

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** IOE-RA, IOE-EA

**Responsible Office:** Special Education and Student Services

### Home and Hospital Teaching

#### I. PURPOSE

To delineate the procedures governing home and hospital teaching (HHT)

#### II. DEFINITIONS

- A. *Adult* (for HHT purposes) is anyone 21 years of age or older who is able to take responsibility for the student during the instructional session.
- B. *Case manager* is the HHT specialist who is assigned as the contact person for a student receiving home and hospital teaching services. This person handles any concerns or questions from the student's parents and the school staff.
- C. *Concurrent enrollment* occurs when a student is attending his/her school of enrollment and simultaneously receiving HHT.
- D. *School contact* is the school staff member assigned by the principal and/or designee as the contact person for HHT staff working with a student from that school. The contact person is responsible for initiating the application process with the parent.

#### III. PROCEDURES

- A. Requirements for Eligibility and Enrollment
  - 1. HHT is an instructional service for students who are unable to participate in the program at their school of enrollment due to a physical or emotional condition. HHT routinely is provided for a minimum of six hours per week for students in a full-day program.
  - 2. HHT is available to all Montgomery County residents who are enrolled in Grades K through 12, have been placed by Montgomery County Public Schools (MCPS) in a nonpublic school, or who attend a private school.

3. Only a physician treating the student may authorize HHT for a physical condition. The physician should anticipate at least a four-week absence from school from the time of referral in order for a student to be eligible for HHT. For absences of shorter duration, the school should work with the parents to provide missed academic work. A completed *Application for Home and Hospital Teaching* (MCPS Form 311-15) must be received by the Home and Hospital Teaching Unit before HHT can begin.
4. Students with emotional conditions warranting HHT may be referred by a certified school psychologist, or a treating, licensed psychiatrist or treating licensed psychologist. The referring professional should anticipate at least a four-week absence from school from the time of referral. All such referrals from a treating psychologist or psychiatrist must be reviewed by a certified MCPS psychologist before HHT can begin. A completed *Application for Home and Hospital Teaching* (MCPS Form 311-15) must be received by the Home and Hospital Teaching Unit before HHT can begin.
5. In signing the application form for HHT, the parent/guardian authorizes the MCPS medical advisor, MCPS psychologist, or HHT case manager to consult with the physician, psychiatrist, or psychologist treating the student. The Home and Hospital Teaching Office is responsible for assigning the teacher(s). Instructional services will begin as soon as possible, but not later than 10 school days following the verification of the need for services. The parent/guardian of the student should make every effort to allow for instructional services to begin as soon as the home and hospital teacher and the instructional schedule are in place.

If a student has an Individualized Education Program (IEP), an IEP meeting must be held to reflect the change in placement, identify any IEP goals for HHT, and address the need for accommodations and any additional services.

The IEP team will submit a copy of the IEP to include the weekly number of instructional hours and related services to the HHT office. An IEP meeting also must be held when HHT is discontinued and the student returns to his/her school.

6. In cases of emergency, the deputy superintendent of schools, the chief operating officer, the associate superintendent for special education and student services, or their designees may authorize services for students through HHT.

**B. Responsibilities of the Student's School of Enrollment**

1. Students receiving HHT services remain enrolled in their school. They are marked absent from their school with the reason of home and hospital teaching, unless the HHT office notifies the registrar/attendance secretary that they are not meeting with the home and hospital teacher. The attendance designation converts to present for reporting purposes to indicate that the student is receiving educational services from MCPS, but is not present at school. Students may be concurrently enrolled; however, students cannot receive HHT instruction and be at school in the same course concurrently. In these situations, both the school and the HHT office maintain attendance. Home and hospital instruction will operate consistent with the MCPS calendar.
2. The school principal and/or designee will identify one school contact for each student on HHT. The contact person will initiate the application process with the parent. This person also will be the point of contact for the HHT case manager for any school information and issues.
3. The school must provide books, assignments, and lesson materials for the student receiving HHT as well as other appropriate services such as college counseling or course guidance, when necessary.
4. The Home and Hospital Teaching Unit provides grades for students during the period in which they are enrolled. Home and hospital teachers will follow MCPS grading and reporting policies. The school averages the student's grades with his/her HHT grades, when applicable, to determine the student's report card grades. The student's school makes the final determination regarding report card grades.
5. Course credit is granted by the school administrator or the MCPS Placement and Assessment Unit when a student has been placed in a nonpublic school.

**C. Home and Hospital Teachers**

1. The Home and Hospital Teachers' contract is included in the negotiated Agreement between the Montgomery County Education Association and the Montgomery County Board of Education. Regulations governing employment as a home and hospital teacher are determined by the Office of Human Resources and Development. Every two weeks during the school year, the office sends an updated list of qualified home and hospital teachers to the Home and Hospital Teaching Unit. HHT candidates are interviewed

by the HHT specialist or his/her designee and participate in an HHT orientation prior to employment.

2. A responsible adult must be present in the home during the teaching sessions. Arrangements may be made for teaching in a public library or other public building where adults are present. In this situation, an additional adult to supervise the teaching session may not be necessary.
3. Home and hospital teachers are not to transport students at any time.
4. Home and hospital teachers must report suspected or observed child abuse or neglect to Child Welfare Services, as indicated in MCPS Regulation JHC-RA, *Child Abuse and Neglect*.

Any suspected or observed substance abuse is to be reported to the parent/family and the HHT specialist.

Any suggestion of suicidal ideation must be addressed immediately, following the steps of the *Suicide Risk Reporting Form* (MCPS Form 335-54). In a medical emergency, 911 is to be contacted, followed by contact with the student's parent/family and the HHT specialist. In a nonmedical emergency, the home and hospital teacher follows the steps listed on the *Suicide Risk Reporting Form*.

5. MCPS Form 311-13, *Teacher's Biweekly Report of Home and Hospital Teaching*, must be signed after each instructional session by an adult or the student (if meeting in a public location) to verify the duration of teaching time at the time services are rendered.
6. Home and hospital teachers are responsible for maintaining the confidentiality of student information. Sharing student information with parents or MCPS staff working with the student is appropriate.
7. The home and hospital specialist, or designee, will be the case manager for each student receiving HHT. The assigned case manager will be a contact for the student's parents and the home school contact.

This person will be the primary source of information about the services provided by the HHT program and its coordination with the school.

#### D. Guidelines

1. In accordance with Section III.A.3-4 of this regulation, continuation of HHT service beyond 60 calendar days, and every 60 days thereafter, requires reverification of service need to the HHT case manager. After 60 days, the school will hold a review for each student continuing on HHT.
2. COMAR Regulation 13A.05.01.10C[5][D] states, “education placement in the home, for a student with an emotional condition, may not exceed 60 consecutive school days.”
3. Following childbirth, a student may receive HHT for up to six weeks based on the recommendation of the Montgomery County Department of Health and Human Services.
4. Students who are diagnosed with a serious or chronic illness may attend school when they are able and receive home and hospital instruction when they are too ill to go to school. Concurrent enrollment is coordinated between the school and the HHT unit.
5. When a student receiving HHT service is unable to complete the fourth quarter of the school year, HHT may be extended beyond the school year for up to four weeks during a summer session.
6. An MCPS student hospitalized out of the county may receive HHT from another local education agency (LEA). Once approved, the HHT application must be submitted to the HHT unit prior to authorization of it for service. MCPS will reimburse the LEA providing the service at the HHT rate of the LEA providing the service. If the LEA is unable to provide the service, MCPS will contract with a private provider at a rate no more than the LEA’s HHT rate.

#### E. Appeals

Disagreements that arise in the implementation of HHT that cannot be resolved by the HHT specialist will be referred to the director of student services or designee for resolution.