

TERMS OF REFERENCE FOR HOME-BASED LEARNING SERVICES

| | |
|---|---|
| EFFECTIVE DATE | October 7, 2024 |
| AUTHORIZATION REQUIRED | Director of Educational Services |
| PERSON RESPONSIBLE FOR FOLLOW-UP | Educational Services |

TABLE OF CONTENTS

| | |
|---|----------|
| 1. Objective | 3 |
| 2. Eligibility requirements | 3 |
| 3. Organization of the home-based learning service | 3 |
| 4. Responsibilities of the principal..... | 4 |
| 5. Responsibilities of Educational Services..... | 4 |
| APPENDIX A – HOME-BASED LEARNING SERVICES OFFER..... | 5 |

1. OBJECTIVE

The Education Act stipulates that all children between the ages of six and sixteen must attend school. In accordance with the requirements of the law, a child is required to attend school or is exempt from attending school, if they are granted an exemption by the school service center due to an illness or for receiving medical care or treatment related to their health condition.

The basic school regulation (s. 8) provides home or hospital instruction for students who are unable to attend school because they require specialized health care or social services.

2. ELIGIBILITY REQUIREMENTS

- 2.1. The student must be enrolled in one of the schools of the school service centre;
- 2.2. The student must be unable to attend a school, **temporarily (at least 4 weeks or repeated absences), to receive health care, for any of these reasons:**
 - a) Due to a physical disability.
 - b) Due to psychological or mental disability.

Initially, it is essential to explore available support measures and modalities within the student's current school or to consider the possibility of a school transfer before pursuing home-based learning options. Educational services can provide valuable assistance to the school in addressing the student's circumstances, especially when disciplinary actions and assessments are influenced by the student's situation.

- 2.3. In cases of absence related to psychological or mental health conditions, it is necessary to establish an Individualized Intersectoral Service Plan (**IISP**) in collaboration with social services, or to ensure that a social partner is actively involved in the student's file, whether it be from health or social services.
- 2.4. In all cases, a medical certificate¹ must be submitted to the school principal by the attending physician.

3. ORGANIZATION OF THE HOME-BASED LEARNING SERVICE

Home-based learning is capped at 5 hours per week, typically averaging one hour per day, focused on the language of instruction, mathematics, or second language programs, as well as other subjects as determined by the school principal (e.g., sanctioned subjects).

Instruction will be offered at home after a delay of one to two weeks from the date of the beginning of the absence, depending on the student's conditions. The presence of a parent or responsible adult is requested during the home-based learning sessions.

It may be beneficial to develop a plan for a gradual return to school, provided it serves the best interests of the student. If the review meetings and the student's situation make it difficult to return to school, the principal will assess the home-based learning services available, working alongside social partners to identify the most suitable option for the student that will address their needs over the medium to long term. The educational services team should be engaged to explore strategies for reintegration into the

¹ The medical certificate should indicate the student's cessation of school attendance, the duration of their absence, and the date on which the physician will conduct a reassessment of the student's condition.

school environment.

4. RESPONSIBILITIES OF THE PRINCIPAL

- 4.1. The school principal communicates to the parent the right of their child to receive home-based learning.
- 4.2. The school principal organizes the home-based learning sessions and notifies the centre's financial services.
- 4.3. The school principal is responsible for coordinating the home-based learning sessions, as detailed below:
 - Receipt of a medical certificate confirming that the student is unable to attend school for a minimum duration of four weeks.
 - Recruitment of a teacher by the principal in collaboration with the Human Resources.
 - Submission of information to the centre's Financial Resources.
 - Re-evaluation of the home-based learning service every four weeks to ensure optimal support for the student.
- 4.4. The school principal is responsible for ensuring that evaluations are conducted for all home-based learning sessions and that the results are recorded in the system for report card compilation.
- 4.5. The school principal must communicate the terms and conditions to parents at the beginning of the training plan.
- 4.6. The school principal has the same obligations, as with all other students under their supervision, to notify youth protection services if the home-based learning sessions are deemed unviable.

5. RESPONSIBILITIES OF EDUCATIONAL SERVICES

- 5.1. The Educational Services of the school service centre is responsible for implementing the home-based learning services.
- 5.2. Professionals are available to assist in the preparation of the essential knowledge required for instruction in these situations.
- 5.3. The Director of Educational Services must communicate to Financial Services the necessity of providing this service.

APPENDIX A – HOME-BASED LEARNING SERVICES OFFER

For the school year _____ - _____

Student Identification

Student's Name _____ Student's First Name _____

Date of Birth (DD-MM-YY) _____ Gender (M/F) _____ Permanent Code _____

School Attended _____ The Child's Current Grade Level: _____

Identification of parent(s)/guardian(s)

Surname _____ Forename _____ Relationship _____

Address _____ Town _____ Postal Code _____

Telephone Number (home) _____ Telephone Number (Work) _____

Information justifying home-based learning services

- Medical note, indicating the cessation of school attendance
- Duration of more than 4 weeks
- Date of the next medical appointment: _____
- Other: _____

Educational services offered:

- Math _____ h/week
- Language of Instruction _____ h/week
- Second Language _____ h/week
- Other courses: _____ h/week

Signatures

Parent's signature

Date

Signature of the School Principal

Date

Signature of the Director of Educational Services

Date