

The process for Home Hospital Teaching and ISST (short term independent studies)

HHT	ISST
<ol style="list-style-type: none"> 1. For students out of school 4 or more weeks. Must have a doctor's or mental health provider's note. 2. Students w/ IEPs or 504's must have had a meeting held prior to a IEP or 504 before requesting HHT. 3. The administrator or counselor will initiate the HHT application, to include: <ol style="list-style-type: none"> a. Student information b. Expected time out of school c. Home teaching classes d. Home Teacher assigned e. Signatures 2. Signatures must be obtained on the Application- this includes the nurse, counselor, records clerk, attendance clerk, site administrator. 3. At this point the student is NOT yet enrolled in HHT. 4. The completed application goes to Student Services for approval. 5. Once the Student Services Director approves the HHT request the form will be emailed back to the staff who sent the request. 6. At this time the records clerk will: <ol style="list-style-type: none"> a. Enroll the student in HHT using the start date on the form. b. Change the instructional setting to HHTR or HHTS with the effective date being the start date on the form. c. Drop the student from his current classes using the day before HHT begins. d. Using the subjects on the application create sections for those classes and use the home teacher assigned on as the teacher of record. e. Create the HHT sections. f. Create HHT for the room name g. Include in attendance, include in grading. h. Under instructional strategy pull down HHT unless the student is SPED, if so pull down Special Education. 7. After the sections are created the attendance clerk will mark the student as HT from the begin date on the application through the end date on the application. 8. Both Records and Attendance Clerks will keep a copy of the application form for auditing purposes. 	<ol style="list-style-type: none"> 1. For students out of school between 5 and 20 days. 2. Students w/ IEPs or 504s must have had an IEP or 504 meeting prior to requesting/placing the student in ISST 3. The school administrator and or counselor will start the ISST application 4. The application will include: <ol style="list-style-type: none"> a. SST, IEP or 504 meeting documentation b. ISST contract, log 5. Signatures must include, site admin, counselor, teacher, parent, student 6. Once the ISST forms are completed and signed the student may be enrolled in ISST: <ol style="list-style-type: none"> a. The records clerk will enroll the student based on the start date of the forms, b. Change instructional setting to ISST, but maintain student in their current courses with their teachers of record 7. ISST may be provided in three different ways: <ol style="list-style-type: none"> a. Admin and Sec collect work, provide work, receive work and submit work to teachers b. Teacher may be assigned to collect work provide work, receive work and submit work to teachers (hours between 1-5 a week) c. Counselor may be assigned to complete the same work as admin/sec or teacher 8. The assigned staff must complete the log every time they collect/provide work and when they receive/return work to teachers 9. The assigned staff must keep a sample of work that equals 20% of all work done during the period of ISST 10. Once the student has completed ISST or entered into another program the completed record of ISST must be filed in the central office and include: <ol style="list-style-type: none"> a. The SST, or IEP or 504 with completed/signed contract b. 20% work sample for the period of time student was on ISST