

Pasco County Schools Student Support Programs and Services Off-Campus Instructor (OCI) Itinerant Instructor Agreement

Delivery of Services: Off-Campus Instruction (OCI) is a temporary service, requiring approval from the OCI Supervisor, which allows a student to receive services in the home or community due to unique circumstances. All attendance must be documented on the timesheet. For all excused absences, every effort should be made to make up the time and indicate that it was provided as compensatory services. All unexcused absences should be documented on the timesheet and the hours will not be made up.

Services, Instruction and Collaboration: OCI teachers must collaborate with the student's teachers or case manager to ensure:

- Assignments and assessments aligned to the standards must be provided to the OCI teacher by the student's teacher(s) of record.
- Completed work must be provided to the teacher of record for grading, if the teacher of record is not the OCI teacher. Student work is graded accurately based on mastery of standards and submitted to the student's case manager for report cards.
- Teachers must not work beyond 8:00 p.m. during their regular, assigned work hours or during hours for which additional supplements are being paid. OCI services are not provided during vacation periods, weekends, holidays, or student non-school days (i.e., teacher planning days, district training days.)
- A responsible adult assigned specifically to supervise the student must be present during entire OCI scheduled time, regardless of location (i.e., home, library, public location.)

Timesheets:

- Completed timesheets are submitted to the student's school-based administrator and sent to Student Support Programs and Services (SSPS) for payment biweekly, then filed in the student's red ESE folder.
- Timesheets are utilized by the student's school-based administrator for monitoring purposes to ensure that services are being provided as indicated in the OCI Request. Payment may be delayed if there is missing or inaccurate information on the timesheets and will not be submitted until corrections are made. The OCI Instructor Agreement must be signed prior to payment.
- Student/teacher demographic information on the timesheet may be typed in the boxes provided. Actual times and dates must be handwritten in blue ink and will not be accepted if typed. Only student contact time should be documented, regardless if it does not match what was previously scheduled.
- Planning time (one hour of planning time per every six hours of instruction) will be calculated by the OCI Bookkeeper based on the hours listed. Therefore, it is not necessary to include planning time on your timesheets.
- A parent/guardian/supervising adult or adult student must sign the timesheet form on the actual date service is provided, after instruction is completed and prior to teacher departure. Forms that do not have the parent/guardian's signature next to each day the student is served and an administrator's signature from the student's registered school at the bottom will not be accepted.

Mileage: When completing the MIS 108 Monthly In-County Mileage Report in the Pasco County Mileage Tracker electronically for OCI travel, please be sure that you complete the form in full. Also, please note that your school-based administrator signs as the Supervisor and an SSPS Supervisor will sign as the Cost Center administrator after receipt of the form.

- The original OCI mileage form signed in blue ink must be submitted to the OCI Bookkeeper at the end of each month (faxed or scanned copies will not be accepted.)
- Current mileage is paid to/from the student's home from the teacher's base school or home, whichever is the lesser distance. For the first mileage submission, a map quest with the to and from addresses must be attached.

FTE: Each OCI teacher must provide a legible photocopy of his/her timesheet for the designated FTE period to the school-based data entry operator no later than 10:00 am on the Thursday of FTE weeks (Fall: October, Spring: February). The state provides funding based on the actual minutes served during FTE week, which should match on the IEP and in TERMS.

Resources: All OCI procedures can be accessed at http://www.pasco.k12.fl.us/wiki/index.php/SSPS:Off-Campus_Instruction. Please call the OCI Secretary, Supervisor Compliance Resource Teacher at extension 42852 if you have OCI questions and the OCI Bookkeeper at extension 42248 with questions regarding timesheets, mileage forms, or payroll.

Read and check each statement below and sign to indicate your acknowledgement and agreement with this information:

- I agree to provide instruction with fidelity and integrity.
- I understand that failure to ethically follow these guidelines will result in termination for the position or Pasco County Schools.
- I understand that failure to submit timesheets biweekly may result in a loss of payment for those services.
- I have read and understand the OCI Wiki procedures at the website listed above.

	X	
Print/Type OCI Teacher Name	Signature of OCI Teacher	Date:
Student Name:		School: