



## KATIVIK SCHOOL BOARD

# HOME SCHOOLING AND TUTORING POLICY

### **PREAMBLE**

- WHEREAS** The Education Act for Cree, Inuit and Naskapi Native persons (R.S.Q., Chapter I-14) provides that every child must attend school every day until he attains the age of fifteen years unless he receives effective instruction at home;
- WHEREAS** The Education Act (R.S.Q., Chapter I-13.3) provides that every child must attend school from the age of six until the age of sixteen years unless he receives home schooling and benefits from an educational experience which, according to an evaluation made by or for the School Board, are equivalent to what is provided at school;
- WHEREAS** The Ministère de l'Éducation, du Loisir et du Sport (MELS) has developed a home schooling policy in force since 2010 but only applying to the Chapter I-13.3 School Boards;
- WHEREAS** The Kativik School Board has adopted, on a pilot project basis, a home schooling and tutoring program for the French and English students who are not beneficiaries of the James Bay and Northern Quebec Agreement (JBNQA);
- WHEREAS** The said program has been in force between 2008 until 2011 and was extended for an additional three years that will end in June 2014;
- WHEREAS** MELS has agreed to provide funding for the said program as stated in the KSB budgetary rules for the school years 2011-2012 to 2013-2014;

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**WHEREAS** So far, the said program has been limited to the students who are not beneficiaries of the JBNQA;

**WHEREAS** The Kativik School Board deems it necessary to adopt a home schooling and tutoring policy that will apply to all students under its jurisdiction;

**WHEREAS** There is a significant need to improve students' academic results and to increase the graduation rate of the Kativik School Board's students;

**WHEREAS** Tutoring has been identified as an appropriate tool to achieve the objectives mentioned above;

**WHEREAS** Tutoring in Inuktitut should be offered to Inuit Beneficiaries who are attending school outside Nunavik.

## **I. HOME SCHOOLING**

### **1. PURPOSE**

**1.1.** The Education Act for Cree, Inuit and Naskapi Native persons provides that every child must attend school until he reaches the age of fifteen years unless he receives effective education at home. This means that the law recognizes the right of the parents to provide education at home to their child. However, the education at home must be effective, meaning comparable to what a child would receive if attending a regular program at school.

**1.2.** The MELS "Home Schooling Policy Framework" specifically applies to all school boards in Quebec except those created pursuant to the Education Act for the Cree, Inuit and Naskapi Native Persons. Accordingly since there is no other alternative available, Kativik School Board will follow this policy and will be guided by its principles and procedures.

**2. POLICY AND PROCEDURES**

- 2.1.** Every parent residing permanently or temporarily in Nunavik shall be entitled to request permission from the Kativik School Board to have his child home schooled, i.e. receive effective instruction at home.
- 2.2.** A parent who wishes to have his child home schooled must submit to the Kativik School Board, before May 31<sup>st</sup> of each year:
- 2.2.1. An application form provided by the Kativik School Board;
  - 2.2.2. An Educational Plan which specifies the teaching that will be provided to the child during the school year;
  - 2.2.3. A copy of a High School Leaving Certificate or the equivalent from the parent that will provide homeschooling.
- 2.3.** The Education Plan is a precise description of the approaches and methods that the parent(s) will use to promote the educational, social, and physical development of their child, and the academic objectives for each subject to be taught during the term of the home schooling contract. If applicable, the Education Plan must also address the special needs of the student.
- 2.4.** The Education Plan must reflect the Kativik School Board [or Quebec] Education Program and must specify:
- 2.4.1. The cycle level of the student;
  - 2.4.2. The teaching materials and other support materials to be used;
  - 2.4.3. How the competencies of the Kativik School Board [or Quebec] Education Program will be addressed;
  - 2.4.4. The nature and extent of the on-going evaluation that will serve the teaching and learning process;
  - 2.4.5. The weekly schedule giving the time that will be devoted to each subject.

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**2.5.** If the Kativik School Board approves the application form and the Educational Plan submitted by the parent, the School Board and the parent will sign a Home Schooling Contract which will be valid for a maximum of one school year.

**2.6.** For every application received, the Kativik School Board must:

- 2.6.1. Review the parent's request for home schooling;
- 2.6.2. Interview the parent who made the request;
- 2.6.3. Assist the parent in the preparation of the Educational Plan by making sure that it will be compatible with the Kativik School Board educational programs;
- 2.6.4. Submit to the parent the list of the books and school material that the student would use if he was registered at his school;
- 2.6.5. Review the Educational Plan submitted by the parent and make sure that the Education Plan meets the criteria set out in this Policy;
- 2.6.6. Submit a recommendation to the Director General, approving or denying the parent's application for home schooling. Overall, the Kativik School Board will ensure that each student attending homeschool will receive an educational experience equivalent to that provided in a school is being provided by the parent(s);
- 2.6.7. Evaluate the child under the home schooling contract.

**2.7.** The Director General of the Kativik School Board may sign the Home School Contract if he is satisfied with the parent's application, the Educational Plan submitted by the parent and a positive recommendation made by the Kativik School Board in support of homeschooling.

**2.8.** In every case, the Home Schooling Contract must provide that the child will attend home schooling at his place of residence in Nunavik.

**2.9.** Under no circumstances the Kativik School Board shall be obligated to provide financial assistance to a parent applying for home schooling nor shall it be obligated to provide human resources, books or any other type of material to a parent unless Kativik School Board budgetary rules provide for such resources or financial assistance.

- 2.10.** Once the Homeschool contract is signed, the parent(s):
- 2.10.1. Must demonstrate that they can provide an educational experience equivalent to that provided by the Kativik School Board;
  - 2.10.2. Will maintain for every subject taught at home, a portfolio of the teaching, learning and assessment experiences during the term of the Homeschool Contract;
  - 2.10.3. And the child(ren) must attend the evaluation session(s) arranged by the Kativik School Board.
- 2.11.** Every year the Kativik School Board will evaluate the learning of the student under the Homeschool Contract. The evaluation shall be conducted by the teacher of the school where the student would normally be attending.
- The evaluation will include:
- 2.11.1. 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 Homeschool Contract;
  - 2.11.2. The administration of examinations in core subjects as required by the MELS or the Kativik School Board.
- 2.12.** In addition to providing portfolios on or before May 31<sup>st</sup>, Elementary students must be present at the Elementary school in which they are registered for any formal evaluations that may occur.
- 2.13.** In addition to providing portfolios on or before May 31<sup>st</sup>, Secondary students must be present in the Secondary school in which they are registered in order to take part in the MELS end-of-cycle assessments for Cycles 1, 2 and 3.
- 2.14.** If the Director General refuses to sign the Home School Contract, the parent must register his child to the school where he would normally attend. Shall the parent fail to do so; the Kativik School Board will undertake the appropriate measures to make sure that the child attends school.

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- 2.15. Parents wishing to renew a Homeschool Contract must apply annually according to these procedures.
3. Adequate funding must be provided by MELS for the implementation of this Policy (including costs related to pedagogical counsellors).

**II. TUTORING****1. PURPOSE**

- 1.1. The Kativik School Board will provide to the elementary and secondary students under its jurisdiction a tutoring program (Tutoring Program in Nunavik) in order to assist them in improving their academic results and to help increasing the graduation rate of the students.
- 1.2. The Kativik School Board will provide to the *James Bay and Northern Quebec Agreement* Inuit Beneficiaries, who are attending elementary or secondary school outside Nunavik, a tutoring program (Tutoring Program outside Nunavik) ) in order to assist them adapting in their new school environment, improving their academic results and to help increasing the graduation rate of the students.
- 1.3. The Kativik School Board will provide a tutoring program for the *JBNQA* non-beneficiary elementary and secondary students who attend school in Nunavik (Tutoring Program for *JBNQA* non-beneficiary Students) so they can get some academic assistance in French or in English, as the case may be, and remain competitive when they resume their education in the South.

**2. TUTORING PROGRAM IN NUNAVIK POLICY AND PROCEDURES.**

- 2.1. Every parent residing permanently or temporarily in Nunavik shall be entitled to request tutoring assistance for his/her child who is attending elementary or secondary school under the jurisdiction of the Kativik School Board. This request shall be made to the school where the child is registered.

- 2.2.** A parent who wishes to register his/her child to the tutoring program must complete an “Inuktitut Language of instruction tutoring request form” at any given time during the school year. The parent may request assistance from the Kativik School Board in completing the said form. The parent must also submit the child’s last report card annexed to the form.
- 2.3.** The Kativik School Board can directly contact a parent and recommend that the child be registered in the Tutoring program. In such case, the parent still has to complete the “Inuktitut Language of instruction tutoring request form”.
- 2.4.** The “Inuktitut Language of instruction tutoring request form”, once completed, must be approved by the Kativik School Board. Once approved, the registration is effective until the end of each school year. If the parent wishes to continue tutoring for the following school year, he/she must complete a new “Inuktitut Language of instruction tutoring request form” and have it approved by the Kativik School board.
- 2.5.** The following students are not admissible to the tutoring program:
- 2.5.1. Student with special needs;
  - 2.5.2. Student with significant absenteeism;
  - 2.5.3. Student attending homeschool;
  - 2.5.4. Student not registered at the Kativik School Board.
- 2.6.** Before approving a request, the Kativik School board shall meet with the student’s parent and teacher to make sure that subject remediation has been used adequately and that tutoring is the right tool to be used for the student.
- 2.7.** The tutoring program applies to all subjects taught to the student by the school. However, the program cannot be used for homework assistance or any other related private service.
- 2.8.** In every case, the order of priority given to each request for tutoring will depend on:

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- 2.8.1. The need of the student in a particular subject that cannot be corrected by subject remediation or that is not caused by the student's absenteeism or lack of interest with the subject;
  - 2.8.2. The availability of funding;
  - 2.8.3. The availability of a qualified tutor.
- 2.9. Once the request is approved, the Kativik School Board and the parent who completed the "Inuktitut Language of instruction tutoring request form" will choose a tutor, locally available for the student. However, unless authorized by the Kativik School Board, the student's current teacher cannot qualify as his/her tutor. The tutor must be qualified to teach the subject relevant to the tutoring. The Kativik School Board will have the final say concerning the qualifications of the tutor.
- 2.10. At the beginning of each school year, the Kativik School Board shall determine the maximum rate available per week/per child for tutoring. The parent will be responsible to pay any additional amount directly to the tutor.
- 2.11. The tutor sends its invoice to the Kativik School Board at least once a month and the Kativik School Board shall approve the invoice and proceed with the payment.
- 2.12. A Tutor can take more than one student at a time, as long as the subject taught during tutoring is the same.
- 2.13. Tutoring must take place after regular school hours. If the tutor cannot find a suitable place for tutoring, he/she may use a dedicated space at the school, conditional to Kativik School Board approval.
- 2.14. The Kativik School Board may suspend or terminate the tutoring of a student when:
- 2.14.1. The report card is showing significant improvement in the subject;
  - 2.14.2. The student shows disinterest with tutoring;
  - 2.14.3. Funding is no longer available to cover the cost of the program;
  - 2.14.4. Qualified tutor no longer available.



### 3. TUTORING PROGRAM OUTSIDE NUNAVIK POLICY AND PROCEDURES.

**3.1.** Every parent, who is an Inuit Beneficiary of the JBNQA and who is residing permanently or temporarily outside Nunavik, shall be entitled to request tutoring assistance for his/her child who is attending elementary or secondary school under the jurisdiction of a public school Board where the student is residing. **The purpose of the tutoring program outside Nunavik is to assist students in their transition to a new school structure. Registration to this tutoring program must begin during the student's first year of enrolment in the new school system.** This request shall be made to the Kativik School board.

**3.2.** A parent who wishes to register his/her child to the tutoring program must complete a "tutoring outside Nunavik request form" at any given time during the school year. The parent may request assistance from the Kativik School Board in completing the said form. The parent must also submit the child's last report card annexed to the form.

**3.3.** The "tutoring outside Nunavik request form", once completed, must be approved by the Kativik School Board. Once approved, the registration is effective until the end of each school year. If the parent wishes to continue tutoring for the following school year, he/she must complete a new "tutoring outside Nunavik tutoring request form" and have it approved by the Kativik School board. The registration to this tutoring program cannot exceed three (3) years.

**3.4.** The following students are not admissible to the tutoring program:

3.4.1. Student with special needs; Parents of children with special needs must utilize the resources available through their local school and C.L.S.C.;

3.4.2. Student with significant absenteeism;

3.4.3. Student attending homeschool;

3.4.4. Student attending private school.

- 3.5.** Before approving a request, the Kativik School board shall make sure that subject remediation has been used adequately and that tutoring is the right tool to be used for the student.
- 3.6.** The tutoring program applies to all subjects taught to the student by the school. Furthermore, the parent may request tutoring in Inuktitut if he/she can find a qualified tutor for this subject. However, the program cannot be used for homework assistance or any other related private service.
- 3.7.** In every case, the order of priority given to each request for tutoring will depend on:
- 3.7.1. The need of the student in a particular subject that cannot be corrected by subject remediation and that is not caused by the student's absenteeism or lack of interest with the subject;
  - 3.7.2. The availability of funding;
  - 3.7.3. The availability of a qualified tutor.
- 3.8.** Once the request is approved, the parent who completed the "tutoring outside Nunavik tutoring request form" will choose a tutor, locally available for the student. However, unless authorized by the Kativik School Board, the student's current teacher cannot qualify as his/her tutor. The tutor must be qualified to teach the subject relevant to the tutoring. For more certainty, the Kativik School board has no obligation whatsoever in providing a tutor under this tutoring program.
- 3.9.** At the beginning of each school year, the Kativik School Board shall determine the maximum rate available per week/per child for tutoring. The parent will be responsible to pay any additional amount directly to the tutor.
- 3.10.** The tutor sends its invoice to the Kativik School Board at least once a month and the Kativik School Board shall approve the invoice and proceed with the payment. Under no circumstances, a tutor shall be considered an employee of the Kativik School Board.

**3.11.** A Tutor can take more than one student at a time, as long as the subject taught during tutoring is the same.

**3.12.** The Kativik School Board may suspend or terminate the tutoring of a student when:

3.12.1. The report card is showing significant improvement in the subject;

3.12.2. The student shows disinterest with tutoring;

3.12.3. Funding is no longer available to cover the cost of the program;

3.12.4. Qualified tutor no longer available.

#### **4. TUTORING PROGRAM FOR *JBNQA* NON-BENEFICIARY STUDENTS POLICY AND PROCEDURES.**

**4.1.** Every *JBNQA* non-beneficiary parent residing permanently or temporarily in Nunavik shall be entitled to request tutoring assistance for his/her child who is attending elementary or secondary school under the jurisdiction of the Kativik School Board. This request shall be made to the school where the child is registered.

**4.2.** A parent who wishes to register his/her child to the tutoring program must complete a “French and English Language of Instruction tutoring request form” at any given time during the school year. The parent may request assistance from the Kativik School Board in completing the said form. The parent must also submit the child’s last report card annexed to the form.

**4.3.** The “French and English Language of Instruction tutoring request form”, once completed, must be approved by the Kativik School Board. Once approved, the registration is effective until the end of each school year. If the parent wishes to continue tutoring for the following school year, he/she must complete a new “French and English Language of Instruction tutoring request form” and have it approved by the Kativik School board.

**4.4.** The following students are not admissible to the tutoring program:

4.4.1. Student with special needs;

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- 4.4.2. Students with significant absenteeism;
  - 4.4.3. Student attending homeschool;
  - 4.4.4. Student not registered at the Kativik School Board.
- 4.5. The tutoring program applies to French language of instruction or English Language of instruction taught to the student by the school. However, the program cannot be used for homework assistance or any other related private service.
- 4.6. Once the request is approved, the parent who completed the “French and English Language of Instruction tutoring request form” will choose a tutor, locally available for the student. For more certainty, the Kativik School board has no obligation whatsoever in providing a tutor under this tutoring program.
- 4.7. At the beginning of each school year, the Kativik School Board shall determine the maximum rate available per week/per child for tutoring. The parent will be responsible to pay any additional amount directly to the tutor.
- 4.8. The tutor sends its invoice to the Kativik School Board at least once a month and the Kativik School Board shall approve the invoice and proceed with the payment. Under no circumstances, a tutor shall be considered an employee of the Kativik School Board.
- 4.9. A tutor can take more than one student at the time, as long as the subject taught during tutoring is the same. Nonetheless, the rate paid to the tutor shall remain unchanged regardless of the number of students attending tutoring.
- 4.10. The Kativik School Board may suspend or terminate the tutoring of a student when:
- 4.10.1. The report card is showing significant improvement in the subject;
  - 4.10.2. The student shows disinterest with tutoring;
  - 4.10.3. Funding is no longer available to cover the cost of the program;
  - 4.10.4. Qualified tutor no longer available.