

<http://homeinstitutionschools.com>

HOME INSTRUCTION SCHOOLS

3450 East Tremont Avenue
Bronx, New York 10465

Telephone: 718-794-7200

Fax: 718-794-7232

HANDBOOK FOR PER SESSION

HOME INSTRUCTION TEACHERS

2011 – 2012

To visit our website Please click below:

<http://homeinstitutionschools.com>

To download forms or to view our video tutorials please click below:

<http://homeinstitutionschools.com/teachers.htm#pstut>

TABLE OF CONTENTS

	Page
I. Completion of Forms	
A. Personnel Time Report (Time Sheet) NOTE: Attendance Form Attached	3, 4
B. Per Session Time Schedule	5
II. RASA Sheet	6
III. Teacher Instruction Memo	7
IV. Timely Reporting of Incidents	8
V. A. Assessment Checklist & Student Portfolio	9
B. Report Cards	
VI. Lesson Plans	10
VII. Summary of Procedures	11, 12

I. Completion of Forms

A. Personnel Time Report & Student Attendance Sheet (Stapled Together)

Effective January 1, 2002, the Per Session Home Instruction payroll moved to a semi-monthly format. This means teachers will be submitting timesheets and student attendance sheets to our office TWICE A MONTH.

The first timesheet and student attendance sheet will reflect the period from the 1st to the 15th of each month.

The second timesheet and student attendance sheet will reflect the period from the 16th to the 31st of each month. The RASA sheet that is submitted once a month will also be attached and is to be submitted at this time.

Teachers must submit timesheets and student attendance sheets at the middle and end of each month.

DO NOT submit both timesheets and student attendance sheets together at the end of the month.

We encourage you to make copies of these forms so you will have extras in the event of a mistake.

THE PERSONNEL TIME REPORT is the legal documentation of the hours a teacher has instructed his/her student during the past pay period. Therefore, it is imperative that it accurately reflects the actual TIMES and DATES of instruction.

Teachers must complete the circled items on the upper portion of this form.

For Period Ending: enter correct month, day, year

Last Name

First Name

Home Address

File # TEACHER PAYROLL IS ACCESSED THRU FILE #'S. IF YOUR FILE # IS NOT ENTERED ON YOUR TIMESHEET IT CANNOT BE PROCESSED

SS # - ONLY THE LAST 4 DIGITS SHOULD BE ENTERED

Position Title: enter TEACHER

Work hours of your daytime teaching assignment

Please PRINT all of the above information CLEARLY as it will make it easier to process your timesheets in a timely manner.

The numbers 1 through 31 represent the dates of the month. Next to the appropriate numbers (dates) write in the hours taught: e.g., 3:30-5:00. DO NOT ENTER SINGULAR MINUTES. (See attached sample timesheet.) Enter total hours for the pay period in the box provided on your timesheet.

Teachers must SIGN next to EACH DAY THEY TEACH AND IN THE LOWER LEFT-HAND CORNER. Personnel Time Reports that are incorrectly completed WILL BE RETURNED to the teacher for correction before being processed for payment. The absolute maximum hours for each pay period cannot exceed the # of school days in the period X 2.

Teachers should submit only one (1) timesheet for each pay period, even if they are teaching more than one student.

**TIMESHEETS MUST BE MAILED TO THE PER SESSION OFFICE
NO FAXES , NO HAND DELIVERY**

STUDENT ATTENDANCE FORMS must be submitted twice each month with your Personnel Time Report. Failure to submit this form with your timesheet may result in a delay in processing your payroll.

IT IS VERY IMPORTANT THAT EACH BOX HAS AN ENTRY AND THAT YOU INCLUDE THE REQUESTED DATA. PLEASE READ THE DIRECTIONS THAT APPEAR ON THE FORM VERY CAREFULLY.

In regard to Per Session Unused Sick Time, for every twenty (20) SESSIONS served, you earn one SESSION of sick leave, which can be used as a paid absence with a doctor's note – or – if you do not use the sick time, the session will be transferred to your regular CAR. Sick leave sessions cannot be accumulated for per session use and cannot be carried over from one school year to another school year.

SINCE C.A.R.S ARE NOT MAINTAINED FOR SUBSTITUTE AND RETIRED TEACHERS, THESE TEACHERS WILL NOT BE CREDITED WITH OR REIMBURSED FOR UNUSED PER SESSION SICK TIME.

PER SESSION TIME SCHEDULE – Teacher of Homebound Children

A separate time schedule is required for each student.

This document must accurately reflect the teacher’s expected weekly schedule. All items on this form must be completed. (Include an apartment # if applicable.) Clearly print all information required and the instructional time provided for EACH DAY scheduled. Please Note: If the address at which the student is being tutored is different from the student’s home address, please so indicate on the time schedule under “Tutored at, if different than pupil’s home address.” FAX the Time Schedule to this office (718 -794 -7232) IMMEDIATELY AFTER THE FIRST DAY OF INSTRUCTION. Teachers must sign this document.

All TEMPORARY changes in this schedule, INCLUDING STUDENT/TEACHER LATENESSES AND ABSENSES, must be reported to the Per Session Office in a timely fashion ON THE DAY OF THE CHANGE. Instructional time can only be made up if the student is unavailable NOT if the teacher is unavailable. If there is a PERMANENT change in the teacher’s schedule, the teacher must submit a revised Time Schedule (extra copies included in packet). A copy of the Time Schedule will be sent to the parent by this office.

Changes in Schedule include:

- *Teacher is absent**
- *Student is absent**
- *Student found unavailable for instruction upon arrival**
- *Ending lesson early**
- *Starting lesson late**
- *Change of teaching location**
- *No chaperone available**

Elementary students – grades K-6 receive 5 hours of instruction per week.

Secondary students – grades 7-12 receive 10 hours of instruction per week.

Please be advised that there is NO TRAVEL TIME for per session home instruction activities. Although lesson preparation and school contacts are part of the per session teachers’ responsibilities, teachers will only be paid for direct instruction and/or testing of students. In addition, teachers will not be paid for time traveling to their student’s home on days that their pupil is unavailable for instruction. Teachers are advised to call their student’s home to ensure that the pupil is available for instruction before traveling to their assignment.

Teachers may work per session while on jury duty if they are released in time to follow their per session schedule.

II. RECORD OF ATTENDANCE AND SCHOLASTIC ACHIEVEMENT (RASA) SHEET

Effective September 2009, the Per Session Home Instruction Program will be utilizing four (4) different RASA sheets. The identifying numbers for these documents (PS1, PS2, PS3, PS4) can be found on the upper right hand corner.

The RASA sheet you complete and submit will be determined by the category of student you are instructing. Your Per Session Coordinator will give you this information when a pupil is assigned to you.

PS1--For regular education and special education students in Grades K-8 who are subject to Promotion Criteria.

PS2--For regular education and special education credit bearing students Grades 9-12 who are subject to Promotion Criteria.

PS3--For Alternate Assessment students with limited academic skills Grades K-12.

PS4--For Alternate Assessment students who are medically fragile and have very limited academic goals.

It is IMPORTANT that all items on the RASA sheet be completed. This includes the exact course name and course code on the PS2 RASA form. A list of Course Codes is included in your orientation package.

A RASA sheet is required for each student, REGARDLESS of how long the pupil remains on Home Instruction.

The RASA Forms are attached to Time Sheet #2. The appropriate RASA Sheet must be completed and submitted promptly at the end of each month along with Time Sheets #2 and the student attendance form.

**** Time sheets submitted without these documents will not be processed.**

One copy of the appropriate RASA sheet must also be forwarded to the student's school guidance counselor.

In addition, a RASA form reflecting final grades must be submitted at the termination of your teaching assignment.

III. TEACHER INSTRUCTION MEMO

All teachers must CAREFULLY READ AND SIGN THE BOTTOM (reverse side) portion of this form and give it to the person conducting the orientation before you leave. (see sample)

COMPLETION OF THIS FORM IS REQUIRED EVEN IF YOU HAVE WORKED ONLY ONE DAY.

IV. TIMELY REPORTING OF INCIDENTS

All teachers must CAREFULLY READ AND SIGN THE BOTTOM portion of this form and submit it to the person conducting the orientation before you leave. (see sample)

COMPLETION OF THIS FORM IS REQUIRED EVEN IF YOU HAVE WORKED ONLY ONE DAY.

IV. EMERGENCY PREPAREDNESS

- **Please have the parent of any student you instruct outside the home immediately complete the “Emergency Contact Form” and “Authorization to Release Child to an Alternate Care Provider” which are in your orientation package.**
- **Teachers must keep these completed forms with them when instructing these students so that they can be utilized in the event of an emergency. Copies of these forms should also be forwarded to your Home Instruction Supervisor.**
- **Teachers who are teaching outside the home are also reminded to follow the directions of personnel who are responsible for security and safety in the facilities in which they are teaching (libraries, etc.)**

V. **STUDENT PORTFOLIO AND ASSESSMENT CHECKLIST**

Per Session teachers are expected to complete an Assessment checklist and maintain a Portfolio for each student. A Student Portfolio is a purposeful collection of student's work that exhibits the student's efforts, progress and achievement in one or more areas. Teachers must include the Assessment Checklist in the Student Portfolio.

Once the student has been discharged from Home Instruction, the Portfolio should be given to the parent. The parent and/or student should bring the portfolio with them upon readmission to school. The Portfolio Receipt must be signed by you and the parent and forwarded to the Per Session Home Instruction Office with your time sheet, student attendance sheet and R.A.S.A. sheet.

REPORT CARDS

Students are required to receive report cards four times per year. Contact the student's home school so that you can provide the student with his/her report card at the end of each school marking period. The report card should be placed in the student's portfolio. See sample report card:

VI. LESSON PLANS

Teachers must print clearly the circled items on the upper portion of this form: (see sample)

**Borough
Student
Teacher
Month**

Lesson plans should stress continuity. As preliminary concepts are mastered, more advanced concepts should be introduced in a sequential manner. Homework should reinforce and provide practice of acquired skills and/or knowledge.

Teachers will periodically be visited by supervisors. They should have their lesson plan available at all sessions for review by the visiting supervisor.

TEACHERS SHOULD NOT FORWARD ANY LESSON PLANS TO THE PER SESSION OFFICE.

If additional paper is necessary in order to write your Individualized Lesson Plans, please make sure that the STUDENT'S NAME, YOUR NAME AND THE MONTH are clearly indicated on the additional pages.

VII. Summary of Procedures

A. School Contacts/Communications

Per session teachers must establish and maintain communication with appropriate school personnel to ensure consistency with the students' school program. Record these contacts in the section on the lesson plan sheet entitled, "Contacts with school personnel."

B. Tests

Tests that measure mastery of specific objectives should be administered periodically. The grades from these tests should substantiate the marks given on the RASA sheet.

C. Discharges

When a student is expected to return to school, the teacher should contact this office immediately AFTER OBTAINING CONFIRMATION from the student's home school that the student has been readmitted.

D. Regulations

- 1. Per session teachers CANNOT work on weekends, school holidays, or days they are absent from their regular school position.**
- 2. Per session teachers cannot work after 6:00 p.m. or exceed 2 HOURS PER DAY, unless specific permission is granted by the per session office.**
- 3. An adult chaperone MUST be present at all times. This may be a parent, guardian, neighbor, or other responsible adult 18 years of age or older, authorized by the student's family.**
- 4. The teacher may not work per session during the regular school day (e.g., lunch, prep periods, etc.).**
- 5. The per session teacher may not take his or her student on a field trip without permission from this office and written consent from parent which must be mailed to this office.**
- 6. Per session teachers cannot make up instructional time if he or she is unavailable. Time can only be made up if the student is unavailable.**
- 7. There is no travel time allowed for per session home instruction activities.**
- 8. Per session teachers are prohibited from having their children, relatives, friends, etc. accompany them to their per session assignment.**
- 9. Teachers must fill out an OP-85 form if they change their address, name, tax status, etc.**
- 10. When a student's medical documentation expires, teachers and the parent/guardian will receive a medical expiration letter. Teachers should continue working with their student but stress to the parent/guardian that a new medical letter is needed from the doctor in order to continue instruction.**
- 11. Student Attendance Forms must be submitted twice each month with your timesheet. It is VERY IMPORTANT that each box has an entry and that you include the requested data on the form.**

PER SESSION HOME INSTRUCTION TEACHERS

ATTENTION

YOU MUST ADHERE TO THE FOLLOWING:

START DATE

CONTACT OFFICE IMMEDIATELY WHEN STARTING INSTRUCTION. IF THERE IS A PROBLEM, CONTACT OFFICE WITHIN 24 HOURS.

CHAPERONE

MUST BE PRESENT DURING LESSONS.

CONTACT STUDENT'S GUIDANCE COUNSELOR

LET HOME INSTRUCTION KNOW IF STUDENT IS SPECIAL ED. GET SPECIFIC COURSES.

TIME SCHEDULES

FAX IMMEDIATELY. (718-794-7232)

ABSENCES & SCHEDULE CHANGES

CALL IN ON THE DAY OF OCCURRENCE.

DISCHARGES

CONTACT SCHOOL; GET NAME OF PERSON VERIFYING RETURN TO SCHOOL. CALL HOME INSTRUCTION OFFICE.

RASA

SUBMIT TO SCHOOL, OFFICE & PARENT. INDICATE SPECIFIC COURSES AND ATTENDANCE.

PERSONNEL TIME REPORTS (TIMESHEETS AND STUDENT ATTENDANCE FORMS

SUBMIT TOGETHER TWICE PER MONTH

MAINTAIN A STUDENT PORTFOLIO AND COMPLETE REPORT CARDS WHEN DUE.

PLEASE MAKE SURE THAT YOU INCLUDE THE STUDENT'S I.D. NUMBER ON THE STUDENT ATTENDANCE FORMS.

IT IS THE TEACHER'S RESPONSIBILITY TO CONTACT THE STUDENT'S HOME SCHOOL OR SCHOOL OF AFFILIATION TO ENSURE THAT ONLY APPROVED COURSES OF STUDY AND APPROPRIATE CREDITS ARE GIVEN.

To visit our website Please click below:

<http://homeinstructionschools.com>

To download forms or to view our video tutorials please click below:

<http://homeinstructionschools.com/teachers.htm#pstut>