

## Responsibilities of Home Instruction 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 Placement Sheet that includes:
    - student name, school, and grade
    - parent name and contact information
    - allocated hours per week for direct instruction
    - estimated start and end dates
    - name of guidance counselor and/or CST case manager
  - Receive contact information with name of school designee, classroom or course teachers, and a listing of the student's assigned course/s
  - Within twenty-four (24) of the assignment, the teacher will make initial contact with:
    - the student's parent/guardian(s) to explain the program, how instruction will occur, and to set the schedule that the student and parent/s will be expected to follow
    - the school designee/case manager to determine the areas of instruction and/or special needs
  - Obtain appropriate signatures on two (2) forms:
    - (1) Parent/Guardian Confirmation and (2) Student Guidelines
  - Return forms to the secretary in the Office of Student Services with first voucher:
    - Parent/Guardian Confirmation
    - Student Guidelines
  - Contact the secretary in the Office of Student Services and the District Truancy Office when the student has missed two scheduled appointments without an appropriate excuse. If a third session is missed without advance notice, Homebound will be terminated and School District Truancy procedures will be initiated.
  - Submit weekly or bi-weekly employee payroll vouchers, lesson plans, and work record sheets that are signed by the parent/guardian
  - 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.
  - Notify the Office of Student Personnel Services when the student returns to school.
  - Return all school materials to the school designee.
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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		(11) HOURS WORKED
			IN	OUT	

(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: \_\_\_\_\_

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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: \_\_\_\_\_

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**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



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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)

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

Curriculum Integration/Differentiation

Materials needed:

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

Additional Notes:

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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:

GRADE:

HOME INSTRUCTION TEACHER:

SCHOOL/PLACEMENT:

## 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.

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Student's Signature

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Date

# 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.