



DoDEA ADMINISTRATIVE INSTRUCTION 1375.01

HOME-SCHOOL STUDENTS

Originating Division:	Education – Education Policy and Operations
Effective:	April 10, 2018
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Incorporates and cancels:	Directive-Type Memorandum 16-E-001, “Department of Defense Home-School Students,” December 19, 2016
Approved by:	Thomas M. Brady, Director

Purpose: In accordance with Section 926 of Title 20, United States Code; Section 2164 of Title 10, United States Code; and DoD Directive 1342.20, this Issuance establishes policy, eligibility requirements, and procedures to:

- Allow eligible dependent students who are educated in a home-school setting to use or receive auxiliary services of the DoDEA Europe and DoDEA Pacific school in which they are eligible to enroll. Extends this opportunity to dependent students who are educated in a home-school setting, but are eligible to enroll in a DoDEA Americas school.
- Allow eligible dependent students who are educated in a home-school setting to enroll in courses and/or access special education and related services, in accordance with existing regulations and policies, from the DoDEA school in which they are eligible to enroll.

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION	3
1.1. Applicability.	3
1.2. Policy.	3
1.3. Information Collection.	4
SECTION 2: RESPONSIBILITIES	5
2.1. DoDEA Director.	5
2.2. DoDEA Principal Deputy Director and Associate Director for Academics	5
2.3. DoDEA Region Directors for Student Excellence.	5
2.4. DoDEA District Superintendents.	5
2.5. DoDEA Community Superintendents.	6
2.6. DoDEA Principals.	6
SECTION 3: PROCEDURES AND OTHER MATTERS	7
3.1. Host Nation, State, Commonwealth, Possession, and Territory Laws.	7
3.2. Proof of Eligibility.	7
3.3. Use or Receipt of Auxiliary Services.	8
3.4. Courses and Special Education and Related Services.	8
3.5. Qualification for Graduation.	9
3.6. Home-School Graduation Acknowledgement and Support Services.	10
GLOSSARY	11
G.1. Acronyms.	11
G.2. Definitions.	11
REFERENCES	14

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

a. This Issuance applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); and all other DoDEA region, district, community, and school leaders and support staff.

b. This Issuance does not apply to eligible dependent students who are eligible to enroll in a DoDEA school, but unilaterally choose to enroll in host nation or private schools.

c. This Issuance also does not apply to eligible dependent students assigned to overseas locations where there are no DoDEA operated schools available who choose to be educated in a home school setting as their educational option under DoDEA Administrative Instruction 5035.01.

1.2. POLICY. It is DoDEA policy to:

a. Recognize that sponsors have a choice in educational options and that home-schooling is a viable option for educating their dependents.

b. Ensure DoD dependent students who are educated in a home-school setting, but are eligible to enroll in a DoDEA school are entitled to use or receive the specified auxiliary services offered by that DoDEA school on a space-required, tuition-free basis.

c. Ensure other dependent students who are educated in a home-school setting, but would be eligible to enroll in a DoDEA school to access auxiliary services from DoDEA in the following situations:

(1) Dependent students who would be eligible to enroll in a DoDEA school on a space-required, tuition-paying status would be entitled to use or receive the specified auxiliary services offered by that DoDEA school on a tuition-paying basis.

(2) Dependent students who would be eligible to enroll in a DoDEA school on a space-available, tuition-free status would be entitled to use or receive the specified auxiliary services offered by that DoDEA school if space is available and on a tuition-free basis.

(3) Dependent students who would be eligible to enroll in a DoDEA school on space-available, tuition-paying status would be entitled to use or receive the specified auxiliary services offered by that DoDEA school if space is available and on a tuition-paying basis.

d. Allow eligible home-school students that meet eligibility requirements to enroll in a DoDEA school to enroll in one class, but no more than three (3) classes and/or receive special education or related services.

e. Require eligible home-school students using or receiving auxiliary services, enrolled in a DoDEA course, or receiving special education or related services from a DoDEA school to meet the same eligibility and standards of conduct requirements applicable to non-home-school DoDEA students.

f. Ensure this Issuance is executed in a manner compliant with DoDEA's obligations and responsibilities under Executive Order 13160.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director:

- a. Directs the DoDEA Principal Deputy Director and Associate Director for Academics to ensure compliance with this Issuance.
- b. Establishes the policy and procedures in this Issuance.
- c. Provides general oversight for the DoDEA Home-School Students Program.

2.2. DODEA PRINCIPAL DEPUTY DIRECTOR AND ASSOCIATE DIRECTOR FOR ACADEMICS. The DoDEA Principal Deputy Director and Associate Director for Academics:

- a. Ensure compliance with this Issuance.
- b. Provide appropriate support, staffing, and resources.

2.3. DODEA REGION DIRECTORS FOR STUDENT EXCELLENCE. The DoDEA Region Directors for Student Excellence, within their own region:

- a. Ensure compliance with provisions of this Issuance.
- b. Brief major commands on the DoDEA services and resources available to eligible dependent home-school students.
- c. Hold District Superintendents accountable for adherence to this Issuance.
- d. Coordinate with District Superintendents to ensure that installation commanders and DoDEA community stakeholders are informed and understand the available educational resources and services and the required procedures pursuant with this Issuance.

2.4. DODEA DISTRICT SUPERINTENDENTS. The DoDEA District Superintendents, within their own district:

- a. Ensure compliance with provisions of this Issuance.
- b. Exercise general supervisory control over the administration of this Issuance.
- c. Ensure the appropriate district and school staff members (e.g., principals, school counselors, registrars) are informed and aware of this Issuance.
- d. Hold DoDEA Principals accountable for adherence to this Issuance.
- e. Coordinate with Community Superintendents to ensure Installation commanders and the DoDEA community stakeholders are informed and understand the available educational resources and services and required procedures pursuant with this Issuance.

2.5. DODEA COMMUNITY SUPERINTENDENTS. Under the authority, direction, and control of the DoDEA District Superintendents, the DoDEA Community Superintendents, within their own community:

- a. Ensure compliance with the provisions of this Issuance.
- b. Communicate with installation commanders, school liaison officers, and other appropriate community stakeholders about the available educational resources and services and required procedures pursuant with this Issuance.

2.6. DODEA PRINCIPALS. Under the authority, direction, and control of the DoDEA Community Superintendents, the DoDEA Principals shall ensure that supervisory controls are exercised to assure school-level compliance with the policies and procedures identified in this Issuance within the school.

SECTION 3: PROCEDURES AND OTHER MATTERS

3.1. HOST NATION, STATE, COMMONWEALTH, POSSESSION, AND TERRITORY LAWS.

- a. A host nation, state, commonwealth, possession, or territory where a DoDEA-eligible sponsor is stationed may impose legal requirements on home schooling practices.
- b. DoDEA encourages DoDEA-eligible sponsors who choose home-school as their dependent's educational option to communicate this through their chain of command to determine whether there are any command policies or other guidelines that ensure home-school practices meet host nation, state, commonwealth, possession, or territory requirements.
- c. DoDEA-eligible sponsors are responsible for complying with all applicable requirements.

3.2. PROOF OF ELIGIBILITY.

a. As outlined in Section 1.2 of this Issuance and outlined in detail in DoDEA Regulation 1342.13 and DoD Instruction 1342.26, eligible home-school students using or receiving auxiliary services, taking one (1) or more DoDEA courses, or accessing special education or related services from a DoDEA school, must meet the same eligibility and standards of conduct requirements applicable to dependents enrolled in DoDEA. These requirements may vary depending on activity and may include, but are not limited to:

- (1) enrollment eligibility requirements.
- (2) age certification.
- (3) immunization.
- (4) scholastic eligibility.
- (5) physical examination.
- (6) proof of insurance coverage.
- (7) signing of the standards of conduct form and internet access agreement.
- (8) availability of resources.
- (9) other standards outlined in DoDEA Administrative Instruction 2051.02.

b. Proof of eligibility must be provided and will be maintained at the school where the eligible dependent home-school student is using or receiving auxiliary services, taking one (1) or more DoDEA courses, or accessing special education or related services.

c. Documentation establishing eligibility may be destroyed or returned to the sponsor according to DoDEA Regulation 5015.01 and other applicable record retention requirements.

3.3. USE OR RECEIPT OF AUXILIARY SERVICES.

a. Auxiliary services include access to academic resources, access to the school information center (i.e., library), after-hours use of school facilities, and participation in music, sports, and other extra-curricular activities and interscholastic activities. These services may be subject to appropriate supervision and availability. In DoDEA Americas, students must also meet state athletic eligibility guidelines for participation in athletics. Auxiliary services do not include participation in DoDEA commencement ceremonies. Academic resources do not include consumables, calculators, pens, paper, or other supplies normally provided by a parent. Items, such as textbooks and workbooks, may be limited to use within the school based on resource availability.

b. Eligible home-school students wishing to check out materials from the school information center (i.e., library) will be required to provide contact information for use with the school information center check out system.

c. Eligible home-school students using or receiving only auxiliary services who would otherwise be eligible to attend a DoDEA school on a tuition-free basis will not be charged tuition. Students whose eligibility category requires tuition may be charged for extra-curricular activities in accordance with DoDEA Administrative Instruction 7200.01 and rates are published annually on the DoDEA Resource Management webpage.

d. Eligible home-school students requesting for DoDEA to administer Advanced Placement (AP) exams must register with the DoDEA school and provide the required information to order the exam by 1 March for May administration. The requesting student will be tested at the time normally scheduled for the assessment. If the specific test is not offered at the local school to DoDEA students, this auxiliary service is subject to availability of proctors and space to administer the exam.

e. Additional funds will not be provided to DoDEA schools to offset the cost of home-school students accessing auxiliary services, as specified in DoDEA Regulation 7100.3.

3.4. COURSES AND SPECIAL EDUCATION AND RELATED SERVICES.

a. Eligible home-school students may enroll in courses and/or access special education and related services (e.g. students with an Individual Education Plans (IEP), English as a Second Language (ESL) services, 504 Accommodation Plans, and Gifted Education Services), consistent with applicable issuances including, but not limited to, DoD Instruction 1342.12, DoD Manual 1342.12, DoDEA Administrative Instruction 2500.14, DoDEA Regulation 2440.1, and DoDEA Regulation 2590.1.

b. Eligible home-school students electing to take a single course or more and/or access special education and related services from a DoDEA school must complete the same

registration forms, procedures, and requirements and comply with all DoDEA policies applicable to enrolled DoDEA students who take courses and/or access special education/related services. Parental choice to educate in the home setting does not automatically mean special education services must be provided in the home. In accordance with applicable law and regulations, the Case Study Committee (CSC) must consider the full continuum of placement options when determining the appropriate least restrictive environment in which to provide services to a student.

c. Home-school students eligible to enroll in a DoDEA school on a tuition-free basis who elect to take DoDEA courses but are not enrolled in a full course schedule will not be charged tuition. Home-school students eligible to enroll in a DoDEA school on a tuition paying basis who elect to take DoDEA courses will be charged tuition based on their enrollment.

d. Eligible home-school students electing to take a single course or more and/or access special education or related services from a DoDEA school may access DoDEA school transportation if the home-school students' schedule and bus route coincide with the school's regular bus route/schedule.

e. Eligible home-school students may enroll in the DoDEA Virtual High School (DVHS) program on the same basis as dependents who are fully enrolled in DoDEA schools. Students must enroll and register through the local DoDEA school and must adhere to the same scheduling requirements as any other DoDEA student enrolled in DVHS courses. If the course the student wishes to enroll in is offered at the local DoDEA high school, the student must participate in that option, instead of the DVHS course.

f. Due to scheduling variables and the interdisciplinary nature of elementary school, it may not be feasible to enroll eligible home-school students in an individual class for students in kindergarten through fifth grade.

3.5. QUALIFICATION FOR GRADUATION. The high-school graduation ceremony is an important milestone for every student and the military family that supported them throughout their academic career.

a. Eligible students must meet all requirements outlined in DoDEA Administrative Instruction 2000.1 to earn a DoDEA diploma and participate in a DoDEA commencement ceremony and those requirements include full time enrollment and attendance in a DoDEA school.

b. In accordance with DoDEA Administrative Instruction 2000.1, the standard to walk or participate in a DoDEA graduation commencement ceremony is to meet the graduation requirements for either the DoDEA standard, honors, or International Baccalaureate (IB) diploma or meet the goals of the IEP, if their DoDEA IEP graduation plan course of study prescribed by the Special Education CSC differs from that of a standard diploma. Students who have received approval for an exception to graduation requirements are considered in good standing and may participate in the graduation commencement ceremony.

c. Any student who has not met the graduation requirements to earn the DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor walk or participate in a DoDEA commencement ceremony. Students who have or will receive a high-school diploma from a non-DoDEA school also may not receive a DoDEA diploma.

3.6. HOME-SCHOOL GRADUATION ACKNOWLEDGEMENT AND SUPPORT

SERVICES. Home-school seniors who are eligible to attend a DoDEA school to use or receive auxiliary services, are enrolled to take one (1) or more DoDEA courses, and/or receive special education and related services from the school, but do not meet DoDEA graduation requirements to earn the DoDEA diploma, may be supported and acknowledged in the following ways:

a. In coordination with the Community and District Superintendent, DoDEA high-school principals may authorize the use of DoDEA facilities for the sponsor or command to host a home-school graduation ceremony. Such ceremonies should be held after-hours (i.e., not during the school day). Requests to use DoDEA facilities should be made in writing at least ninety (90) days prior to the event date to the DoDEA Principal.

b. At the discretion of the DoDEA Principal, graduating home-school seniors may be acknowledged for the completion of their home school program in remarks at culminating senior events in which they participate (e.g., senior awards ceremony, senior breakfast, sport awards ceremony) or from the audience during a DoDEA commencement ceremony.

GLOSSARY

G.1. ACRONYMS.

AP	Advance Placement
CSC	Case Study Committee
DVHS	DoDEA Virtual High School
ESL	English as a Second Language
FAPE	Free Appropriate Public Education
IB	International Baccalaureate
IEP	Individual Education Plan
JROTC	Junior Reserve Officer Training Corps

G.2. DEFINITIONS.

504 Accommodation Plan. A written plan developed by the 504 Accommodation Team specifying the nature of the student's disability(ies) and the major life activity(ies) it limits; the basis for determining the disability(ies); the educational impact of the disability(ies); the area(s) for 504 Accommodation(s); and the 504 Accommodation strategies and documentation concerning how the student's progress will be determined.

academic resources. Academic resources include textbooks, information center (library) books, and scheduled standardized tests. Academic resources also include Internet access that is obtained through the Information Center (i.e., library) of the school. Academic resources do not include consumables, calculators, pens, paper, or other supplies normally provided by a parent. Items such as textbooks and workbooks may be limited to use within the school based on resource availability.

after hours use of facilities. Use of a specific school's facilities after the school day has ended.

auxiliary services. Auxiliary services include use of academic resources, access to the information center (library) of the school, after-hours use of school facilities, and participation in music, sports, and other extracurricular and interscholastic activities. Auxiliary services are not inclusive of participation in DoDEA commencement ceremonies.

courses. Courses take place during the defined school day with a classroom teacher and defined curriculum standards (e.g., math, physical education, and Junior Reserve Officer Training Corps (JROTC)).

dependent. A minor individual who is the child, stepchild, adopted child, ward, or spouse of a sponsor, or who is a resident in the household of a sponsor who stands *in loco parentis* to such an individual and who receives one-half or more of his or her support from such sponsor and has not completed secondary schooling.

DoD dependent. A minor individual who is the child, stepchild, adopted child, ward, or spouse of a DoD sponsor, or who is a resident in the household of a DoD sponsor who stands *in loco parentis* to such an individual and who receives one-half or more of his or her support from such sponsor and has not completed secondary schooling.

DoD sponsor. An active duty military member or civilian employee of the Department of Defense with dependents residing with the member at his or her duty station, where the accompanied tour is authorized and the Service member is authorized to serve said tour, and where dependents meet these conditions:

Dependents are authorized by the appropriate authority to be at the Service member's duty station as reflected in the member's orders/travel agreement.

The Service member is authorized cost of living allowance and temporary lodging allowance at the "with dependents" rate, as a result of his or her dependents' residence in the vicinity of the member's duty station.

ESL. A language acquisition program designed to teach English language learners social and academic skills as well as the cultural aspects of the English language necessary to succeed in an academic environment. It involves teaching, listening, speaking, reading, writing, study skills, content vocabulary, and cultural orientation at appropriate developmental and proficiency levels with little or no use of the native language. ESL instruction is in English and can be provided in a variety of settings and program configurations. The amount of instruction given will vary according to the student's needs and classification. English language learners are involved in mainstream classes during the day.

extracurricular activities. Extracurricular activities are any school-sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time or curriculum, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

full course schedule. A full course schedule is considered a normal course load that ranges between seven (7.0) and eight (8.0) units of credit per year.

Gifted Education Services. Specially-designed instruction to meet the needs of those students with advanced abilities that differ from their peers to such a degree that differentiated educational opportunities must be provided to further affirm and develop their potential.

Home schooling. Home schooling is the practice of opting to teach one's own children at home via parents, tutors, or virtual programs instead (or in lieu) of sending them to school. Home schooling is considered to be a private education.

interscholastic activities. Interscholastic activities are those activities that are conducted between two or more schools. Activities may be athletic or academic in nature.

related services. Transportation and such developmental, corrective, and other supportive services, as required, to assist a child with a disability to benefit from special education under the child's IEP. The term includes services or consults in the areas of speech-language pathology; audiology services; interpreting services; psychological services; physical and occupational therapy; recreation including therapeutic recreation; social work services; and school nurse services designed to enable a child with a disability to receive a free appropriate public education (FAPE) as described in the child's IEP; early identification and assessment of disabilities in children; counseling services including rehabilitation counseling; orientation and mobility services; and medical services for diagnostic or evaluative purposes. The term does not include a medical device that is surgically implanted or the replacement of such.

Special Education. Specially designed instruction, which is provided at no cost to the parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings, and instruction in physical education.

sponsor. Eligible employees with dependents residing with the member at his or her duty station whose dependents fall under one of the eligibility categories specified in DoDEA Regulation 1342.13 and DoD Instruction 1342.26.

REFERENCES

- DoD Directive 1342.20, "Department of Defense Education Activity (DoDEA)," October 19, 2007
- DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015
- DoD Instruction 1342.26, "Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)," March 4, 1997
- DoD Manual 1342.12, "Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015
- DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014
- DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012
- DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended
- DoDEA Administrative Instruction 5035.01, "Provision of Financial Assistance and Support for Education of Eligible Department of Defense Dependents in Overseas Locations," December 8, 2016, as amended
- DoDEA Administrative Instruction 7200.01, "DoDEA Tuition Program," October 13, 2017.
- DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas," September 20, 2006, as amended
- DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007
- DoDEA Regulation 2590.1, "Programs for Gifted Education Students," August 22, 2006
- DoDEA Regulation 5015.01, "Records Management System," December 19, 2017
- DoDEA Regulation 7100.3, "Use of Appropriated Funds," August 23, 2006
- Executive Order 13160, "Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and Training Programs," June 23, 2000
- United States Code, Title 10, Section 2164
- United States Code, Title 20, Section 926