

**O'Fallon Township High School  
HOMEBOUND INSTRUCTIONS**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Teacher \_\_\_\_\_ Subject \_\_\_\_\_

1. Stay at least one hour for attendance-we do not receive credit on attendance if there is less than one hour spent with the student.
2. Each teacher should go on different days if possible-again for attendance.
3. A homebound teacher must teach a homebound student a minimum of 1 hour a week and a maximum of 2 after they have a student caught up to where they should be in their class. Until the time they feel the student is caught up, the homebound teacher should spend as many hours as necessary with the student with approval and the prior knowledge of Mrs. Dollison.
4. If there is a distance to go from the high school to the student's home, the homebound teacher should indicate the total mileage on the "Travel Reimbursement Form" (located on the "Teacher Forms" section of the OTHS webpage). This mileage is calculated from the high school to the student's home and back to the high school again. Mileage is \$.445 per mile.
5. A homebound teacher may turn in their time sheet the week before the 2nd payday for monthly payments. No paycheck will be issued to non-OTHS teachers until all necessary forms (state and federal withholding tax forms) are returned filled out to Mrs. McCollum.
6. If you are not the student's regular classroom teacher, please check back at least once every two weeks with their regular teacher. This is to make sure you are covering the same things the classroom teacher is and that you are keeping the homebound student caught up with his regular class, so he or she can return at anytime and not be at a disadvantage.
7. Make sure you find out from the regular classroom teacher if they want you to administer tests over the subject matter.
8. If the student was in a regular class for a period of time during the 9 weeks, there will have to be a grade agreement involving both the regular teacher's grade and the homebound teacher's grade. If an agreement cannot be reached, then the grade determination will be turned over to Mrs. Dollison. A decision will be reached based on the amount of time each teacher had the student. Mrs. Dollison's decision will be final.
9. For attendance purposes, it will be the home teacher's responsibility to tell Mrs. Dollison the first and last time they go to teach the homebound student.
10. Homebound pay is \$26.49.