

Homebound Teacher Training

Just a few nuts and bolts

August 2025

Purpose

- ❖ To ensure that teachers of homebound students know where to find resources concerning the program
- ❖ To ensure that homebound teachers know the roles of the school timekeepers and the school homebound contacts
- ❖ To ensure that teachers of homebound students know the hours of and methods of instruction available
- ❖ To ensure that teachers of homebound students know the payroll procedures

Methods/Locations of Providing Homebound Services

- ❖ In person at the student's home with another adult present
- ❖ In a mutually agreed upon site like a public library, coffee shop, or at times, the school library.
- ❖ Virtually by Zoom, which is provided by ACPS
- ❖ A combination of the above

Deciding on the method and location of services is left to the family and the teacher to determine. Some teachers are only available virtually.

Homebound Hours

Homebound services are provided for the following number of hours per grade level:

- Elementary-6 hours per week
- Middle School-8 hours per week
- High School-10 hours per week or 2 hours per core course per week up to 10 hours.

These hours can vary if an IEP team or a central office person assigns a differing amount but generally the above hours are standard.

Homebound web-site

❖ To access the homebound/homebased web-site go to the ACPS home page, then the “For Staff” Tab, and then the Homebound/Homebased icon.

❖ The link: <https://www.k12albemarle.org/for-staff/homebound-homebased-services>



Homebound Manual

- ❖ The manual for Homebound Services can be found on the Homebound web-site in a word document.
- ❖ This manual contains most of the answers to questions you will have about the homebound program.
- ❖ Please take the time to peruse this document before you ask your school specific contact or the coordinator questions.

Personnel working with homebound

- ❖ School Specific Homebound Contact: this is most likely the person who asked you to do homebound for a student and who connected you with the student's family and the teacher(s).
- ❖ Timekeepers: these are the people in the schools who handle Kronos time punches. If you neglect to punch in and out of Kronos, or you make a mistake that needs correcting, the timekeeper is the person to correct this.
- ❖ Homebound coordinator: This is the person who answers logistical questions and approves or denies homebound services. Current coordinator:

Ashby Kindler (434) 249-6491 akindler@k12albemarle.org.

Payroll information

- ❖ Homebound teachers are currently paid \$45.00 per hour. (Aug. 2025)
Homebound teachers are not expected to create lesson plans and are not paid for planning unless by special arrangement.
- ❖ Mileage is paid from a school to the student's home and return. We do not pay for mileage from the teacher's home to the student's home. Mileage is reimbursed monthly.
- ❖ Payroll must be turned in EACH WEEK.

Payroll Process

- ❖ Log in and out of Kronos for each session. This is the teacher's responsibility and must be kept up EACH WEEK.

Instructions for logging into Kronos are on the Homebased web-site.

- ❖ A payroll documentation form must also be completed each week. This form can be found on the Homebased web-site.

Both of these processes are needed. Kronos is needed for standard payroll procedures and the payroll documentation form is needed for state reimbursement. It seems redundant but can't be avoided.

More on Kronos

- ❖ It is the teacher's responsibility to log in and out of Kronos at the beginning and end of each session.
- ❖ If you forget to log in or out, or for some reason need a correction to your time stamps, teachers assigned to a school or department should see the timekeeper in YOUR school for this adjustment. If you are not assigned to a school (substitute or temporary employee) the timekeeper in the homebound student's school will be able to make the correction.

More on the Payroll Documentation Form

- This form must be completed by Friday morning EACH WEEK.
- You should turn it into the school contact at the school where the student is assigned by the deadline established by that person.
- The times noted on this form MUST match the time stamps you entered in Kronos. Any corrections must be made by the timekeeper at the student's school if the homebound teacher is not an FTE employee. Otherwise, the timekeeper at the homebound teacher's assigned school will make the corrections.
- The school contact must send this form to the fiscal services office by 1:00 each Friday. Please don't be the reason this is late!

Homebound Payroll dates

- ❖ Homebound payment follows the payroll schedule of ACPS, generally every two weeks. If you are an FTE employee, this will be included in your paycheck.
- ❖ **Homebound payment cannot be accrued for the duration of the homebound service and paid at the end.** We used to do this but cannot do that anymore.
- ❖ Late submissions of Kronos timestamps or the documentation form will mean that your pay will have to be processed separately and may take several weeks or months to be completed.