

Home and Hospital Instruction Procedural Guidelines

Overview:

The purpose of Home Hospital, according to CA Ed Code, is to “maintain continuity of instruction” between classroom instruction and home or hospital instruction (HH). The goal of all stakeholders should be “the return of the student to regular day class or alternative education program.” All involved should consider Home and hospital instruction as a *continuation* of the classroom instruction prior to the illness/injury.

Process:

1. If a student becomes sick or temporarily disabled, it is the parent/guardian’s responsibility to notify the district of the student’s prolonged illness or presence in a qualifying hospital. The district will attempt to provide a HH teacher within 5 days of the parent/guardian’s request.
2. Home or hospital shall be provided only when a student is expected to be out of school for four weeks or longer. MUSD may require verification through reasonable means, such as a doctor’s note, that the student requires HH instruction.
3. Pursuant to Ed Code, HH instruction shall be provided only by teachers with valid CA teaching credentials.
4. Insofar as possible, the teacher providing HH instruction should consult and collaborate with the student’s current classroom teacher(s), so as to provide seamless instruction that enables the student to stay abreast with the regular school program. When possible, the student’s counselor should attempt to attend this meeting.
5. The district shall offer a minimum of one (1) hour of instruction per day missed in the student’s regular classrooms and no more than five (5) hours of instruction during the course of a five (5) day week.
6. It is the classroom teacher’s responsibility to provide the instructional materials within 48 hours of the HH teacher’s request. The classroom teacher, the counselor, and HH instructors should communicate concerning the amount of work the disabled or ill student can complete while at home or in the hospital.
7. As the teacher of record, each classroom instructor is responsible for providing no more than 1 hour of curriculum (including assessments) per week, assigning due dates, as well as grading assigned work. Classroom teacher is also responsible for providing feedback or communicating grading (including test scores) either on Q or in writing to student.
8. The HH instructor may score assigned work through the use of rubrics or answers keys. The classroom teacher is also responsible for HH student’s report card grades.