



Middle School  
370 Pine Street, Springfield, MA 01105  
(413) 539-0055

High School  
225 Carando Drive, Springfield, MA 01104  
(413) 264-2646

## **Home and Hospital Instruction Policy & Procedures**

### **Policy**

The intent of Veritas Prep Charter School's (VPCS) Home and Hospital Instruction is to provide a student receiving a publicly funded education with the opportunity to make educational progress even when a physician determines that the student is medically unable to attend school. In compliance with the Massachusetts regulation 603CMR28.03(3), VPCS' Home and Hospital Instruction collaborates with parents, agencies, and hospitals to ensure alignment of educational goals and curriculum for accurate service delivery to provide, at a minimum, the instruction necessary to enable the student to maintain progress in their courses of study, and minimize the educational loss that might occur during the period when the student is confined at home or in a hospital. Services are provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student.

Home/hospital instruction is a regular education service and is not considered "special education" unless a student has already been found eligible for special education services. By law, students are expected to attend school to the fullest extent possible, but home or hospital instruction may be provided to students who are unable to attend classes for 14 or more school days due to physical, medical, or severe emotional reasons which result in the student being confined to the home or hospital.

### **Procedures**

- For VPCS to provide home or hospital services, the student's physician must complete the [Licensed Physician/Psychiatrist Statement and Medical Referral Form](#) and provide specific information regarding:
  - The date the student was confined to home
  - The medical reason(s) for the confinement
  - The expected duration of the confinement
  - What medical needs of the student should be considered in planning the home educational services
- Once the required physician-signed documentation identifying the need for home or hospital instruction is received by the Director of Nursing & Health Services, Kim Ravizza, or other health

office staff, the grade level counselor will be notified to immediately initiate home and hospital instruction.

- The grade level counselor will contact the student’s parent to discuss the options for home and hospital instruction including:

**Access to tutoring services:**

Tutoring will be provided by qualified VPCS personnel or contracted providers as assigned by VPCS. The academic work will be consistent with the academic standards and curriculum frameworks established for all students under G.L. c. 69 §§1D and 1F. Students’ tutoring schedule will be prepared weekly.\*

*(\*Based upon the availability of qualified tutors, tutoring services may only be available before or after school hours.)*

**Access to online educational platforms:**

Students choosing this option engage in learning through online platforms that provide instructional resources and materials that are aligned to VPCS’ coursework and the academic standards and curriculum frameworks established for all students under G.L. c. 69 §§1D and 1F. Students’ enrollment, participation, and progress will be monitored by qualified VPCS personnel.

- After confirming how the student’s home and hospital instruction will be provided, the grade-level counselor will coordinate with the Dean of Student Support and the student’s teachers around school work and scheduling the home and/or hospital instruction.

**Contacts:**

Middle School	High School
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**References:**

- [Physical Statement Form](#)
- [Massachusetts Department of Elementary and Secondary Education Question and Answer Guide on the Implementation of Educational Services in the Home or Hospital](#)