HOSPITAL HOMEBOUND TRAINING

Jasper County Board of Education
October 7, 2013
Dr. Princess Clarke
Executive Director of Social Services
AGENDA

• Purpose of the Meeting
• HHB Policy and Services
• Types of HHB Services
• Collaboration and Delivery of Services
• Attendance and Progress Report
• Grounds for Termination of Services
• Maintaining Communication
• Individual Safety; Conducting oneself Ethically
• Documenting time/Travel. Getting Parent’s Signature
Purpose of the Meeting

• Help homebound teachers understand the Uniform Policy

• Get everyone on the same page for HHB, hearing the same message
HHB Policy

• Mandated by State but Govern by Local Boards

• Student must be enrolled to receive services

• Request comes from the parent to begin the process

• HHB teachers are paid by Local Boards

• Supplement services; not Supplant

• Focus on Core; Not a regular class.
HHB Services and Education Service Plan

- Education Service Plan (ESP)
- Intermittent
- Long Term
- Temporary or Short Term
- Standardized Testing
Not the HHB teacher’s responsibility to compile school work; counselor is point of contact.

Counselor coordinates with teachers; however HHB teacher can meet with teachers.

It is the responsibility of classroom teachers to grade the work

Face-to-face instruction can be used with Online delivery.

Document progress report and send report to HHB coordinator (Clarke, 2011)
Attendance and Progress Report

- Student shall be counted present for the entire week the student received HHB instructions.
- Student shall be counted absent for the entire week when the HHB teacher’s visit is cancelled by the parent/guardian. HHB session may be rescheduled.
- HHB teacher provides progress report for HHB coordinator
- Documentation is key.
A student is released from the HHB program:

- When the student is employed in any capacity, goes on vacation, participates regularly in extra curricular activities, or is no longer confined to home.

- On the date specified by the HHB application, as defined by the ESP, or last day of school.
Grounds for Termination of Services Continue

- When parent/guardian cancels three HHB session without providing 24-hour notice.

- When the conditions of the location where HHB services are provided are not conductive, for instruction, or threaten the health and welfare of the HHB teacher.
Communication

- Maintain communication with HHB coordinator at all times.

- Copy HHB coordinator on all emails regarding the student and HHB instruction.
Cultural Diversity

- When you are in the student’s home you are there as a guest; therefore, respect the student’s home.

- Do not subject the parents/guardians with your values.

- Do not lecture parents; if they bring up a concern refer the matter to the HHB coordinator

- It may be the parents/guardians culture to offer something to eat/drink; decline respectfully.
Individual Safety; Conduct oneself Ethically

- Wear comfortable clothing/shoes
- Avoid wearing expensive jewelry
- Leave your purse or valuables in the trunk of your car.
- Keep a cell phone handy
- Be vigilant; know your exits
- Leave if you feel unsafe
- Do not promise what you cannot deliver
- Do not accept gifts; decline respectfully
- Practice confidentially
Document Travel and Time

- Download the Travel from the Jasper County BOE website under Business and Finance
- Download the Time Sheet from under Personnel and Payroll at the BOE website.
- Parent must sign the Time Sheet as proof of your service.
Wrap-Up

• Questions???
References

• Clarke, P. (2001-2013). Best Practices

• Georgia Department of Education

• Jasper County BOE