

HEMET UNIFIED SCHOOL DISTRICT

Home and Hospital Procedures for Special Education Students

Points to Remember

- Home and Hospital Instruction (H/H) equation is one (1) hour of H/H = one (1) day of instruction = one (1) day of regular school attendance.
- Five (5) hours of H/H is allowed per week.
- Sessions may be from one (1) to three (3) hours per day, not to exceed five (5) hours per week; however, the exact number of H/H service hours per day must be logged on all relevant reports. Do not split the five (5) hours equally across Monday through Friday if one of these days involved more than one (1) hour.
- No sessions are to be provided on weekends, student recess days, and holidays unless make-up sessions are required or approved by Student Support Services.
- All H/H services shall be provided pursuant to the most current Individualized Education Program (IEP) documenting H/H services.
- H/H teacher shall be approved by the Board of Education each school year.

Steps to Follow

Step 1: Approval/Disapproval

- Parent may obtain a request form for H/H services and guidelines from school site of residence.
- Parent must take this request form to the doctor to be completed, including the stated return date for the student. (A doctor's note does not ensure automatic H/H services as it is the determination of the IEP team).
- Home school site must first contact the school nurse and District Student Support Services upon receipt of parent request for H/H services.
- Home school site schedules an IEP meeting to review needs, placement, and appropriate services.
- If the IEP team (to include a school nurse and/or program specialist) determines H/H services, the completed request form (signed by the home school site administrator) is forwarded to District Student Support Services with current IEP and attached doctor's note.
- District approval/disapproval occurs.
- District contacts and notifies school site of status.
- *When completing the IEP and request for H/H services, do not use the IEP date as the start date of services. Please allow a minimum of five days for services to begin.*

Step 2: After Approval

- Once approval has been received, the home school site obtains a H/H teacher to perform services
- Parent is contacted by the H/H teacher to develop a visitation schedule (see *Parent Responsibilities*)
- Please ensure that an adult or parent is present during each instructional time period
- H/H teacher works with school site to obtain student's schedule, IEP goals, benchmarks, and instructional strategies from the school staff, as well as picks up necessary assignments, etc.
- School site is responsible for providing appropriate materials and supplies.

Step 3: Home and Hospital Paperwork (due monthly)

Ensure that all documents are complete. Work closely with the Case Carrier overseeing the student. Save a copy for your records. Send the following paperwork to Student Support Services no later than the 15th of each month. *Forms are on the P Drive/District Public File/HH Forms.*

Home Hospital Teacher Time Record

- Record in one (1) hour increments; however, more than one (1) hour may be recorded per day not to exceed five (5) hours per week.
- Parent/guardian must sign.
- Home/Hospital Teacher must sign.
- **Hourly Employees**- Paperwork is due the 15th of each month.
- Submit to student's home school for administrator review and signature.
- Must match Attendance Report.

Attendance Report

- Complete in full.
- Parent/guardian must sign.
- Record in one (1) hour increments; however, more than one (1) hour may be recorded per day not to exceed five (5) hours per week.
- Submit to student's home school for administrative review and signature; send to District Student Support Services.
- Must match the Time Record form.

Daily Activity Log

- Maintain for assignment.
- Parent/guardian must sign this log.
- Submit this log with the Time Record form.

Mileage Expense Claim

- Record all mileage on this form.
- Report mileage only on the days that H/H services are provided.
- List student's teaching location address.

Grades/Progress Reports

- Submit to student's school of attendance at the end of the assignment.
- If the H/H assignment ends prior to a semester or end of the year, submit "work in progress" grades on "Home/Hospital Grade Report."
- H/H Teacher is responsible for correcting papers, as well as issuing progress reports (on same schedule as home school site), grades, attendance records, etc.
- Submit to student's school of attendance.

Step 4: Student Returns to School

- A doctor's "release to return to school" is required (parent/guardian is responsible for securing such).

Step 5: Home and Hospital Extensions

- H/H Teacher cannot be paid beyond the date stated on the doctor's note.
- H/H extensions will be required from the doctor, to include explanation of the reason.
- An IEP must be convened in the event of a request for a H/H extension and the same procedures are to be followed as outlined under Step 1 above.
- Continue with remaining H/H steps.

HEMET UNIFIED SCHOOL DISTRICT PARENT RESPONSIBILITIES

Home and Hospital for Special Education Students

To ensure that the student gains maximum benefit from participation in the Home and Hospital (H/H) program, parents will be required to accept the following responsibilities:

1. It is imperative a schedule is set up between the H/H Teacher and parent to assure an adult will be present in the home during the instructional time of your student.
2. Provide a quiet place where the teacher may work with your student.
3. A table or desk should be provided.
4. Supplies left for the student by the teacher should be on the table ready to use when the teacher arrives to begin instruction.
5. The student should be rested and ready for instruction.
6. The teacher shall be in charge when instruction begins.
7. Parent is required to be home during H/H services; however, no third person should be present in the room during lesson time without H/H teacher agreement.
8. Inform the H/H teacher of any academic or health-related problem your student may be experiencing that may affect the home instruction.
9. If your student is unable to take instruction at the scheduled time, *you must contact the instructor prior to the scheduled visit. This visit by the H/H Teacher will NOT be made up and will be counted as an absence on the attendance sheet.*
10. Meet and confer regularly with the H/H teacher to discuss your student's progress.
11. Sign the H/H teacher Time Record at each visit unless the H/H services take place out of the home in which case both the student and H/H teacher will sign and the parent will sign on a monthly basis.
12. Contact the student's school of attendance if you have any questions.

HEMET UNIFIED SCHOOL DISTRICT TEACHER RESPONSIBILITIES

Home and Hospital for Special Education Students

- Keep accurate logs.
- Progress Reports are required.
- Use the same timelines as home school site.
- Record actual time on logs and have parent sign.
- Schedule an appropriate time with the family.
- Be on time.
- If you miss a session, please make up that session.
- If your attendance is inconsistent, you will be released of H/H duties.
- No “prep time” compensation is provided for H/H teachers.
- Notify the family in case of absence.
- Originals of all the following documents are given to District Student Support Services
 - H/H Teacher Time Record with parent signature
 - Attendance Report with parent signature
 - Daily Activity Log with parent signature
 - Mileage expense claim
 - Grades/progress report at the end of assignment
- All documents must be submitted at the same time in order to get paid by the end of the month.
- All paperwork is due by the 15th of each month.