

Salem Academy Charter School

Home and Hospital Instruction Policy

Purpose and Legal Foundation

Salem Academy Charter School is committed to ensuring that students who are unable to attend school due to a documented medical condition continue to receive educational services in accordance with Massachusetts regulations. This policy complies with 603 CMR 28.03(3)(c) and the Massachusetts Department of Elementary and Secondary Education (DESE) guidelines for Home and Hospital Instruction.

Eligibility for Home/Hospital Instruction

To be eligible for home or hospital instruction, a student must have a medical condition that prevents school attendance for at least 14 school days in a row or for intermittent periods totaling 14 days or more. A Massachusetts licensed physician must complete and submit the DESE-required form (28R/3).

Procedures for Requesting Home/Hospital Instruction

1. The parent or guardian is responsible for obtaining and submitting the completed Form 28R/3, signed by a Massachusetts licensed physician, to the school nurse.
2. The school nurse is responsible for receiving the completed form and notifying the Managing Director of Student Services.
3. The Managing Director of Student Services is responsible for reviewing the request and initiating arrangements for instructional services within five (5) school days.
4. The Managing Director of Student Services will coordinate with the student's teachers to identify and assign an appropriate tutor.
5. For students with disabilities, the Managing Director of Student Services will convene a Team meeting if the absence impacts the provision of services required by the IEP or 504 Plan.

Service Delivery

Home or hospital instruction may be provided in person or remotely, depending on the student's health status and physician's recommendations. Instructional time will be

determined based on DESE guidelines and student needs. Typically, services include at least two (2) hours per subject per week.

Coordination and Documentation

- Classroom teachers are responsible for providing instructional materials, assignments, and grading expectations to the assigned tutor.
- The assigned tutor is responsible for delivering instruction and maintaining a log of all instructional sessions, including subjects covered, duration, and student engagement.
- The tutor must submit session logs to the Managing Director of Student Services weekly.
- The Managing Director of Student Services will review documentation and ensure services align with student needs.
- Upon the student's return, the Managing Director of Student Services will coordinate reintegration planning with staff and family.

Legal References

- 603 CMR 28.03(3)(c)
- DESE Home and Hospital Instruction Guidelines (2022)