

Procedures For Interim/Home Instruction

- Instruction is to be done in a public location: School or Library unless otherwise designated by Administration
- An instructor should **NEVER** use their personal cell phone to contact any parent. Please use district phones or email to reach the parent of the child you are working with.
- Attendance is to be kept in the **Notes Section of Real Time** to document the days that a student has attended instruction.
- Grades must be posted according to the district calendar
- **If a parent cancel's prior to instruction via phone or email you cannot log this as a day to get paid.**
- **Parents must email you and an Administrator when they are cancelling instruction and a copy of the email must accompany the payroll voucher.**
- If for any reason that it is found that the parent has cancelled in advance and you have been found to have put this time on your timesheet, you will be held accountable.
- If you are at the location in which you are assigned for instruction and a child does not show up you should wait 30 min and you can log this as time to get paid for the 30 min of your time.
- Payroll vouchers must be filled out in its entirety which includes: signatures, total hours, etc. If payroll vouchers are not filled out properly, the voucher will be sent back to you and you will have to make the necessary changes. This can delay payment.
- If a child is out sick, you do not have to make the time up, however if you are absent you must make up the time.
- **Payroll vouchers MUST be submitted on the last day of each month.**
- End of year Payroll voucher MUST be submitted on the last day of school.

Please SIGN below as acknowledgement of the updated procedures for Home/Interim Instruction.

Teachers Signature

Date

Updated 9/1/16

NICHOLAS L. PERRAPATO
SUPERINTENDENT

973-340-5000 ext. 2300
FAX 973-340-4620

To: All Certified Staff
From: Nicholas L. Perrapato, Superintendent of Schools
Re: Home Instruction

The Garfield Board of Education provides home instruction to our students.

If you are interested in participating, please sign and return this form to the Superintendent's Office. You will be called as needed.

- Rate - contractual
- Elementary students receive 5 hours per week
- Middle School and High School receive 10 hours per week
(you may split the 10 hours with another teacher)
- You must possess the required certification for the student being tutored

HOME INSTRUCTION

School Year: _____

Name _____

School _____

Home phone number _____

Cell number _____

Certification(s) _____
