

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 (Instructor) 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 by the 10th of the following month (i.e. Hours for September time sheet will be paid the end of October). No two months should be combined on your timesheet.) If not submitted by the deadline your pay will be delayed.**

Hours of homebound instruction are as follows:

- ✓ **Elementary school students** – one hour per day
- ✓ **Middle school students** – eight hours per week
- ✓ **High school students** – two hours per core academic subject per week; other accommodations on an individualized basis

All time allotments for homebound instruction should be made in consultation with the Supervisor of Instruction and Academic Support. 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, including attendance concerns, to the school level principal/designee 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 **school level principal/designee** is the point of contact and responsible party for communicating with the homebound/based instructor, *as well as communication to Cynthia Everitt-Day, homebound/based coordinator at SBO* and assuring that the instruction is occurring according to the IEP/504 plan if one is applicable.

Homebound Reminders

- Please send **completed** homebound forms with signatures as soon as possible. i.e. parents signatures, homebound instructor signature, the school level principal/designee signature to Cynthia Everitt-Day located at Central Office.
- 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.
- 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 the school level principal/designee know, as well as, guidance counselor 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/documented to the school level principal so they can relay the truancy issue to appropriate personnel.*
- Time sheets are due by the *10th of the following month to Cynthia Everitt-Day at BCPS Central Office.* **DO NOT** hold time sheet(s) from month to month!