

## **Guidelines for Home Teaching Services**

### **1. Purpose**

- 1.1. Home Teaching Services are designed to assist students in the K-12 public school system who are absent from school on a short-term basis due to a documented medical illness.
- 1.2. For the purpose of this program, short-term absence is defined as the inability to attend school for a period of 1-5 months, or the ability to attend only sporadically (less than 2 days per week) for a period of 2-5 months, as a result of a documented illness.
- 1.3. The intent is to:
  - Support ongoing learning of curriculum objectives.
  - Help students who are absent on a short-term basis keep up with their coursework.
  - Facilitate the transition back to school following an illness.
- 1.4. Students enrolled in courses through the Centre for Distance Learning and Innovation (CDLI) receive instruction for these courses through CDLI and are therefore not eligible for Home Teaching Services.
- 1.5. This program is not designed to support long-term absences from school.

### **2. Criteria for Service**

- 2.1. The student is unable to attend school for a minimum of 1 month, or can only manage sporadic attendance (less than the equivalent of 2 days/week) for at least 2 months, due to documented medical issues.
- 2.2. The student is enrolled in and attempting to continue work on courses that he/she is not able to access through CDLI.
- 2.3. The student is not confined to hospital during this timeframe.
- 2.4. The student is not being Home Schooled.
- 2.5. A medical note is provided which specifies the reason for, and the timeframe of the absence.

2.6. Home Teaching Services will be provided for up to 2 consecutive years.

### **3. Hours Approved**

3.1. The Department of Education (EDU) will pay for a maximum of 10 hours per month for Home Teaching Services.

3.2. The maximum number of Home Teaching Service hours is 30 hours per school year.

3.3. Home teaching hours may be used over a period of up to 5 months, if this better meets the needs of the student. This must be requested on the application and approved by EDU.

3.4. Home Teaching Services will not be provided during July and August.

3.5. Home Teaching Services must be provided by a certified teacher.

### **4. Other supports**

4.1. In addition to Home Teaching Services, schools will ensure that other supports are also in place, such as:

- School-to-home contact.
- Provision of school work.
- [Center for Distance and Learning Innovation](#) (CDLI) service where applicable.
- Video/on-line meeting support, where applicable.

### **5. Home Teaching Services Procedures**

5.1. A [Home Teaching Application](#) is initiated by the school administrator (in the RTL Database for NLSchools), with the support of the parent(s)/guardian(s).

5.2. A medical note indicating the reason for and timeframe of the absence is included with the application.

5.3. The completed application is sent by the school to regional Student Services (SS) personnel.

- 5.4. Regional SS personnel will review the application and forward it to [HomeTeaching@gov.nl.ca](mailto:HomeTeaching@gov.nl.ca)
- 5.5. EDU will communicate approval details to regional Student Services personnel and the school administrator.
- 5.6. Home Teaching Services should not begin prior to approval.
- 5.7. Tutoring provided prior to EDU approval for Home Teaching Services, or tutoring provided over and above the hours approved by the EDU, will not be the financial responsibility of EDU.

## **6. Extension of Home Teaching Services**

- 6.1. Requests for an extension will be considered on a case-by-case basis.
- 6.2. To request an extension, parents/guardians will contact the school administrator who will complete the [Application for Extension of Home Teaching Services](#) (in the RTL Database for NLSchools)
- 6.3. Consideration will be given if sufficient documentation is provided demonstrating that no other reasonable programming options exist for the student.
- 6.4. If a student does not avail of the Home Teaching Services during the timeframe approved by EDU, a new application must be submitted to EDU for consideration, accompanied by a clear explanation of the circumstances.

## **7. Long-term Student Absence**

- 7.1. If a student is unable to attend school on a long-term basis, the school and district, in consultation with parents/guardians, are expected to develop a long-term plan to meet the individual student's needs.
- 7.2. Home Teaching Services may:
  - Provide a temporary solution for the student while a long-term plan is being developed.
  - Support the student during the transition back to full-time attendance.
- 7.3. If a student is having difficulty attending school over a period of several years due to medical reasons, the school and NLSchools/CSFP are expected to explore other alternatives for meeting the student's programming needs.

## **8. Responsibilities of Regional Student Services Personnel:**

- 8.1. Ensure that other supports are being provided to the student, in addition to the application for Home Teaching Services.
- 8.2. Review applications for Home Teaching Services to ensure the appropriateness of the application and that the application form is complete.
- 8.3. File EDU response to Home Teaching Services applications.

## **9. Responsibilities of School Personnel:**

- 9.1. Consult with parents/guardians on the application process.
- 9.2. Ensure parents/guardians understand the Home Teaching Guidelines.
- 9.3. Provide other supports to the student, in addition to the Home Teaching Services application process.
- 9.4. Make application for Home Teaching Services, on the student's behalf, to regional SS personnel.
- 9.5. Inform the parent/guardian of the EDU response.
- 9.6. Provide assistance to parents/guardians in making arrangements for Home Teaching Services:
  - Review the Home Teaching service provider qualifications.
  - Provide a list of possible candidates to provide Home Teaching Services.
  - Communicate the number of hours and time frame approved by EDU for payment.
  - Communicate payment procedures.
- 9.7. Provide assistance to home teacher:
  - Communicate number of hours and timeframe approved by EDU for payment
  - Communicate payment procedures.
  - Submit hours to EDU for payment.

## **10. Responsibilities of Parents/Guardians:**

- 10.1. Hire a home teacher.
- 10.2. Schedule home teaching sessions.
- 10.3. Provide appropriate space for home teaching services.
- 10.4. Communicate the number of hours and timeframe approved by the EDU for payment.

## **11. Home Teaching Service Provider Qualifications and Information:**

- 11.1. Teachers hired to provide Home Teaching Services:

- Must be qualified to teach in Newfoundland and Labrador.
- Are reimbursed at the rate of \$38.00 per hour.
- Are paid by EDU through direct deposit.
- Must submit an [Hourly Employee Hire Form](#), and a [Payroll Direct Deposit Form](#) to the EDU, SS division.
- Must submit an [Application for Fee Form](#) at the end of each month worked, to EDU, SS division.
- Must ensure the Application for Fee Form is certified by the school principal and the parent/guardian or student (if appropriate).

- 11.2 Payment for Home Teaching Services generally takes one month to be processed and paid out.

- 11.3 Questions regarding payment should be directed to:

- [HomeTeaching@gov.nl.ca](mailto:HomeTeaching@gov.nl.ca)

## **12. Links to Home Teaching Services Paperwork**

- Application for Home Teaching Services (New and Extension).

Note: Application must be submitted via the RTL Database for NLSchools

- [Home Teaching Application \(Word\)](#)
- [Home Teaching Application \(PDF\)](#)

- Forms for Home Tutors

- [Hourly Employee Hire Form](#)
- [Payroll Direct Deposit](#)

- [Add / Change Personal Information](#)
- Application for Fee
  - [Application for Fee \(Word\)](#)
  - [Application for Fee \(PDF\)](#)

**13. For more information:**

- Email [HomeTeaching@gov.nl.ca](mailto:HomeTeaching@gov.nl.ca) or contact the student's school administrator.