

## KING WILLIAM COUNTY PUBLIC SCHOOLS Homebound Instruction Time Sheet

Teacher's Name: \_\_\_\_\_

Time sheets **MUST** be submitted on a monthly basis to central office by the **16<sup>th</sup>** of every month. Time sheets received after the 16<sup>th</sup> will be processed the following month.

Pupil's Name \_\_\_\_\_ Grade \_\_\_\_\_

Regular School Enrolled \_\_\_\_\_ School Counselor \_\_\_\_\_

Hourly Rate **\$30.00** (round to the closest quarter hour)

Date	Time In	Time out	Total Hours		Date	Time In	Time Out	Total Hours

TOTAL instructional hours taught this month: \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

**A Parent (or responsible adult) is required to be in the home while Homebound Instruction is provided.**

**FOR OFFICE USE ONLY**

Central Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Revised: July 01, 2017**

## **Responsibilities of Homebound Teachers**

The homebound teacher is essential to the team of persons whose function is to provide the materials and instruction that will enable the homebound student to maintain academic progress while recovering. **This role requires accurate and timely communication.** To ensure the success of the program, the homebound teacher must collaborate with the classroom teacher(s).

Once the school contact person has obtained a homebound teacher, the homebound teacher's responsibilities are as follows:

- Establish an effective means of communication with the school contact person and the classroom teacher(s).
- Obtain all necessary Homebound Timesheets and mileage sheets in order to document all hours of instruction.
- Contact the parent/guardian(s) to arrange a schedule of instruction within 24 hours of accepting the homebound position. Begin providing instruction as soon as possible. Do not delay homebound services in an effort to obtain all assignments from the school.
- Provide instruction, monitor the student's work for accuracy, and communicate any concerns about the student's progress to the school. Return completed work to the home school on a regular basis for the classroom teacher(s) to grade.
- Homebound Timesheets must be submitted on a monthly basis to the school board office by the **1<sup>st</sup> of every month.** Payment is rendered the last working day of the month. **All questions regarding payments should be directed to the School Board Office at 769-3434.**

### **Hours of Homebound Instruction**

- **Elementary (K-5)** - up to five (5) hours per week.
- **Middle (6-8)** - up to eight (8) hours per week
- **Secondary (9-12)** - up to ten (10) hours of instruction per week.

**A parent/guardian (or responsible adult) is required to be in the home while Homebound Instruction is provided.**