



Guest Teacher/ Substitute Handbook

(Revised 8/10/2017)

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INTRODUCTION

We appreciate the contributions substitute teachers make to our school system and welcome you to our substitute staff. Please let us know how we may be of assistance to you. This handbook is designed to acquaint you with policies and procedures used in the Harrisonburg City Public School System. The information contained in this handbook is not intended to create or constitute an expressed or implied contract between the substitute and Harrisonburg City Public Schools.

HCPS MISSION STATEMENT/CORE BELIEFS

Harrisonburg City Public Schools...a place where learning has no limits and together we work for the success of all.

Core Beliefs:

LEARNING- We believe learning is the heart and soul of what we do and that all students will learn.

EQUITY- We believe each and every student has gifts and talents that will be recognized, valued, nurtured, and celebrated.

EXCELLENCE- We believe in setting high expectations for all students and adults in attitude, behavior, progress, and achievement.

TOGETHER- We believe in meaningful collaboration with each other, parents, students, and the community.

FORWARD- We believe in continuous improvement through innovation, taking risks, solving problems, and a sense of humor.

Harrisonburg City Public Schools is an equal opportunity employer. The School Division does not discriminate on the basis of race, creed, national origin, age, sex, marital status, veteran status, disability or any other protected status defined by EEO standards.

HELPFUL HINTS AND CHECKLIST FOR SUBSTITUTE TEACHERS

1. Report to the office first:

- Introduce yourself if you are in the school for the first time.
- Check in and receive initial instructions.
- Clarify the location of the classroom where you will be substituting.
- Ask if there are any schedule changes for today.
- Verify end of day check-out procedures.

2. Emergency procedures of the school:

- If you do not know or it's not provided in the lesson plans, please ask the principal or assistant principal.

3. Lesson Plans:

- Be prepared to teach.
- Follow the lesson plans left by the regular teacher as closely as possible.
- It is a great help to receive good lesson plans; however, ask other teachers if you need additional plans/activities.
- In your end of day communication to the teacher, please summarize what the students completed, whether they understood the material, etc.

4. Classroom schedule:

- What is today's class schedule?
- When do the students eat lunch?
- When do the students have recess? (elementary)
- When/where are specials/encore classes? (elementary)

5. Classroom management:

- Maintain control of the classroom.
- Be consistent and accentuate the positive. Students have to feel that they trust you.
- Review class rules or discuss rules to be followed while the regular teacher is out.

- As much as possible, try to follow the teacher's or school's management plan.

6. You should:

- Dress neatly and appropriately for each and every assignment.
- Avoid discussing and comparing situations in one school while serving in another.
- Treat all student information confidentially.
- Never use a cell phone during scheduled work time/instructional time.
- Never read books, magazines or newspapers in the classroom unless it is part of the instructional program.
- Never touch or grab a child to remove them from a classroom.
- Advise the Central Office of changes in your availability and/or assignment preferences or restrictions.
- Complete the Substitute Evaluation Form or leave a note before leaving the building.
- Report any concern regarding Child Neglect or Abuse to the school administration before you leave for the day.

CLASSROOM MANAGEMENT TIPS

"THE FIRST FIVE MINUTES"

- I. Begin teaching before the bell rings.
- II. Have something for students to do – all of them – as soon as they enter the room!
- III. Whatever the task may be, it should:
 - Be simple – at least the first part should not require a long explanation.
 - Be a quiet activity – such as reading or writing.
 - Be part of the total learning experience – not "busy work."
 - Be ready before class begins.
- IV. Never waste time by making plans or preparing materials during class time.
- V. Be sure students know:
 - When to sharpen pencils/how to access writing tools.

- When, where, and how to get needed materials.
- How much time, talking, and motion is acceptable in "getting started."

VI. Follow the same general format each day:

- Get them busy as soon as possible.
- Vary the assignments.
- Encourage the habit of immediate work.

VII. Periodically check on yourself:

- Are you planning for all the period?
- Are you utilizing those first five minutes?

Harrisonburg High School - Grades 9-12

1001 Garber's Church Road Harrisonburg, VA 22801 433-2651

Skyline Middle School – Grades 6-8

470 Linda Lane Harrisonburg, VA 22801 434-6862

Thomas Harrison Middle School - Grades 6-8

1311 W. Market St. Harrisonburg, VA 22801 434-1949

Bluestone Elementary School- Grades K-5

750 Garbers Church Road Harrisonburg, VA 22801 432-3230

Keister Elementary School - Grades PreK - 5

100 Maryland Ave. Harrisonburg, VA 22801 434-6585

Smithland Elementary School – Grades K – 5

470 Linda Lane Harrisonburg, VA 22801 434-6075

Spotswood Elementary School - Grades K - 5

400 Mountain View Dr. Harrisonburg, VA 22801 434-3429

Stone Spring Elementary School - Grades PreK - 5

1575 Peach Grove Ave. Harrisonburg, VA 22801 574-1199

Waterman Elementary School - Grades K - 5

451 Chicago Ave. Harrisonburg, VA 22802 434-8352

Elon Rhodes Early Learning Center- Preschool

476 Linda Lane Harrisonburg, VA 22801 434-6075

Central Office

Harrisonburg City Public Schools

HR, Payroll, Finance, Benefits (1)

One Court Square

School Nutrition (1)

Harrisonburg, VA 22801

Instructional Staff (2)

434-9916

Operations/Outreach (2)

Student Services, Special Programs

(Directions to each school and Central Office are available on the HCPS webpage under the Schools tab.)

HARRISONBURG CITY PUBLIC SCHOOLS JOB DESCRIPTION

PRIMARY FUNCTION: Provide quality instruction that enables each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher (or provides substitute services as a custodian, secretary or assistant).

QUALIFICATIONS:

1. Minimum of two years of college or has previously worked in Harrisonburg City Public Schools for at least 2 years as a paraprofessional. Long-term substitutes should have a valid Virginia teaching license. This minimum requirement does not apply to custodial substitutes.
2. Must submit a recent (within twelve months) certificate signed by a licensed physician stating the absence of communicable tuberculosis.
3. Pass a criminal review by the State Police Department and Virginia Department of Social Services/Child Protective Services background check.
4. Emotionally mature, objective, and sensitive to people and their concerns. Able to handle responsibility, work independently, and maintain good working relationships with students, families and co-workers.

REPORTS TO: Principal/Administrator

ESSENTIAL FUNCTIONS:

1. Reports to the building administrator or school secretary upon arrival at the school building.
2. Reviews all lesson plans and schedules to be followed prior to the students' arrival.
3. Maintains the established routines and procedures of the designated school and classroom. (The substitute is expected to grade other written work not left in the lesson plans.)
4. Teaches the lesson outlined and described by the absent teacher.
5. Consults with the administration, team leader, or grade level teacher to get a clear understanding of the schedule and assignment.
6. Assumes the responsibility for maintaining a positive classroom climate and demonstrates enthusiasm for the teaching/learning process.
7. Practices and promotes positive interaction with and among students.
8. Complies with and supports school division policies, regulations and procedures.

9. Completes the Substitute Assessment Form and leaves it for the regular teacher.

TERMS OF EMPLOYMENT: On an as-needed basis. **EVALUATION:** Performance on this job will be evaluated by the principal/administrator.

EMPLOYMENT PROCEDURES

Please bring the following to your Human Resources appointment:

- Driver's License and Social Security Card
- \$15.00 check made payable to HCPS
- \$10.00 money order made payable to VA Dept. of Social Services
- Child Abuse and Neglect Training Certificate

Mandatory Reading:

- [Child Abuse and Neglect Training](#) - Print Certificate
- [Substitute Handbook 2017-2018](#)

APPLICATION PROCESS:

1. Please complete the on-line application that can be accessed via the substitute employment opportunities listed under the Careers tab on the HCPS webpage. For new applicants, you will need to register for a Recruit and Hire Account. You can attach various pieces of information such as a resume, letters of reference, etc. Submit your on-line application when it is complete.

2. Please complete the [Child Abuse and Neglect Training](#) on-line training by selecting the link. Print your certificate to bring to your appointment or you can attach it to your application.

3. Also, review the information contained in the [Substitute Handbook 2017-2018](#).

4. Human Resources will call you to schedule an appointment after receiving your application.

5. Please bring or verify the following information at this appointment: Child Abuse and Neglect training form, your driver's license, Social Security card, and Permanent Residence card if you have one.

6. Also, bring a \$15.00 check made out to HCPS for the criminal background check and a \$10.00 money order made payable to the Virginia Department of Social Services for the Child Protective Services report. *Additional costs may apply if the applicant has not been a resident of the state of Virginia for the past five years.*

7. At your appointment with Human Resources, you will complete both the I-9 and W-4 tax forms (federal and state) and a Direct Deposit banking form.

8. We also need a copy of a recent Tuberculosis (TB) test from a Doctor's office or from your Health Center. We will provide you with a form at your appointment.

9. The Executive Director of Human Resources/designee will check your application, credentials, provided references, etc. and will verify that you either have a 2-year college degree or equivalent or a 4-year college degree or equivalent. They will also verify whether you have or are eligible for a current state of Virginia teaching license which is required for long term substitute teaching assignments of more than 10 consecutive days. Please attach transcripts to your application or bring a copy to your appointment. At times, a personal interview may be required.

10. ALL new substitute teachers are REQUIRED to attend one training event that will be offered at the HCPS Central Office building at One Court Square across the street from the WHSV-TV3 television station. You can park in either the Elizabeth Street or Water Street parking garages and walk easily to One Court Square. You can complete this training prior to items 1-8 being completed, but these items must be complete before you are approved by the HCPS School Board for employment.

11. The Executive Director of Human Resources makes a recommendation for employment to the division Superintendent and School Board. (which normally meets on the 1st and 3rd Tuesday of each month) You will receive an email the day after the School Board has approved your employment. You will be added to our substitute list and can start receiving calls or signing up for substitute positions after you have registered with E-School SmartFindExpress.

12. Questions regarding this process can be directed to either Lauren Friend (lfriend@harrisonburg.k12.va.us) or Lynn Sprouse (lsprouse@harrisonburg.k12.va.us) or by calling the Human Resources department at (540) 434-9916.

New Automated System for Securing Substitutes:

We are using **SmartFindExpress** (<http://harrisonburgcity.eschoolsolutions.com>) as an automated substitute calling system.

Registration number for HCPS School Board Approved Substitutes: 1-540-908-4384

Your access ID is your employee ID. Your employee ID is located on your check stub. You will need to create your 6 digit Pin once you register. Please use a number that is easy to remember (birthday): 050867

Substitute Training Video: <http://video.eschoolsolutions.com/orientation/2000002T.mp4>

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SUBSTITUTE COMPENSATION – *Effective November 14, 2011*

	Four Years of College (Minimum 96 Credits w/4 years of college)	Two Years of College (Minimum 48 Credits w/2 years of college)
Substitute for a teacher, nurse and secretary	\$80.00	\$75.00
Substitute for a teacher assistant	\$70.00	\$65.00
Substitute for a custodian	\$72.40	

LONG-TERM SUBSTITUTES FOR TEACHERS ONLY

A substitute must teach 11 consecutive days for the same teacher in order to receive the long-term substitute compensation of \$129.00 per day. Long-term substitutes will be compensated \$129.00 per day beginning on the 11th consecutive day retroactive to the first day. Substitute assignments can be designated long-term at any time once the substitute assumes additional teaching responsibilities including:

1. Developing lesson plans, grading assignments.
2. Classroom discipline.
3. Assessing student performance and/or development needs.
4. Attending staff development and/or faculty meetings.
5. Other responsibilities assigned by the principal.

Long-term substitutes are selected by the school administration, with the assistance of the Executive Director of Human Resources/designee.

PAYMENT PROCEDURES

PAY MONTH	TIMESHEETS DUE (Deadline)	PAY DATE
July 2017	July 14	July 28
August 2017	August 11	August 25
September 2017	September 15	September 29
October 2017	October 13	October 27
November 2017	November 3	November 17*
December 2017	December 1	December 15*
January 2018	January 12	January 26
February 2018	February 9	February 23
March 2018	March 9	March 23*
April 2018	April 13	April 27
May 2018	May 11	May 25
June 2018	June 15	June 29

*Holiday schedules

HOMEBOUND INSTRUCTION

In cases where students are confined to home by a physician and are unable to attend the public school, a homebound teacher shall be provided in accordance with State Department of Education regulations. The Executive Director of Exceptional Education/designee and the school social workers administer the homebound instruction program.

The rate of pay for homebound instruction is \$22.31 an hour with a teaching certificate or \$12.50 an hour without a teaching certificate. A homebound instructor may work the following hours:

- K-5: 5 hours per week
- 6-12: 10 hours per week
- This will vary depending on the student's Individualized Educational Plan.
- See Timesheet for Homebound Instruction form on page 23.

CHANGE OF ADDRESS

It is the responsibility of the substitute to notify the Human Resources Office of any changes in address or telephone number. Send all changes to Elizabeth Jerlinski at ejerlinski@harrisonburg.k12.va.us or mail changes **in writing** to:

Harrisonburg City Public Schools
Attn: Elizabeth Jerlinski
One Court Square
Harrisonburg, VA 22801

This is very important because your monthly paycheck is mailed to this address.

CONTACTING SUBSTITUTES

E-School (SmartFindExpress) 540-908-4384. All subs must register with their employee id and create a pin number in order to be contacted by the automated system to substitute. For some positions, individual schools may call and will enter the substitute assignment into E-School.

INCLEMENT WEATHER PROCEDURES

The decision to close schools due to inclement weather will be made as near 6:30 AM as possible. When no information is given on radio, television or our website, schools will be open.

GUEST TEACHER/SUBSTITUTE TRAINING

The school division will provide annual substitute teacher training at the beginning of each school year for all new substitutes. This training will also be held at announced dates/times. Substitutes will be notified of the time and place of these activities. (New substitutes are required to attend one of these training events.) For more information, including training, see:

<http://www.harrisonburg.k12.va.us/Human-Resources/Substitute-Teachers>

STAFF DEVELOPMENT

Substitute teachers may participate in staff development workshops offered by the Harrisonburg City Public Schools for regular teachers. (No monetary supplement will be provided, however, for attending staff development nor provided for college credit courses.)

LICENSURE

It is the responsibility of the substitute teacher to contact the Certification Division of the Virginia State Board of Education to renew their Virginia teaching license. A revised recertification point system went into effect May 2, 2016. Technology Standards for Instructional Personnel (TSIPS) went into effect July 1, 2003; Child Abuse Recognition and Intervention Training requirements became effective July 1, 2004; Emergency First Aid, CPR, and use of AED requirements became effective July 1, 2013; and the Virginia History/State and Local Government

training requirement for teachers licensed to teach civics, economics, government, or history went into effect July 1, 2014. (see recertification manual for specific endorsements for which this is required)

For additional information or forms contact:

Virginia Department of Education
Division of Teacher Education and Licensure
P. O. Box 2120
Richmond, VA 23218-2120

Or check out the website:

<http://www.doe.virginia.gov/teaching/licensure/index.shtml>

ALCOHOL, TOBACCO, ILLEGAL DRUG BAN

In order to support the Safe and Drug-Free Schools and Communities Act, neither staff members nor volunteers shall use any tobacco product, use or possess any illegal drug, or consume or possess any alcohol, while teaching, coaching, supervising, directing, transporting or performing any school directed, assigned or requested responsibility for students regardless of when these responsibilities occur (including field trips). Additionally, the possession or use of electronic cigarettes is prohibited on school buses, on school premises and at school-sponsored activities.

Violation of this policy will result in disciplinary actions up to and including termination of coaching, directing or supervisory responsibilities and possible termination of employment in Harrisonburg City Public Schools. Violations by unpaid staff or volunteers will result in consequences up to discontinuation of their services.

WEAPONS BAN

The Harrisonburg City School Board is committed to maintaining a safe and secure working and learning environment. Staff are prohibited from carrying, bringing, using, or possessing any weapon, as defined in Policy #440, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the Superintendent.

The Superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found in violation of this provision. Such actions of the Superintendent and School Board shall begin immediately on notification of a violation. All incidents involving illegal carrying of a firearm shall be reported in accordance with state law.

REMOVAL FROM THE SUBSTITUTE LIST

Substitute teachers or substitute assistants may be removed from the approved list for any of the following reasons:

1. Failure to notify the Human Resources Office of changes in address or phone number.
2. Health reasons including invalid tuberculin reports or positive tuberculin results.
3. Unacceptable criminal record documented by the State Police Department.
4. Unsatisfactory performance as evidenced by an unsatisfactory evaluation or complaints from the school system.
5. Failure to accept assignments on the days that you have indicated you can substitute.
6. Failure to accept substitute assignments over two consecutive school years.
7. Any other reasonable and just cause.
8. You will be notified in writing if you are removed from the substitute list.

UNEMPLOYMENT COMPENSATION

In agreeing to offer your services to Harrisonburg City Public Schools as a substitute teacher you acknowledge that there is no guarantee that Harrisonburg City Schools will need your services as a substitute employee a certain number of days throughout the school year.

In requesting to be placed on our substitute teacher list, you are acknowledging that the need for substitute employees is directly related to:

1. Contracted employees' wellness
2. Contracted employee staff development opportunities/requirements, and
3. Other situations outside of the employer's control (jury duty, death of a family member, etc.)

Subsequently, Harrisonburg City Schools cannot and does not guarantee that you will be employed any specific number of days as a substitute employee throughout the course of a year or that you will earn a certain amount of money on a monthly basis.

Any efforts on your behalf to claim unemployment benefits with the Virginia Employment Commission citing a lack of work as a reason will be vigorously contested by Harrisonburg City Public Schools. Individuals expecting to be employed on a regular basis or to earn a specific, regular monthly income should not apply to be a substitute teacher.

TAX DEFERRAL PLANS

As an employee of a school or non-profit organization, you are eligible to participate in special savings/retirement programs called tax sheltered annuity [IRS code 403(b)] or deferred compensation [IRS code 457] plans. A tax shelter allows you to set aside a portion of your income on a pretax basis where contributions are payroll deducted and made directly to your selected investment provider. Additionally, the earnings and interest on your contributions

accumulate on a tax-deferred basis. More detailed information about the 403(b) plans and the 457 plan can be found at the following websites:

- [http://www.harrisonburg.k12.va.us/Human-Resources/Benefits/403\(b\)-Deferred-Compensation.aspx](http://www.harrisonburg.k12.va.us/Human-Resources/Benefits/403(b)-Deferred-Compensation.aspx)
- <http://www.harrisonburg.k12.va.us/Human-Resources/Benefits/457-Deferred-Compensation>

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Welcome to _____ School ~ We're Glad You're Here!

Thank you for choosing to substitute teach with us today. If you have any questions or concerns, please just ask! **We're here to help.**

School Secretary:

Substitute Coordinator:

Assistant Principal:

1. In Case of Emergency:

All substitute teachers are loaned **classroom keys** during their day. Please keep your classroom door locked throughout the day. Return all keys to the main office before you leave. *See Emergency Response- Quick Reference on the back of this sheet.*

2. Using the Computers & Network:

Substitute Logon:

Substitute Password:

Questions and issues with computers, please contact the school's technology specialist.

3. Planning Periods:

Please check in with the office during your planning period so you can help out where most needed.

4. Classroom Management and Student Discipline:

If there are issues with student behavior please ask for assistance from another teacher, the School Counselor, or a school administrator. Please complete a discipline referral form and leave a note for the teacher explaining the situation.

5. Notes to the Teacher & End of the Day Evaluation:

Please complete the brief evaluation and return it to the office.
Please leave notes for the teacher about the classes you taught.

Thank you for joining us at _____ as a substitute teacher.

EMERGENCY RESPONSE- QUICK REFERENCE

Fire Drill

Make sure you find the evacuation routes are posted in your classroom!

When fire alarm sounds: Secure classroom. Turn off lights. Everyone moves quickly and quietly. Take attendance when outside. Report any student who is missing. Always take your Emergency Bags/attendance list. Use red and green room cards to indicate if you need assistance.

Emergency Evacuation

Fire alarm system will not be used. Intercom announcement by administration will take place. Use evacuation routes. Everyone report to assigned areas. Students are to stay with their teacher until they reach the staging area and attendance is taken. Remember to take Emergency Bags/attendance list. Wait for announcements from administration.

Lockdown

Intercom announcement will be made by administration with type of lockdown. Immediately secure room, lock doors, turn off lights, and close blinds. Students and staff should stay quiet, away from door and window visibility, and hide in classroom. No person is to leave room or allowed into room unless directed by administration or police.

Tornado

Avoid glass and windows. Secure room, lights off, windows closed. Go to interior wall of hallway or designated area. Safest position is face down, knees tucked under body, hands covering head.

Earthquake

Upon the first indication of an earthquake, teachers/staff should direct students to **DROP** down to the floor onto their hands and knees, seek **COVER** under a nearby desk or table, and **HOLD ON** to the furniture legs. If they cannot find shelter beneath furniture, have students cover their head and face with their arms and crouch in a room or hallway of the building away from windows. Remain covered until the shaking stops.

Phone Extensions

**HARRISONBURG CITY PUBLIC SCHOOLS
GUEST TEACHER/SUBSTITUTE ASSESSMENT**

Substitute's Name _____ Teacher's Name _____

Subject/Grade Level _____ Date _____

To be completed by the substitute teacher:

1. Please Circle Y (yes) or N (no)

Y N Clear lesson plans were provided for all classes.

Y N Sufficient activities were planned for each period.

Y N Class roll and seating charts were provided.

Y N Where necessary, special directions concerning instruction, students, and other duties were clearly stated.

Y N Students' behavior was satisfactory and students stayed on task.

2. Briefly describe any questions or problems you had during the day.

To be completed by the regular teacher:

1. Please circle Y (yes) or N (no)

Y N Lesson plans were followed by the substitute.

Y N Student work and other materials were returned as requested.

Y N Feedback on instructional program and student behavior was provided.

Y N The room was left in a clear, orderly fashion.

2. Briefly describe your degree of satisfaction with the work of the substitute teacher.

SUBSTITUTE RECORD SHEET

Substitute _____ SS# No. _____

Date	Total Days	School/Teacher	Verification (Adm./Sec.)

This form is for your records only

Harrisonburg City Public Schools

Time Sheet for Homebound Instruction

Please use one sheet for each student.

Monthly time sheets should be approved by immediate supervisor and returned for processing on or before the 11th of each month. Checks are issued on the last working day of each month and may be picked up at the Central Office or mailed to you. Partial hours should be rounded up to the nearest quarter hour.

Teacher name: _____

Mailing address: _____

Name of student: _____ Grade level: _____

School: _____

Date	No. of direct service hours*	Date	No. of direct service hours*	Date	No. of direct service hours*
Total number of hours					

*Direct service (actual instruction of student) is paid at the rate of \$22.31 per hour for teachers who hold a valid VA teaching license and \$12.50 per hour for teachers who are not licensed. Indirect service (lesson planning, coordination with school/home) are not reimbursed. Visits that are canceled without notice by the student (i.e. no one home, no adult present, or student unwilling to cooperate) can be counted as one hour service and should be indicated on the time sheet with a notation of "C" next to the hour.

Time sheets should be submitted by the 15th of the month (December time sheets should be in by the 7th to receive pay in December). Time sheets must be signed by the Director of Homebound Services at One Court Square, Harrisonburg, VA 22801.

Homebound instructor's signature and date

Building level supervisor's signature and date

Division Homebound Coordinator's signature and date

Budget Code