



HOSPITAL/HOMEBOUND TEACHER TRAINING 2025-2026

**MRS. AME HOLMES, COORDINATOR OF HEALTH SERVICES AND ELEMENTARY COUNSELORS
RICHMOND COUNTY SCHOOL SYSTEM**

WHAT ARE HOSPITAL/HOMEBOUND SERVICES?

GA State Board of Education Rule 160-4-2-.31

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions).



WHAT HOSPITAL/HOMEBOUND SERVICES ARE NOT?

- **Homeschool**
- **E school or virtual school**
- **SPED homebased services (Home Instruction)**
- **Alternative to avoid the mandatory attendance requirements of all students**
- **An avenue to ensure passing grades, promotion and/or graduation for students .**



WHAT ARE HOSPITAL/HOMEBOUND SERVICES?

- **Temporary in nature 9 weeks or less**
- **Designed for students are confined to the home or hospital due to a medical or psychological condition, which is acute, catastrophic, chronic, or repeated intermittent.**
- **Not intended to replace regular school services— only 3 hours of services can be provided each week.**
- **Types of Hospital/Homebound Services:**
 - **Full Time—less than 9 weeks in length, must be out a minimum of 10 consecutive days**
 - **Intermittent—will miss days sporadically after a medical flare up— severe asthma attack, diabetic episode, etc. Should be expected to attend school between flare ups.**
 - **Long-Term— this is for students who may have long term-possibly terminal illnesses that require them to have regular treatments that would keep them out of school**



HOSPITAL HOMEBOUND SERVICES

Full Time Services:

- 1. Student has been determined by a physician/psychiatrist that they should be confined to the home and/or bed and unable to attend school for a minimum of 10 or more days due to a medical or mental health diagnosis.
- 2. Full time services should be temporary in nature—9 weeks or less. This is not considered home schooling or tutoring.
- 3. Attendance credit will only be given to students who receive the HHB services from the assigned HHB teacher. Grades will be assigned by the classroom teacher at the school.
- 4. Start date and end date will be requested from the medical doctor. Start date will always be the day the medical form is received in the RCSS Student Services office regardless of the date on the medical form.
- 5. Student cannot participate in any extracurricular activity, job, or a vacation of any sort while receiving Full time HHB services.

Intermittent Services

(absences that are sporadic or not happening regularly)

- 1. Student has been determined by a physician/psychiatrist that they should attend school but may have days absent due to their diagnosis. The doctor anticipates the student will miss 10 or more days throughout the school year.
- 2. Even though these days will be sporadic throughout the year, the school will assign a teacher to provide services whenever the student has been absent.
- 3. In no way are intermittent services interchangeable with full time hospital homebound services.
- 4. Student can participate in any extracurricular activity, job, or a vacation while receiving Intermittent HHB services.

Days missed per week	# of hours of service provided
1	1 hour
2	2 hour
3	3 hour
Students receiving Intermittent HHB services should not miss entire weeks of school without appropriate school based interventions being implemented. These supports are essential to ensure the student remains engaged in their education and that absences are managed in alignment with the HHB diagnosis	Intermittent HHB students should be consecutively out of school unless they are hospitalized for their condition.

WHAT ARE THE TEACHER REQUIREMENTS FOR HHB?

Each HHB teacher must...

- **Be employed by RCSS**
- **Have a current GA Teaching Certificate (provisional is fine)**
- **be working at the same school, preferably in the same grade level range of the student. This is not always possible.**
- **Have a SPED certification if working with a SWD**
- **Have the ability to adjust to a variety of home situations**
- **Have an appreciation of cultural diversity**
- **Have the ability to travel to meet the student**
- **Have the ability to communicate with the student's**
 - **teacher of record**
 - **School's HHB contact**
 - **School's Registrar**
 - **Student's Parent(s)**



HOMEBOUND IS FACE TO FACE

- **Teachers should be meeting students after their contracted hours either at the students' home or an agreed upon location.**
- **Services should begin within 5 days of being notified of approval of HHB.**
- **There are to be no virtual services.**

STEPS FOR HHB TEACHER WITH A STUDENT WITH FULL TIME HHB SERVICES

1. Receive Your Assignment:

Meet with the HHB contact at the school to get your assignment. This includes student name, timesheets, and a contact log. If you have not already done this, the HHB contact should set up the **Educational Services Plan (ESP) meeting**. This can be virtual or by phone.

2. Schedule First Meeting:

Contact the student's parent to schedule the first meeting. Remind them that a person over 21 years of age must be present for the entire duration of the homebound session. **Document this contact in your contact log.**

3. Collect Assignments:

Reach out to the student's teachers to begin collecting work and assignments.

4. Confirm Meetings:

•The day before:

- Contact the parent or student to remind them of the day and time of the upcoming session. **Document this in your contact log.**

•The day of:

- Contact the parent or student again to confirm the session. **Document this in your contact log.**

5. Complete and Sign Timesheet:

After the session is complete, fill out your timesheet completely and have the parent sign it.

6. Return Work: The next school day, return the completed work to the teachers and pick up new assignments for your next visit.

•Repeat and Submit: Repeat steps 2-6 for all subsequent sessions for the duration of the HHB services.

- At the end of the month, submit your timesheet to Ame Holmes at **holmeam@boe.Richmond.k12.ga.us**

- Note that timesheets with service dates older than 30 days will not be processed.

STEPS FOR HHB TEACHER WITH A STUDENT WITH INTERMITTENT HHB SERVICES

1. Receive Your Assignment:

Meet with the HHB contact at the school to get your assignment. This includes student name, timesheets, and a contact log. If you have not already done this, the HHB contact should set up the **Educational Services Plan (ESP) meeting**. This can be virtual or by phone.

2. Make contact with student's teacher. When that student is absent, the teacher needs to notify you the HHB teacher so that you can provide the correct hours of service. The absence should be directly related to the HHB medical diagnosis. Please consult with your HHB contact for assistance with this. They can contact Ame Holmes if concerns arise. The student should be coming to school when medically able.

3. Schedule First Meeting:

Contact the student's parent to schedule the first meeting. Remind them that a person over 21 years of age must be present for the entire duration of the homebound session. **Document this contact in your contact log.**

4. Collect Assignments:

Reach out to the student's teachers to begin collecting work and assignments.

5. Confirm Meetings:

•The day before:

Contact the parent or student to remind them of the day and time of the upcoming session. **Document this in your contact log.**

•The day of:

Contact the parent or student again to confirm the session. **Document this in your contact log.**

6. Complete and Sign Timesheet:

After the session is complete, fill out your timesheet completely and have the parent sign it.

7. Return Work: The next school day, return the completed work to the teachers and pick up new assignments for your next visit.

•Repeat and Submit: Repeat steps 2-6 for all subsequent sessions for the duration of the HHB services.

•At the end of the month, submit your timesheet to Ame Holmes at **holmeam@boe.Richmond.k12.ga.us**

•Note that timesheets with service dates older than 30 days will not be processed.

FORMS: EDUCATIONAL SERVICES PLAN (ESP)

- **Required by GADOE**
- **An ESP delineates the HHB services to be provided to the student**
- **Can utilize the IEP or 504 or form provided in manual**
- **Agreed upon by parent/guardian, HHB contact, HHB teacher and other school officials.**
- **Can be face-to-face, phone, or electronic**
- **Must be scheduled within 5 days after notification of approval of services**
- **Upload into “Person Documents Tab” on IC (if not in 504 or IEP)**

Educational Services Plan for Students Receiving Hospital/Homebound Services

School _____ Conference Date: _____ Conference Location: _____
Method of Conference: ☐ face-to face ☐ telephone conference call ☐ virtual meeting
Student Name: _____
Student Date of Birth: Last _____ First _____ MI _____
M _____ F _____ Grade: _____
Parent Guardian: Last _____ First _____ MI _____
Phone: (H) _____ (W) _____ (C) _____

Proposed Educational Plan (Attach a copy of the student's current schedule to this form.)

HHB: Begin Date: _____ End Date: _____ Location of HHB services: ☐ Home ☐ Hospital ☐ Other
Student is a ☐ Regular Ed Student (no 504) ☐ Regular Ed Student (with a 504) ☐ Sped Student
Homebound Teacher: _____ Number of Hours/ Week: (maximum of 3): _____
☐ IEP Updated Date _____ ☐ 504 Updated Date _____ (attach any accommodations)
☐ Intermittent Homebound procedures reviewed ☐ Full time procedures reviewed

Medical considerations for instruction:

Other accommodations:

If the parent/guardian is not at home at the time of the scheduled instructional session, the following adult designee is authorized to monitor the session. I certify that this person is 21 years of age.

Adult Parent Designee: _____ Relationship: _____ Phone (C): _____

Plan for Re-Entry

Anticipated date of return to school: _____
Strategies to facilitate student's re-entry to school: _____

Conference Participants

Parent/Guardian's Printed Name	Parent/Guardian's Signature
HHB School Contact Printed Name	HHB School Contact Signature
HHB Teacher Printed Name	HHB Teacher Signature
Classroom Teacher Printed Name	Classroom Teacher Signature

HOMEBOUND MEETING LOCATIONS

Where can services be provided?

- Student's home
- Health care facility
- Library
- Community Centers, Boys & Girls Club, etc.
- Space should have
 - table or desk
 - well ventilated,
 - smoke-free,
 - Clean
 - Quiet
- ESP should include location of services



***A PARENT, GUARDIAN OR OTHER DESIGNATED ADULT OVER THE AGE OF 21 MUST BE PRESENT FOR THE ENTIRETY OF SESSIONS.**

WHAT SHOULD HAPPEN DURING A HHB SESSION?



- **Direct Instruction**

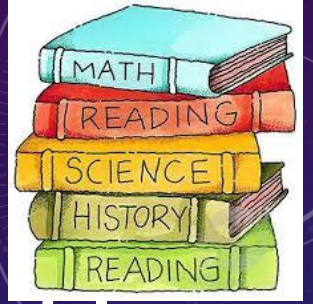
- **HHB teacher should provide student with assignments from teacher of record**
- **HHB teacher provides instruction when needed**
- **HHB teacher leaves assignments for student to complete**
- **HHB teacher administers classroom tests and any standardized tests that must be given.**
- **HHB teacher returns assignments to student's teacher of record**

- **Tutoring/Remediation**

- **Online Instruction – Canvas, Edgenuity, I-Ready, etc.**

- **School must provide materials and books for students. It is the parent/guardian's responsibility to pick up and sign-out books.**

WHAT SUBJECTS SHOULD BE TAUGHT DURING THE HHB SESSION?



- **Emphasis should be put on core subjects (Math, English, Science, Social Studies)**
- **The ESP team should discuss grading and earning of credits with parent and student to ensure everyone is clear as to what is expected.**
- **Students are still responsible for standardized testing (I-Ready, Benchmarks, GMAS)**
 - **Testing accommodations need to be considered, referenced in ESP and listed in 504 or IEP**
- **Students are responsible for Career Development/ BRIDGE Bill requirements (coordinate with School Counselor)**
- **Who grades assignments? The student's teacher of record. It is not the HHB teacher's responsibility to grade assignments.**

DELIVERY OF SERVICES

- **HHB services must be provided outside of teacher contract hours. (not on planning or lunch).**
- **Service hours can be completed on weekends, holidays, an after school hours.**
- **HHB service hours due not accrue for the Summer or holidays.**
- **HHB Teachers must maintain contact with...**
 - **HHB Contact (for initial information and signing of timesheets)**
 - **student's teacher(s) of record (for lessons and grades),**
 - **Registrar (for attendance coding) .**



ATTENDANCE–

HHB TEACHER SHOULD COORDINATE WITH REGISTRAR AFTER SERVICES HAVE BEEN PROVIDED.



- **Attendance**

- **Students should be marked absent (excused or illness if known) until services are provided.**
- **For every 3 hours of service, a student can be marked present for the entire week**
 - **The code of “HH” should be entered in Infinite Campus if student is a full-time HHB student and receives services.**
 - **The code of “IH” should be entered in Infinite Campus if student is an intermittent HHB student and receives services.**
 - **The code is entered **after the services have been rendered**. Schools are not to assign students the code of “H” for the entire year.**
- **If services are cancelled and not made up, the student is to be marked “absent.”**
- **It is the responsibility of the HHB teacher to notify the school’s Homebound Contact and student’s teacher of record of HHB services rendered**
- **If a session is cancelled due to absence of a parent/guardian, the session should not be rescheduled and the student will be counted absent.**

WHY WOULD HHB SERVICES BE TERMINATED?

1. The licensed physician or psychiatrist recommends that the student return to school, as of the projected return date on the HHB Medical Form.
2. The licensed physician or licensed psychiatrist indicates that the medical condition has changed from what was defined in the ESP.
3. The student's absence extends beyond the estimated length of service stated by the physician. *(At this point, the parent will be required to obtain an updated form from the physician.)*
4. The student graduates or the school year ends.
5. The student withdrew from the school system
6. The student does not assume responsibility for the completion of assignments.
7. The student is employed in any capacity, goes on vacation, regularly participates in extracurricular activities or is no longer confined at home.
8. The parent cancels three sessions without 24-hours' notice
9. The conditions of the location for HHB services are not conducive for instruction or threaten the health and welfare of the teacher.
10. The parent chooses to end the services

**NOTICE OF
TERMINATION**

HOW WILL I BE PAID AS A HHB TEACHER?

Rate of Pay:

Teachers will be paid on a per hour rate of pay calculated by years of experience and certificate level.

You will provide 3 hours of service per week. (For intermittent students see chart for hours provided)

You will also be compensated 1 additional hour for each 3 hours of service you provide. The calculation for additional time allotted for planning/travel will be calculated by the Department of Student Services and added to your payroll.

Examples:

- (A) You submit your timesheet with 3 hours of service for a week. Ame Holmes will add 1 additional hour before your timesheet is submitted to payroll. **You will be paid for 4 hours of service.**
- (B) You submit a timesheet with 2 hours of service for a week. Ame Holmes will submit your timesheet with only 2 hours of service to payroll. **You will be paid for 2 hours of service.**
- (C) You submit a timesheet for the month with 4 weeks of service. Week 1 = 2 hours, Week 2 = 3 hours, Week 3 = 2 hours, Week 4 = 2 hours. Total hours = 9 hours. Ame Holmes will add 3 additional hours of service before you timesheet is submitted to payroll. **You will be paid for 12 hours of service.**

Payroll Forms

- **MUST BE SUBMITTED MONTHLY (any forms more than 30 days past last service date will not be paid)**
Example: You last saw your student on 10/30/2025. You have all your dates in October on this time sheet. You submit that timesheet in January of 2026. You will be asked if there is a reason this timesheet was submitted late. If there is not a valid reason, then you will not receive compensation for those hours. (I forgot is not a valid reason) .
- **Due by the cut-off date in Student Services –Emails and electronic submissions will be accepted. (see next slide for cut-ff dates)**
- **Must be signed by the HHB Contact of the school that the student attends**
- **Each session must be listed individually**
- **Each session must be listed with date, beginning and ending times, and description of activities.**
- **Must have a parent/guardian signature for each individual session**
- **Contact log must be submitted with each time sheet documenting all contacts made to parents, teacher of record, HHB contact, and registrar about HHB student.**
- **All areas of the payroll form must be completed**

2025-2026 RCSS HOSPITAL/HOMEBOUND SERVICES TIMESHEET

Student: _____ School: _____ Grade: _____
Parent: _____ Contact: _____
Service Start Date: _____ Service End Date: _____ Full-Time: _____ Intermittent: _____
NOTE: _____

➤ It is your responsibility to verify the dates & times entered by the teacher are correct **at every visit**.
➤ **Calls, texts & emails cannot be listed as "service dates"**. Only in-person instructional visits can be listed.
➤ Please do not sign if the class assignment line is blank. **Signatures only - do not initial. Please write clearly.**
To the TEACHER: NO VIRTUAL SERVICES. **HHB Timesheets cannot be used for SPED Home Instruction.**
➤ List only in-person visits where you provided instruction for assignments (List ALL contacts on Contact Log).
➤ REQUIRED - at least **ONE timesheet per month, per student**, with **all service dates listed for that month**.
➤ Do not provide services past the designated end date without prior approval from Student Services.
➤ A Parent Contact Log for the service dates listed is required with each timesheet.
Submit completed timesheets & Parent Contact Log to Wanda Hutcheson in Student Services @ email holmesam@boe.richmond.k12.ga.us or fax to 706-826-4626. No phone pictures. TIMESHEETS ARE DUE THE END OF EACH MONTH. Timesheets with service dates more than 30 days old will not be paid.

<i>Date & Time of Services</i> (Round off to nearest half hour)	Total	List <i>specific class assignments</i>: (subject, lesson, topic, activity)	Parent/Guardian SIGNATURE (Adult 21 years old or older must be present)
Date: _____ Time in: _____ Time Out: _____			Signature: _____ Relationship: _____
Date: _____ Time in: _____ Time Out: _____			Signature: _____ Relationship: _____
Date: _____ Time in: _____ Time Out: _____			Signature: _____ Relationship: _____
Date: _____ Time in: _____ Time Out: _____			Signature: _____ Relationship: _____
Date: _____ Time in: _____ Time Out: _____			Signature: _____ Relationship: _____
TOTAL PHYSICAL HOURS & MINS:		List # of previously approved "make-up hours" if applicable.	

TEACHER PROVIDING SERVICES:

TEACHER PROVIDING SERVICES:		Home
Name:	EIN:	School:

Teachers Signature: _____ Date: _____ Contact Log Attached? YES NO

HHB Contact Signature: _____ Date: _____

* Central Office Use ONLY:

Coordinator's Signature: _____ Date Processed: _____

Total # of hours (this page): _____ Additional Hour(s): _____ (Sub-Total: _____) GRAND TOTAL: _____

Date emailed to Bookkeeper: _____ Page # _____ of _____

RCSS HOSPITAL / HOMEBOUND PARENT CONTACT LOG

Student: _____ School: _____ Grade: _____

Parent(s): _____

Contact #: _____ Email: _____

HHB Service Type: FT or Intermittent Approved Date Range:

Contact Types: P = Phone call E = Email T=Text I = Instructional Visit C=In-Person Conversation

NOTES TO SERVICING TEACHER: *All services are in-person only – no virtual services.*

A contact log must be submitted with each timesheet for the dates of service listed.

A contact log must be submitted to Student Services even if no services were provided for the entirety of the approved date range.

HNB Teacher (Print full name): _____

[illegible]

Teachers Signature: _____ Date: _____

2025-2026 Payroll

If I submit HHB timesheets between these dates:		Then I will be paid on	Holiday?
6/9/2025	6/22/2025	7/15/2025	
6/23/2025	7/6/2025	7/31/2025	
7/7/2025	7/20/2025	8/15/2025	
7/21/2025	8/3/2025	8/29/2025	
8/4/2025	8/17/2025	9/15/2025	
8/18/2025	8/31/2025	9/30/2025	
9/1/2025	9/14/2025	10/15/2025	
9/15/2025	9/28/2025	10/31/2025	
9/29/2025	10/12/2025	11/14/2025	Before Thanksgiving Break
10/13/2025	10/26/2025	11/28/2025	Black Friday
10/27/2025	11/9/2025	12/15/2025	Before Christmas Break
11/10/2025	11/30/2025	12/29/2025	Before New Year's
12/1/2025	12/14/2025	1/15/2026	
12/15/2025	1/11/2026	1/30/2026	
1/12/2026	1/25/2026	2/13/2026	Valentine's Day
1/26/2026	2/8/2026	2/27/2026	
2/9/2026	2/22/2026	3/13/2026	
2/23/2026	3/8/2026	3/31/2026	Before Spring Break
3/9/2026	3/22/2026	4/15/2026	
3/23/2026	4/12/2026	4/30/2026	
4/13/2026	4/26/2026	5/15/2026	
4/27/2026	5/10/2026	5/29/2026	Beginning of Summer Break
5/11/2026	5/24/2026	6/15/2026	
5/25/2026	6/7/2026	6/30/2026	

SAMPLE TIME SHEET

Date & Time of Services	Total Hours & Minutes	Instructional Activities	Parent/Guardian Signature (indicate relationship if not parent/guardian)
Date: 9/23/20 Time in: 6:30 Time Out 7:30	Hours: 1 Minutes:	Reviewed vocabulary words; lesson on fractions; monitored Edgenuity test	Relationship:
Date: Time in Time Out	Hours: Minutes:		Relationship:

TEACHER PROVIDING SERVICES:

Name: _____ EIN: _____ School: _____

Teachers Signature: _____ Date: _____ Contact Log Attached? YES _____ NO _____

HHB contact Signature: _____ Date: _____

HOW DO I SUBMIT MY TIMESHEETS?

- **The timesheet should be presented to the parent at the end of each session for a signature.**
- **At the end of the month, please complete the bottom portion of the timesheet.**
- **Please sign your name on the timesheet**
- **Have your HHB Contact sign your timesheet.**
- **Email or fax completed form to Student Services**

(Mrs. Holmes– holmeam@boe.Richmond.k12.ga.us) or fax to 706-826-4626

Do not submit pictures of the forms. This is not accepted by payroll. You will be asked to resubmit if you send in pictures. This could possibly delay your compensation.

What's next ?

PRINT OUT THESE FORMS AND SUBMIT TO AME HOLMES. THIS IS MANDATORY BEFORE ANY SERVICES ARE RENDERED!!



Hospital/Homebound Teacher Information Form

2025 - 2026

Confidential



If you are interested in serving as a hospital/homebound teacher, please complete our training:

- ✓ View the informational power point, [HHB Teacher training \(must be signed in to view\)](#)
- ✓ Complete and submit the Training Verification Form,
- ✓ Complete and submit the Teacher Information Form.

➤ For **regular ed students**, you may fax the two forms to *Ame Holmes in the Student Services Dept* at 706-826-4626 or email at holmeam@boe-richmond.k12.ga.us.

➤ For **SPED students**, you may fax the two forms to *Kesante Williams* at 706-826-4649 or email at wiliike@boe-richmond.k12.ga.us.

Full Name (please write legibly): _____

Current School Assignment: _____

*Home Address (for travel purposes): _____

*Cell Number: _____

Certificate Type(s): _____

Subject and grade level areas of certification(s): _____

Grade level you wish to provide services for: _____

Are you willing to provide services to a student outside your home school? _____

(All information is confidential will only be used by RCSS HHB Coordinator and Assistant for HHB purposes.)

Complete the
Teacher
information
form and the
training
verification form
with the links
above.
Thanks.

Hospital/Homebound (HHB) Training Verification Form 2025-2026

Prior to providing HHB services, please complete our training:

- ✓ View the informational PowerPoint found at [HHB Teacher training \(must be signed in to view\)](#)
- ✓ Complete and submit the Teacher Information Form
- ✓ Complete and submit the Training Verification Form
- **Submit to:** *Ame Holmes* - at 706-826-4626 or email at holmeam@boe-richmond.k12.ga.us for regular ed students, *Kesante Williams* at 706-826-4649 or email at wiliike@boe-richmond.k12.ga.us for SPED students.



- HHB services are in-person.**
- Eligibility for HHB services and the duration of HHB services is determined by the student's physician or psychiatrist & are specified in the official approval email sent from Central Office.
- Students receiving Intermittent services must be absent due to their HHB diagnosis to receive services.

Days missed per week	# of hours of service provided
1	1 hour
2	2 hours
3	3 hours
Students receiving Intermittent HHB services should not miss entire weeks of school without appropriate school-based interventions being implemented. These supports are essential to ensure the student remains engaged in their education and that absences are managed in alignment with the HHB diagnosis.	
Intermittent HHB students should not be consecutively out of school unless they are hospitalized for their condition.	

- It is the HHB School Contact and HHB teacher's responsibility to work with the school and parent to develop and document a plan for providing hospital/homebound services (Educational Services Plan, IEP, 504).
- The HHB teacher must communicate regularly with the student's teacher(s) of record to ensure students' assignments are received, returned and graded.
- HHB teachers are to provide no more than of 3 hours of hospital/homebound services per week, unless the Educational Team determines it is necessary and permission is received from Coordinator of Health Services.
- HHB teachers must provide a *supportive* instructional program for the student(s) for whom they provide services.
- It is the HHB teacher's responsibility to communicate with the student's parent and teacher(s) about his/her progress and achievements. Being on approved homebound status does not guarantee passing grades, promotion to the next grade level, continued enrollment in a magnet school or special program, if applicable, protection from the GA. Compulsory School Attendance Law or graduation, if applicable.
- The HHB teacher must ensure that a completed, signed payroll form and contact log is received in either the Student Services Division (Reg Ed students) or the SPED Dept (SPED students) by the date provided in the Hospital/Homebound Handbook for each payroll period in order to receive pay for the HHB services provided.
- Payroll forms:** are to be signed by the HHB contact of the school that the student attends. Should be submitted monthly. Must document each visit with the date, time in and out, instructional activities and have a parent/guardian signature for every visit. A contact log should also be submitted with each timesheet documenting all contacts or attempts at contact with the parent. Incomplete payroll forms or missing contact logs will not be processed.
- The rate of pay for HHB services is based on years of experience and certificate level and one additional hour is included for travel and preparation for every three hours of service provided. This additional hour is added by the Coordinator of Health Services when your payroll is submitted for approval.
- The HHB teacher must notify the school HHB School Contact if any difficulties prevent HHB services being provided, or if you are unable to make contact with the student, or if the student/parent cancels scheduled appointments.
- Student's attendance record can only be coded as "HH" or "IH" (HHB instruction after services are provided).

My Signature below verifies that I have watched the RCSS HHB Training PowerPoint and I understand all above procedures.

Teacher's Signature: _____ School: _____ Date: _____

CONTACT INFORMATION

Ame Holmes

Coordinator of Health Services and Elementary Counselors

holmeam@boe.Richmond.k12.ga.us

(706)826-1310 ext. 5564

**THANK YOU FOR HELPING RCSS STUDENTS
TO SUCCEED!**

*Thank
You!*

Celebrate Student Success!



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