NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Newport-Mesa
Unified School District

HOME/HOSPITAL TEACHING
SITE INSTRUCTIONS
INFORMATION

ELIGIBLE STUDENTS
Students, who because of a prolonged illness or other physical disability are unable to attend regular class for four continual weeks or longer, will be eligible for home teaching. Home Teaching is not provided for any suspended/expelled students, except Special Education students.

HOME TEACHERS
The Home Teaching process for General Education and Special Education students is initiated at the school site.

TEACHING TIME
The student will be given one hour of home teaching for each school day, excluding vacation or holidays. When more than one teacher is involved in the instruction of the pupil, the school administration must coordinate the teacher’s hours of teaching. (Instruction may be given on weekends – Ed. Code Section 51802).

HOME TEACHER PAY
The rate of pay for home teaching is the hourly rate as identified on the certificated salary schedule (to be paid on MER) plus mileage round trip from the student’s school to the student’s home (paid on Mileage Reports). One hour of prep time will be given for each four hours of teaching (to be included on MER).

DISTRICT
To comply with State Guidelines, the District is required to process Home Teaching paperwork in a timely manner. A total of ten working days is allowed between the parent request and the District providing Home Teaching instruction.

APPLICATION
A Home Teaching Application must be filled out and signed by parent, physician, and school administrator. A new application will be required at the end of each quarter of the school year to determine if the student will continue on Home Teaching.
SCHOOL SITE PROCEDURES

• The application is given by the school to the student’s parent/guardian. Parent/Guardian information is to be filled out completely and the Authorization for Use and/or Disclosure of Medical and/or Educational Information completed with the School Nurse.
• The parent/guardian has the physician complete his/her portion of the form and attach additional information if needed. NOTE: The physician must be a medical doctor (M.D.) not a D.D.S, Ph.D., MSW, etc.
• The school receives the form back from the parent/guardian, making sure all information is filled out correctly – doctor signature, parent/guardian signature, etc. The school nurse will follow up on any additional information needed from the physician.
• The Administrator and the School Nurse sign and date the application. For Special Education students, the Case Manager signs and dates the application also. The disability for the Special Education student should be indicated.
• Subjects to be taught need to be documented.
• When possible, the student’s teacher(s) should be used for home instruction. If the student’s teacher(s) are not available, a teacher from the student’s school should be the next choice. If no Home Teacher can be obtained, N-MUSD’s Substitute office will obtain a Home Teacher.
• If a teacher is selected at the school, his/her name is entered on the application as the Assigned Home Teacher pending approval from the credentials department. If no teacher has been obtained by the school, TBD should be entered under Assigned Home Teacher on the application.
• A copy of the application should be faxed to Health Services (#6727). The original application should remain at the school site.
• Once the school site is notified by Credentials or the Substitute office that the Home Teacher is cleared, the school site will add the Home Teacher’s name to the original application.
• The Home Teacher’s name is added to the appropriate Home Teaching Multi Requisition.
• The school site will contact the Home Teacher and coordinate the Home Teaching program for the student.

HEALTH SERVICES PROCEDURES

• Health Services will verify that the student is eligible for Home Teaching. If approved, Health Services will fax a copy of the approved application to the Human Resources Supervisor who will distribute the application to the appropriate department.

HUMAN RESOURCES PROCEDURES

• If a teacher has been selected as the Home Teacher, Human Resources will give the application to Credentials for teacher clearance. If a Home Teacher has not been selected, the application will be given to the substitute office where a Home Teacher will be obtained and the application will be given to Credentials for teacher clearance.
• The Substitute desk, once notified by Credentials of a “substitute” Home Teacher’s clearance, will notify the substitute teacher and the school site.

CREDENTIALS PROCEDURES

• The Credentials office will verify the Home Teacher is qualified to teach the subjects required. If necessary, Credentials will send the prospective Home Teacher out for fingerprint clearance and have them sign a consent/NCLB certificate.
• Once the Home Teacher is cleared by Credentials, Credentials will notify the school site. If a “substitute” has been cleared, Credentials will notify the substitute desk.
• A copy of the Application will be retained in Credentials and a copy will be forwarded to the District Attendance office who will audit the student’s enrollment records.
SCHOOL SITE INSTRUCTIONS

The school site should have a packet that includes *originals* of the following:
- Home Teaching Application
- Home Teaching Timesheet
- Home Teaching Report Card
- Home Teaching Termination Form

**Personnel Requisition**
A Personnel Requisition (Multi Req. - sample enclosed) must be initiated at the student’s school each year for authorization of hiring and payment of Home Teaching staff. The account number to use is:

- 01 04 01 1153 1180 – General Education Students
- 01 14 60 2111 1180 - Special Education Students

Once the Home Teacher is cleared through Credentials, Credentials will notify the site if the Home Teacher is a District teacher. If the Home Teacher is a Substitute Teacher in the District, Credentials will notify the Substitute Desk, who will notify the Substitute Teacher and the school site. The school site will contact the Home Teacher.

**Student Attendance Reporting** *(Aeries)*

*Important* - The school attendance/registrar personnel must maintain and change the Aeries Program of student from General or Special Ed. to Home Teaching, Program “H” in the Student Demographics.

Secondary schools set up Home Teaching Course ID Z0323 for student. Head counselor, principal, or staff can be used for teacher of record. (Located in Master Schedule)

- Beginning Period = 1
- Ending Period = 4.
- Tag section to exclude from attendance scan sheets.
- Tag section to exclude from grading.

**Attendance Posting**
Students receive one day of school attendance for every one hour of home teaching. If a student receives 15 hours of home teaching in a 20 day school month, post 15 days present for that month. The other 5 days are marked “ILL” (for injury or illness); or “Sus” (for suspended Special Ed students).

**Home Schedule and Materials**
The Home teacher assigned to the pupil will contact the parent to set up a teaching schedule that will work with the Home Teacher and student. A parent or responsible adult MUST be present in the home or site where the home teaching is occurring. If the teacher assigned is not the pupil’s regular classroom teacher, School Site Personnel will request assignments and materials for the student from the current classroom teacher and make arrangements for pickup by the home teacher.

**Home Teaching Payroll**
Home Teachers turn in the Timesheet to the school office along with the Miscellaneous Earnings Report (MER). A copy of the MER and the Timesheet should be kept at the school site for record keeping. Payroll does not need a copy of the Timesheet submitted with the MER.

SCHOOL SITE INSTRUCTIONS (CONTINUED)
Timesheet
Documentation of hours is recorded by the Home Teacher on the “Home Teaching Timesheet”. The Timesheet will be retained at the school site for student attendance purposes. The timesheet is given to the Home Teacher by the school site. The Home Teacher has the timesheet signed by the parent/guardian. It is incumbent upon the Home Teacher to turn in the report in a timely manner. If this does not happen, payments will be delayed for one additional month. (Sample enclosed)

MER
Blank MER forms are given to the Home Teacher by the school site. Home Teaching Timesheet must match the hours on the MER. The school will process the MER and obtain a Verification Number and enter it on the MER. Once the verification number has been entered on the MER it will then be forwarded by the school site to the Payroll department. (Sample enclosed)

Prep-Time
Home Teachers will receive one hour of prep time for each four hours of home teaching. Prep Time should be identified on the MER.

Mileage
Mileage Report is given to the Home Teacher by the school site. Mileage is paid at the current allowable rate from the student’s school to the student’s home and return. A mileage report is filled out by the Home Teacher, signed by the school administrator, and then forwarded by the school office to the Accounts Payable department. A copy of the printed mileage directions from the internet (Map Quest, Yahoo Driving Instructions, etc.), must accompany the mileage report. The mileage report and the MER must coincide with the Home Teacher Timesheet.

Schools will enter the Account Number for the Mileage Report. The account number for the mileage report is:
- 01 04 01 1153 5205 - General Education
- 01 14 03 2051 5205 - Special Education Students.

Termination
Upon completion of Home Teaching during the school year, the student should be changed from Program “H” in Aeries (Student demographics) back to the General or Special Ed. Program by the school site. The Home Teaching Termination form should be faxed to Health Services and the original sent to the District Attendance office and a copy kept in the Student Attendance File. At the end of the school year, all students will be automatically terminated from Home/Hospital Teaching and will need to reapply the beginning of the next school year. Summer School: Home Teaching is not offered to General Education students.

Report Card
Secondary:
A report card is available from the school site and given to the Home Teacher if needed. The Home Teacher fills out the Home Teaching Report Card for assignments lasting longer than 20 days. This report card is given to the contact at the school site.