

Responsibilities of Home Instructor Teacher

Upon agreeing to provide Home Instruction services, the Home Instructor will:

- ❖ Read the Homebound Manual to understand the responsibilities of all parties
- ❖ Receive a Student Home Instruction Information Form which includes the following:
 - Student's Name, ID #, Age and Grade
 - Educational Program, School Counselor/ Child Study Case Manager
 - Allocated hours per week for direct instruction
 - Parent/Guardian Name and Contact Information
- ❖ Within 24 hours of the assignment, home instructor will make initial contact with:
 - Parent/guardian(s) to explain the home instruction program, set the schedule that the student and parent/guardian are expected to follow
 - The school counselor, student's homeroom teacher and/or CST Case Manager to determine areas of instruction or special needs.
 - **Contact Program Manager with intended start date**
- ❖ Obtain appropriate signatures on two (2) forms and return to Program Manager of Special Services via email or interoffice mail.
 - Parent/Guardian Confirmation Form
 - Student Guidelines Form
- ❖ Contact the Program Manager of Special Services and District Truancy Office when student has missed two (2) scheduled sessions without an appropriate excuse. If third(3rd) session is missed without advance notice, Homebound Instruction will be terminated and School District Truancy will be initiated.
- ❖ Submit instructional plans, signed work record sheets, student attendance and submit payroll vouchers prior to two (2) business days following last payroll date. **(Please DO NOT hold on to payroll vouchers).**
- ❖ Participate in preparation time session for the development of the Individualized Instructional Plan (IPP), instructional and evaluation review when student is assigned 30 or more hours of instruction. **Provide a copy of grade report to school counselor and homeroom teacher.**
- ❖ Notify the Program Manager of Special Services upon student's return to school.
- ❖ Return all school materials to the school designee.

Homebound Instruction Parent/Guardian Confirmation Form

To be completed by the parent/guardian prior to the onset of Home Instruction and submitted by the Home Instructor to the district Office of Home Instruction with the first timesheet.

Student Name:

Parent/Guardian(s) Name:

Parent/Guardian (s) Signature:

1. A parent/guardian, or other responsible adult, must always be present during Home Instruction sessions. Any exceptions will be within school policy and law.
2. Please set up a schedule with the Home instructor when an adult will be present.
3. Your child should be home and ready to learn when the Home instructor arrives at the agreed upon days and times.
4. Provide a quiet work place, free from distractions of television and phone calls, where the Home instructor and student can work without interruption.
5. You will also be required to sign the **Work Record** after each session and/or at the end of each week.
6. Always notify the teacher in advance if there is any reason why it is not possible to have a lesson.
7. If your child misses planned instruction two times, the Homebound Teacher will notify the District Attendance Office to contact you to discuss the missed appointments.
8. If your child misses planned instruction a third time, Home Instruction services will be terminated. Resumption of services will be determined on a case by case basis.
9. Please cooperate with the Home instructor by seeing that your child does the daily assignments.
10. Students receive the hours of direct instruction as required by New Jersey School Law. The limited hours may not provide time for instruction across all subjects that make up a full school curriculum and schedule. When required you are encouraged to request and return makeup work through the school counselor for courses not covered by the home instruction teacher.

If you have any questions or concerns, please contact your school counselor or the Office of Home Instruction.

Homebound Instruction Student Guidelines

To be completed by the student prior to the onset of Homebound Instruction and submitted by the Homebound Instructor to the Office of Home Instruction with the first timesheet.

Student:

Home Instructor:

Date:

Welcome to Trenton Public Schools Home Instruction program. To make sure that your experience is a successful one, certain guidelines must be followed. Please read and understand the following information and sign the form.

1. The home instructor will provide direct instruction in the subject (s) for which he or she is certified to teach. The home instructor will inform you of his/her subject/content certification.
2. The five hours of direct instruction for general education or ten hours for special education student does not replace the entire school schedule. The teacher of home instruction will provide instruction and grades for the specific subjects that they teach.
3. Being on Home Instruction does not excuse you from completing the work that is assigned to you during this time. You must decide that you will keep up with your assignments so you will not fall behind.

When required student and/or parent must arrange with guidance counselor to pickup makeup work to complete and return for courses not provided during the hours for home instruction.

4. Each assignment must have the date, the course, and your classroom teacher's name written on it.
5. When your teachers give you a deadline for an assignment, you must complete and submit the work on or before the deadline.
6. If you do not understand an assignment or material, ask your Home instructor for help. Ask for help when you need it.
7. Failure to be available for Home instruction unless you have an excused absence and have notified the Home instructor **in advance**, will be considered an unexcused absence.
8. If you miss planned instruction two times, the Attendance Office will be notified to contact your parent/guardian to discuss the missed appointments.
9. If you miss planned instruction a third time, Home Instruction services may be terminated. Resumption of services will be determined on a case by case basis.

I have read and will follow the Homebound Instruction Guidelines.

Student's Signature

Date

TRENTON BOARD OF EDUCATION
WEEKLY WORK RECORD FOR HOME INSTRUCTION

(Please print the following information)

(1) Employee Name: _____ (2) Payroll ID#: _____

(3) Student Name: _____ (4) School: _____ (5) Grade _____

(6) Subject/Course Assigned: _____

(7) DAY AND DATE WORKED	(8) DESCRIPTION OF JOB	(9) LOCATION WORKED	(10) TIME IN OUT		(11) HOURS WORKED
(12) TOTAL HOURS = _____					

Round hour to the nearest quarter hour.

Please maintain copy for your records

Each instructor is to complete this report of work and submit the original copy weekly with payroll voucher and lesson plans. Submit originals to Office of Student Personnel Services by 1 PM on Fridays or the last work day of the week.

All information is to be complete with signature of instructor and parent/guardian of student. The parent/guardian is required to be present during the time of instruction in the home.

The signatures of the undersigned certify that the above work record is complete and accurate.

Print Name of Home Instructor

Signature of Home Instructor

Print Name of Parent/Guardian

Signature of Home Parent/Guardian

Date: _____



TRENTON BOARD OF EDUCATION
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Instructional Plan must be submitted with Work
Record and Payroll Voucher

HOME INSTRUCTION WEEKLY INSTRUCTIONAL PLAN

Grade Level: _____ Subject: _____ Home Instructor: _____
Plan for Week Beginning _____ and Ending _____ DUE: Five Days in Advance of Instruction

Purpose: To enable student to improve skills indesignated core subjects and gain knowledge and skill, including independent learning activities, during the period of home instruction.

NJ Core Curriculum Content Standard/s Addressed

Objectives (specify what student will know and be able to do)

Materials needed:

Strategies (comprehension, language, writing, mathematics, science, etc.)

Other Resources: (e.g. Websites, books, etc)

Assessment (strategies to check for student understanding)

Activity (Describe the direct instruction, guided practice and independent learning activity to reinforce the instructional objective/s)

Additional Notes:

Curriculum Integration/Differentiation

TRENTON PUBLIC SCHOOLS
Trenton, New Jersey

HOME INSTRUCTION STUDENT ATTENDANCE, 2010-2011

KEY: P = Present

A = Absent

/ = Schools Closed

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
SEPT																																
OCT																																
NOV																																
DEC																																
JAN																																
FEB																																
MAR																																
APR																																
MAY																																
JUNE																																
JULY																																
AUGUST																																

STUDENT NAME:

HOME INSTRUCTION TEACHER:

GRADE:

SCHOOL/PLACEMENT:

TRENTON PUBLIC SCHOOLS
Trenton, New Jersey

HOME INSTRUCTION GRADE REPORT

Student:

Grade:

School:

Principal:

Home Instruction Teacher:

Signature:

NJ Teaching Certification:

School Counselor:

Case Manager:

Subject/Course Name:

Grade Report Period Beginning Date:

Ending Date:

Total Number of Hours of Instruction:

Direct Instruction Participation and Engagement:

Numeric Grade:

Comments:

Guided Learning Activities:

Numeric Grade:

Comments:

Assessments:

Numeric Grade:

Comments

Office Use Only

Marking Period:

☐ 1st

☐ 2nd

☐ 3rd

☐ 4th

Distribution:

☐ Principal

☐ School Counselor

☐ Student & Parent



2022-2023 PAYROLL VOUCHER SCHEDULE

PAYCHECK DATE		Payroll Period FROM	Payroll Period TO	Time Sheet Due Date
1	Friday, July 29, 2022	7/01/2022	7/15/2022	7/19/2022
2	Monday, August 15, 2022	7/16/2022	7/29/2022	8/2/2022
3	Tuesday, August 30, 2022	8/1/2022	8/15/2022	8/17/2022
4	Thursday, September 15, 2022	8/16/2022	8/31/2022	9/2/2022
5	Friday, September 30, 2022	9/1/2022	9/15/2022	9/19/2022
6	Friday, October 14, 2022	9/16/2022	9/30/2022	10/4/2022
7	Friday, October 28, 2022	10/1/2022	10/15/2022	10/18/2022
8	Tuesday, November 15, 2022	10/16/2022	10/31/2022	11/1/2022
9	Wednesday, November 30, 2022	11/1/2022	11/15/2022	11/16/2022
10	Thursday, December 15, 2022	11/16/2022	11/30/2022	12/2/2022
11	Tuesday, December 20, 2022*	-----	-----	-----
12	Friday, January 13, 2023	12/1/2022	12/31/2022	1/4/2023
13	Monday, January 30, 2023	1/1/2023	1/15/2023	1/18/2023
14	Wednesday, February 15, 2023	1/16/2023	1/31/2023	2/2/2023
15	Tuesday, February 28, 2023	2/1/2023	2/15/2023	2/17/2023
16	Wednesday, March 15, 2023	2/16/2023	2/28/2023	3/2/2023
17	Thursday, March 30, 2023	3/1/2023	3/15/2023	3/17/2023
18	Thursday, April 6, 2023	-----	-----	-----
19	Friday, April 28, 2023	3/16/2023	4/15/2023	4/18/2023
20	Monday, May 15, 2023	4/16/2022	4/30/2022	5/2/2023
21	Tuesday, May 30, 2023	5/1/2023	5/15/2023	5/17/2023
22	Thursday, June 15, 2023	5/16/2023	5/31/2023	6/2/2023
23	Friday, June 30, 2023	6/1/2023	6/15/2023	6/20/2023
24	Friday, July 14, 2023	6/16/2023	6/30/2023	7/5/2023

* Pay date subject to changes per the 2022-2023 approved district calendar.

Note: Please refrain from holding payroll vouchers. Payroll vouchers should be turned in bi-monthly and paid in the appropriate period. It is important that employees follow the above schedule in order for the Payroll Department to have adequate time to process payroll. Please ensure that payroll vouchers are fully completed and signed by your building administrator.

Complete Online

TRENTON BOARD OF EDUCATION

Payroll Voucher

***Retain copy of completed Voucher for your records**

(Please complete the following information)

(1) Employee:

Title:

(2) Last 4 # of SS:

(3) Home School:

(4) Are you a full-time employee: (Check One) ☐ Yes ☐ No

(5) Phone Number:

(6) Date Submitted:

MUST BE COMPLETED IN BLUE INK

****VOUCHERS MUST BE RECEIVED IN PAYROLL DEPARTMENT WITHIN 2 DAYS FOLLOWING THE LAST PAYDAY & IN ACCORDANCE WITH THE PAYROLL SCHEDULE POSTED ON-LINE****

(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
DATE WORKED	DESCRIPTION OF JOB	LOCATION WORKED	TIME IN AND OUT	HOURS WORKED	BOARD APPROVAL DATE	ACCOUNT NUMBER	SUPERVISOR/ PRINCIPAL APPROVAL	EARNING CODE (PAYROLL ONLY)
TOTAL HOURS =								
RATE OF PAY =								
TOTAL EARNINGS =								

IN ORDER FOR THIS VOUCHER TO BE PROCESSED NUMBERS 1 THRU 16 MUST BE COMPLETED OR IT WILL BE RETURNED TO THE EMPLOYEE'S ADMINISTRATOR.

I DECLARE THAT THE WORK STATED ABOVE WAS ACTUALLY PERFORMED:

(16) EMPLOYEE SIGNATURE _____

DATE: _____

PAYROLL USE ONLY

DATE PAID

DATE RECEIVED

TOTAL HOURS WORKED:

RATE OF PAY:

ACCOUNT SPLIT:

TOTAL EARNINGS:

Effective 7/01/2020

PAYROLL VOUCHER PROCEDURES

To ensure prompt payment, the following guidelines must be followed:

1. Voucher(s) should be completed in **blue ink only** and **must contain original signatures or an electronic signature via Adobe**, no copies or fax copies will be accepted.
2. Items 1 through 16 **must be completed** before submitting to Payroll.
 - Item 12, Board Approval Date, must have copy of board approved agenda attached.
 - Item 8, Description of Job, must have the name of the employee you are replacing, if applicable. If you are providing homebound services, please include student's initials or student ID#.
 - Item 10, Time In and Out, must indicate A.M. or P.M. Please remember to document your times in and out for lunch/dinner breaks.
3. Vouchers must be submitted according to the published Payroll Dates schedule. (Please note that vouchers **must be received in Payroll** no later than two (2) business days following the last payroll date).
4. Vouchers must be submitted in a timely manner. Please do not hold onto vouchers beyond a regular 15 day payroll cycle.
5. All timesheets are to be submitted by the employee's administrator and not submitted by the employee performing the duties.
6. Failure to follow these procedures will result in the voucher(s) being returned to the employee's administrator for completion, and this will delay payment.
7. For information or help with creating and using a Digital ID Signature please visit <https://helpx.adobe.com/acrobat/using/digital-ids.html>.

Please maintain a copy of completed voucher(s) for your records. **Original voucher(s) only** must be received by the Payroll Department.

Thank you.