PARENT/GUARDIAN RESPONSIBILITIES

To ensure that HHT is successful, WCPS asks that you, as the adult responsible for this student:

- Provide a quiet and private place for the instruction to be held.
- Be present in the home when instruction takes place (parent/guardian or responsible adult over the age of 21).
- Provide transportation to and from a location other than the home, if necessary.
- Follow through on recommendations in the transition plan.
- Provide new documentation, in advance, if your child requires HHT beyond sixty (60) days.
- Communicate with the instructor in advance when the student is not available for instruction.
- Communicate with the instructor to coordinate a schedule for my child to receive services.
- Foster my child's independent work ethic and assist as needed.
- Make arrangements with school personnel to coordinate any state testing.
- If my student returns to school prior to HHT services expiring I must provide written documentation from the provider for my child to return to school.
- I understand that the behavioral expectations of my child receiving HHT services is the same as in the classroom and that disciplinary practices can be addressed with the student.

Questions should be directed to the Home and Hospital Teaching Coordinator at 301-766-8035.

ATTENDANCE PROCEDURES

- A student will be counted present while actively participating in HHT.
- While receiving full-time HHT, students are not permitted to have a job, or participate in school based extra-curricular activities such as proms, dances, sports, band, chorus, clubs, etc. Unfortunately, if the student is too ill to attend school, then they are too ill to participate in these activities.
- A student not available for scheduled instruction will be marked absent at their home school.

Revised June 2025

HOME & HOSPITAL TEACHING

DEPARTMENT OF STUDENT SERVICES

301-766-8035 (phone)
301-766-2938 (fax)

WCPS
Washington County Public Schools

WHAT IS HOME AND HOSPITAL TEACHING?

Home and Hospital Teaching (HHT) provides short term or intermittent instruction to students who are unable to attend their regular school program due to a physical or emotional condition.

HHT Instructional Services

- Instruction takes place online. Individual exceptions for the student's place of residence will require review and approval by the HHT Coordinator and the Director of Student Services. An adult 21 years or older must be present.
- A full-time student generally receives six (6) hours of instruction per week. Intermittent students may receive up to six (6) hours of instruction per week depending on the days absent in a M-F school week, related to their HHT condition.
- For students with an Individualized Education Program (IEP), an IEP meeting will be held to determine the instructional services to be provided, the hours of instruction, and to develop a plan for the student to return to a school-based program.
- Teaching shall begin no later than ten (10) calendar days following receipt of completed documentation.
- Continuation of HHT beyond sixty (60) calendar days requires completion of a new HHT Referral by the treating licensed provider.
- Course material assigned prior to beginning of HHT may not be included.
- Appropriate effort will be made to provide instruction that matches the student's schedule, but schedule adjustments may be necessary, as there are some courses that cannot be taught outside of the school environment.

WHO IS ELIGIBLE?

A student is eligible for full-time HHT if they will miss a total of fifteen (15) or more consecutive days of school for one or more of the following reasons:

- Physical condition
- Emotional condition
- Pregnancy

Students may not be assigned HHT for disciplinary reasons.

Documentation Required

Physical Condition
Licensed physician or nurse practitioner must complete the *HHT Medical/Emotional Referral.*

Emotional Condition
Licensed psychiatrist, certified psychiatric nurse practitioner or licensed psychologist providing on-going services must complete the *HHT Medical/Emotional Referral*.

Chronic Health Illness
Licensed physician, psychiatrist, psychologist, or certified (psychiatric) nurse practitioner must complete the *HHT Medical/Emotional Referral* explaining the nature of the chronic condition requiring intermittent HHT. Parents must report an absence related to intermittent HHT within fifteen (15) days of the student's absence.

HOW ARE HHT SERVICES REQUESTED?

1. Parent/legal guardian obtains the Application for HHT from student's home school.
2. Parent/legal guardian completes and signs the parent section of the Application for HHT.
3. Parent/legal guardian requests that the treating physician, nurse practitioner, psychologist, or psychiatrist, or certified psychiatric nurse practitioner complete the HHT Medical/Emotional Referral.
4. The parent/legal guardian returns the Application for HHT to their child's home school.
5. The home school completes school-related information on the Application for HHT and emails it to the HHT Coordinator in the Office of Student Services.

WCPS shall comply with Individuals with Disabilities Education Act, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, as appropriate to HHT services.