of Ms. Ariane Couture, Clinical Advisor in Nursing, Nursing Department, CSSS de la Vieille-Capitale.



Appendix 1 – Authorization to distribute medication

DISTRIBUTING MEDICATION IN SCHOOL IS AN EXCEPTIONAL MEASURE

School staff can distribute medication to your child conditional on the signing and reception of this form.

The information listed by the pharmacist on the identification label of the medication is proof of the authenticity of the prescription. A copy of this label must be provided with the pill dispenser or container received from the pharmacist with the dosage clearly marked and identified in the child's name.

The label must include the child's name, doctor's name, and name of the medication, expiry date, dosage and duration of treatment.

In the case of regular medication, provide the medication in the form of a pill organizer (if necessary, ask the pharmacist to prepare the pillbox). Medication supplied in a container is not considered ready to be administered.

If your child needs a medication linked to a severe allergy, please refer to the appropriate forms available at the school.

AUTHORIZATION TO DISTRIBUTE MEDICATION (Please print)

Surname: _____ First Name : _____ Class : _____

From : _____ To : _____ Year : _____

Name of the medication: _____

Dosage (dose and frequency) : _____
(if needed, see pharmacist label)

When to distribute (ex. : at meal time, hour, if necessary), specify exactly when to distribute:

(At daycare on pedagogical days - Distribute: Yes ____ No ____)

Distribution by : Inhalation : _____ Oral : _____ Skin : _____

Does the medication need to be refrigerated? Yes _____ No _____

Expected significant side effects : _____

I authorize a member of the school staff to distribute the above named medication to my child in the indicated dosage

Signature of parent or legal guardian : _____

Telephone of parent or legal guardian : _____

Tel. in case of emergency : _____ Relationship to child : _____ Date : _____

Inform the school of any changes and any renewal of the prescription.

The Policy on distributing medication in schools is available at the secretariat of the school and can be obtained from the person responsible for daycare.





COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

STUDENT EXPULSION POLICY

(Adopted April 17, 2015)

POLICY

Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

At CQSB we strive to provide our students with an environment conducive to physical, emotional, intellectual and social growth. We also want to provide a safe and secure environment for all. Measures are put in place to support students who may encounter difficulties, whether these be of a social, emotional, intellectual or physical nature.

A school or centre authority may exceptionally recommend the expulsion of a student. This recommendation may come for any of the reasons listed below:

- Violent or dangerous behaviour
- Bullying (repeated or on-going)
- Using, possessing or dealing drugs/alcohol
- Taking part in illegal, illicit or criminal actions
- Any other incident of a sufficiently serious nature that would place into jeopardy the safety of himself or others

The decision to expulse a student from a school or from the school board will only be taken after due process. Expulsion is a last resort. When possible, the school board will help the family find resources to meet the needs of the student.

School Board action where expulsion is recommended:

1. In the event that the school/centre authority recommends expulsion from the school/centre, or the school board, the Director General will study the request. If the Director General finds the recommendation founded, an ad hoc committee will be formed. This ad hoc committee will include the school/centre authority concerned, a board administrator, a professional and a commissioner who will study the case without delay. The Secretary General will inform the parents of this process.
2. The student and the parents will be given the opportunity to be heard by the members of the ad hoc committee before any recommendation is made to the Director General.
3. When the ad hoc committee recommends **expulsion from the school**, the Director General is informed of the recommendation and makes the appropriate decision. Should the Director General decide to expulse the student and the parents not agree with this decision the parents may appeal to the Council of Commissioners using procedures outlined in the school board's Complaint Examination procedure.¹
4. When the ad hoc committee recommends **expulsion from all schools of the School Board**, the Director General shall be informed of the recommendation and will bring the case before the Council of Commissioners for decision.

¹ BY-LAW RESPECTING THE COMPLAINT EXAMINATION PROCEDURE ESTABLISHED

BY THE CENTRAL QUÉBEC SCHOOL BOARD (*Adopted on January 14, 2011*)



5. Should the Council of Commissioners' final decision be expulsion, the student or parents of the student may request the Council of Commissioners to reconsider their decision using procedures outlined in the school board's Complaint Examination Procedure. ²
6. The student and his or her parents, the school/centre authority and the Director of Youth Protection authority, if necessary, shall be informed of the Council of Commissioners' decision.
7. As outlined in the School Board's *Complaint Examination Procedures*, students and parents may contact the Student Ombudsman as recourse once the procedures have been exhausted and the complainant is still not satisfied.
8. When a student is expelled from the school board, the Director of Complementary Educational Services will be informed. The student's name will be kept on a confidential record so that the expelled student will not be able to reintegrate another CQSB school.

Definitions

In this policy, unless otherwise stated:

- 1) *School or Centre Authority* means a school or centre administrator or a designated authority.
- 2) *Parent* means a parent or person having legal responsibility for a student.
- 3) *Expulsion* means that a student has lost the right to attend a) the school/centre he or she attends or b) any school under the jurisdiction of the Central Québec School Board.

² BY-LAW RESPECTING THE COMPLAINT EXAMINATION PROCEDURE ESTABLISHED

BY THE CENTRAL QUÉBEC SCHOOL BOARD (*Adopted on January 14, 2011*)

