

Information for Homebound Instructors

Homebound instructors will be assigned to students according to the instructor's licensure, training and experience. The location of the assignment will depend on the educational, medical and/or psychological needs of the student.

Instructors are to be licensed teachers for the state of Virginia who have the expertise to prepare the student to re-enter school without academic penalty.

Instructors will be paid \$25.00 per hour with one (1) hour allowed per week for planning. **Homebound/based facilitator salary is \$25.00 per hour for teaching students regardless of number of students.** Hours claimed as instruction time must be actual hours worked with the student. You may not claim hours for "waiting" time or driving time. The instructor assumes the cost of mileage to the homebound location. **Time sheets must be submitted on the last day of the month and will be paid on the 15th of the following month (i.e. Hours for May time sheet will be paid on June 15. No two months should be combined on your timesheet.) If not submitted by the deadline, you will not receive payment.**

Hours of homebound instruction are as follows:

- **Elementary school** students are up to five to seven hours per week of instruction.
- **Middle school students** are up to eight hours per week.
- **Secondary school students** are up to five hours per week for two credit subjects or ten hours per week for three or four credit subjects.

All time allotments for homebound instruction should be made in consultation with the Director of Special Education Programs. Holidays and weekends are not to be used as instructional time

It is the homebound teacher's responsibility to maintain close contact with the student's teachers. Exact attendance records must be maintained by the homebound teacher. Attendance records are submitted to the designated school representative at the end of each month. Grades are submitted prior to the end of each grading period. The homebound instructional program is a modification of the school instructional day and should be comparable to the regular school program.

The **homebound/based facilitator/instructor** is responsible for reporting any concerns to the school homebound/based coordinator and to turn in assignments in a timely manner to classroom teacher.

The **classroom teacher** is the responsible party for all instructional planning and evaluation of the student. The homebound/based instructor serves primarily as a "facilitator. The classroom teacher is responsible for updating power school in a timely manner and getting assignments to the homebound instructor in a timely manner.

The **homebound/based coordinator in each school** is the point of contact and responsible party for communicating with the homebound/based instructor, *as well as communication to Sandy Williams, homebound/based coordinator at SBO* and assuring that the instruction is occurring according to the IEP/504 plan.



Homebound Reminders

Homebound Reminders 2016-2017

- Please send ***completed*** homebound forms with signatures as soon as possible. i.e. parents signatures, HB instructor signature, the assigned HB Coordinator signature at each school. (normally guidance counselor or designated personnel)
- Please **complete** updated documentation, i.e. medical documentation, schedules in power school, IEP, 504 *as soon as possible*. Dates and information are needed in order to send out letters and emails in a timely manner.
- If a student cannot do HB for a particular class, i.e. keyboarding, physical conditioning, etc., we need to know as soon as possible so we can look at alternative instruction such as a packet, or possibly another class.
- Please **RETURN** Assignments to teachers **as soon as completed**. TEACHERS are to input grades in Power School as soon as possible. If there are problems with assignments, input of grades in power school, etc., please let Sandy Williams know as well as guidance counselors know.
- If you have a student who has a subject and the student is having trouble completing or understanding the assignments we need to take a look at class on a case by case basis.
- It is ***VERY IMPORTANT for the homebound teacher to monitor attendance***. Students should attend regularly scheduled homebound sessions. Teachers should keep a log of dates and reasons students misses a session. Teachers need to document the schedule they have set up with the student. ***Any chronic absences and/or pattern of absences should be reported/documentd to Jennifer Bartley and (Sandy Williams) Special Education Programs.*** Jennifer Bartley or Attendance Designee can provide more information on any given case regarding truancy matters.

- Time sheets are due the *last day of the month to Sandy Williams at PCPS Central Office.* If Finance/Payroll do not receive time sheets you will not get paid in a timely manner. **DO NOT** hold time sheets from month to month.