

Dear Home & Hospital teachers,

Thank you so much for being willing to be a Home & Hospital teacher. We are so appreciative of your willingness to teach students in need of Home & Hospital services. You are filling a vital need.

Many of your questions about teaching Home & Hospital can be answered using the following link:

<https://studentsupport.jordandistrict.org/homehospital/guidelines/>

BEFORE YOU START TEACHING YOUR STUDENT:

1. Students and parents must sign a disclosure prior to your first teaching appointment OR you can bring it for them to sign at your first appointment.
<https://studentsupport.jordandistrict.org/wp-content/uploads/sites/26/2020/03/Short-Term-Disclosure.pdf>
2. You may not start teaching a student unless the student has a Health Professional's Statement of Need turned in to the school.
3. A parent/guardian must attend the first session with you and the student.

Here are some detailed instructions to help you:

IMPORTANT: There are **3 forms** you must fill out each month you teach a Home & Hospital student and **send to Michelle Reyes** in Student Support Services at the District Office. Forms **MUST** be typed using the fillable form and printed. **Make sure they are signed by an administrator before sending them.**

1. **Teaching Record-**
<http://studentsupport.jordandistrict.org/wp-content/uploads/sites/26/2019/01/Teaching-Record-1.31.19.pdf>
2. **Teacher Timesheet-**
<https://studentsupport.jordandistrict.org/wp-content/uploads/sites/26/2016/08/Time-Sheet.xls>
3. **Mileage Report-**
https://jordandistrict.org/wp-content/uploads/083_MileageReport.xlsx

***Please see [examples](#) of each document (click on examples to see).

Teaching: Each student receiving Home & Hospital services is entitled to receive 2 hours of teaching time weekly from their assigned Home & Hospital teacher. You can do the entire 2 hours in one sitting or you can break it up into two one hour sessions. K-3 Elementary students tend to do better with 2 one hour sessions.

- Teaching in their home- Be aware an adult over 18 must be present in the home and near you as you are teaching. Always do the teaching in a public location like the living room or kitchen. Even if the student has a desk in their bedroom. Inform them that JSD policies prohibit you from teaching there and you must be in the living room/family room or kitchen areas of the home to teach.
- Teaching at a local public library-Sit in a spot where you can see the student enter. Stay in the same location every time you meet with the student. We recommend a big study table and not a private study carrel.
- Teaching over zoom- Zoom is the least preferred method and is done only at the parent's request due to health reasons.

Student NO SHOWS/Cancellations: If you prepare to teach your student, show up at their home or you are waiting for your student at a public library, you are required to wait for 30 minutes. After that time you may leave and record on your timesheet: one hour of teaching. You may still record the 30 minutes you prepared for this session even though the student did not show. Record this time on your teaching record and timesheet noting that it was a NO SHOW on the student's part.

Preparation: For every two hours a Home & Hospital teacher teaches a student, the teacher is allowed to claim 0.5 hours of preparation time. If you are teaching multiple Home & Hospital students you may claim 0.5 hours of preparation for each student separately if the preparation is completed at different times. If you only teach one hour you only get paid 0.25 hours of preparation time for that week. Preparation time may include meeting with the student's teachers, gathering assignments, sending emails, contacting by phone, etc.

Payment: Home & Hospital teachers are paid your regular hourly rate for teaching Home & Hospital students. **IMPORTANT: Time claimed on your timecard for teaching Home & Hospital must be outside of your regular contract hours.** This includes your preparation time and your teaching time. You cannot claim time you are already being paid your regular contract pay.

- **Timesheet-** For each student you teach you will fill out a timesheet. The time sheet should record any teaching time you provide for the student outside contract time. Here is a link to a 1 minute video describing how to fill out the timesheet. <https://prezi.com/v/xw1ghdvg9zcg/>
 - **The timesheet needs to be filled out using the online fillable form.** It must be typed prior to turning it in. Timesheets are due the second business day of each month and **MUST** be turned in monthly. **DO NOT** wait until your student is finished with their short term Home & Hospital to turn in your forms.
 - Timesheets must be signed by your administrator before you send them to payroll. If they are not signed they will be returned and you may miss the payroll deadline for the month.

- **Timesheet CODES:** Please fill out Home Base School and Distribution number: 10 E (XXX your school location number) 9410 1015 131. Quick reference chart with codes included below.

Teaching record: This records which days you prepped for and met with/taught the student. **A parent MUST sign this form in order for you to be paid for the time taught.** The parent signing is vital as it proves you did meet with and teach the student on the days you indicated. **You MUST include the student's address on this form so we can verify the mileage traveled.** Here is a link to a short video to help you understand how to fill out the teaching record. https://prezi.com/v/wd_s41nbupiw/

Mileage: Home & Hospital teachers are allowed to claim miles traveled from your home based school to the student's home and then from the student's home back to school **OR** to your home. Some like to record these on separate lines. For example, the first line you would record the distance from your home base school to the student's home address. The second line, you would record the mileage from the student's home to your home or your home school. ****See the example attached above.**

Mileage CODES: Please fill in vendor key (skyward login) and mileage codes: 10 E (XXX school location code) 9410 1090 581. Quick reference chart with codes included below.

Mileage is paid from school to student's home or public place to teacher's home, also between students' homes if applicable.

Here is a link to a 2 minute video describing how to complete the mileage report.
<https://prezi.com/v/lxjtmai14khl/>

- **Recording mileage: Always use an internet search to determine the mileage you claim.** Do not worry about recording your odometer reading.
 - You will be paid for the **shortest distance from location to location** found on an internet search such as Google Maps (even if you took a longer route you will be paid for the shorter route).
 - When recording mileage **always round to the nearest whole number** as accounting uses whole numbers to determine miles traveled for reimbursement.

Grades: Students on short term Home & Hospital will continue to work on their coursework online using Canvas. It is the responsibility of the assigned Home & Hospital teacher to coordinate with the student's regular teachers. The Home & Hospital teacher is the liaison between school and home. The Home & Hospital teacher will help the student complete assignments from Canvas or work you collect from their regular education teachers. Their assigned teachers will give their grades. If no work is completed while the student is receiving Home & Hospital instruction the student will be given an **NC** (no credit) on their report card. This allows them to make up the credits at a later date. **NO student receives an F while receiving Home & Hospital services.**

Student Living Outside Jordan District Boundaries attending on Permit: If you are assigned a student who is attending our schools on permit and lives outside the school boundaries you can teach them on Home & Hospital, BUT you must provide the service inside our school district boundaries. Some teachers that run into this problem meet their students at one of the public libraries near their home base school.

Home & Hospital program services end on Friday, May 26, 2023 for the 2022-2023 school year. That is the last day to have a teaching appointment with any students.

That is a lot of information. Contact me with any questions or concerns.

Warm Regards,
 Michelle Reyes
 Prevent Specialist-Student Support Services
 michelle.reyes@jordandistrict.org
 801-567-8205



Timesheet and Mileage codes for quick reference

Mileage Codes	Please fill in the vendor key (skyward Login)				
Fund	Type	Location	Program Code	Function	Object
10	E	School Number	9410	1090	581
Timesheet Codes					
Fund	Type	Location	Program Code	Function	Object
10	E	School Number	9410	1015	131