



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VIRGINIA 22203-1635



SEP - 9 1996

MEMORANDUM FOR CABINET

SUBJECT: DoDEA Regulation 2035.1- Change 1

At the conclusion of a task force that met to consider educational options for students in remote areas, the group recommended that we amend DSR 2035.1 to reverse the order in which we place children in schools to reflect our actual practice. Our practice has been to provide a non-DoDDS dormitory placement ahead of the DoDDS dormitory when family visitation would be significantly enhanced. We adopted the recommendation. Accordingly, the following page change to DoDEA Regulation 2035.1, "Use of Non-DoD Schools," dated July 1, 1991, is authorized.

Remove: Pages 5 and 6

Insert: Attached pages 5 and 6

These changes are effective immediately.

*Jerald E. Bloom*  
for Lillian Gonzalez  
Director

Attachment:  
As stated

b. High school students (9-12):

(1) A local, tuition-free English language school which provides an appropriate education; if not available or full, then

(2) A local, tuition charging, English language school which provides an appropriate education; if both types of schools are not available or full, then

(3) A tuition charging, English language school that offers an American-type curriculum and residence hall facilities. Proposals to use this option must be requested of, and justified to, the Director, DoDEA, or designee, who must approve the request. Documentation accompanying the request must support the reason for not using the DoD dormitory. DoDEA ordinarily will approve such requests when the DoD sponsor can demonstrate that the non-DoDDS placement will enable the DoD sponsor to visit the student significantly more frequently during the school year than would otherwise be possible were the child placed in the DoD dormitory school, and that the cost of the non-DoDDS placement is more economical than placement in the DoD dormitory.

(4) A DoDDS school with dormitory facilities.

(5) When the DoDDS school with dormitory facilities is not reasonably available, a private, certified English language school which offers an American-type curriculum with residence hall facilities, that is cost effective in relation to other similar available non-DoD schools, and that promotes maximum family visitation.

(6) Correspondence courses (Home Study Programs).

c. Handicapped students (see paragraph E.6., above):

(1) A local, tuition-free, English language school with an appropriate educational program that can meet the needs of the special education student.

(2) A local, tuition charging, English language school with an appropriate educational program that can meet the needs of the special education student.

(3) An approved school in the overseas area with an appropriate educational program that can meet the needs of the special education student.

(4) An approved school in the United States with an appropriate educational program that can meet the needs of the special education student.

Note: This priority listing does not exclude the use of homebound instruction or correspondence courses for handicapped students when the case study committee determines that these service delivery options are part of an appropriate placement.

12. When more than one local school meets the same requirements, the most economical choice will be selected.

13. If no adequate English-language school is available, the use of a non-English language school may be approved by the Area Superintendent. Approval on a case-by-case basis must be made in advance of enrollment.

14. the tuition and the transportation costs paid by DoDDS will not normally exceed the education allowance authorized by reference (e) for that location. The Department of State Standardized Regulation (DSSR) education allowance maybe exceeded when(a) the total cost is equal to or lower than the DoDDS non-federally connected tuition rate for the applicable grade; (b) the total cost of tuition plus onetime non-refundable required charges such as building or development, registration admission matriculation laboratory, library, sports (group classes only) and required “donations” exceed the DSSR rate or (c) if only one local qualified school is available, the costs are determined to be reasonable by the Chief, Fiscal Division headquarters. In order for a determination to be made to exceed the DSSR rate in (c) above, the following information should be provided for each school:

- a. Basic tuition for required courses.
- b. Tuition for necessary elective courses offered by the school which would be required by public schools in the United States (if billed separately).
- c. Cost of books and supplies required by the school.
- d. Required fees (itemize).
- e. Required “Donations,” if applicable.
- f. Cost of supplementary instruction.
- g. Cost of local transportation on school days between home and school.
- h. Non-refundable amounts charged by the school as “one-time” fees such as building, registration matriculation or admission fees.
- I. Certification that no other local school meets the requirements of para E.2.above.

DEPARTMENT OF DEFENSE  
OFFICE OF DEPENDENTS' SCHOOLS  
2461 EISENHOWER AVENUE  
ALEXANDRIA, VIRGINIA 22331-1100

FISCAL DIVISION

DS Regulation 2035.1

JUL 1 1991

DEPARTMENT OF DEFENSE DEPENDENTS' SCHOOLS

SUBJECT: Use of Non-DoD Schools

- References:
- (a) DS Regulation. 2035.1, "Department of Defense Dependents Schools Certification and Use of Non-DoD Schools," March 25, 1988
  - (b) Title 20, United States Code, sections 921-932, "Defense Dependents' Education Act of 1978," as amended, November 1, 1978
  - (c) DoD Directive 1342.13, "Eligibility Requirements for Education of Minor Dependents in Overseas Areas," July 8, 1982, as amended.
  - (d) through (g), see Enclosure 1

A. PURPOSE

This regulation establishes uniform policies, standards, and procedures for the certification of non-DoD schools, for validating student eligibility, for approving student enrollment, and for paying tuition and other costs to non-DoD schools for the education of eligible DoD dependents.

B. CANCELLATION

Reference (a) is hereby cancelled.

C. APPLICABILITY AND SCOPE

1. Provisions of this regulation governing the certification of non-DoD schools apply to the Department of Defense Dependents Schools (DoDDS) regional offices and to schools requiring certification prior to use by eligible DoD dependents.

2. All other provisions of this regulation apply to all DODDS offices and schools and to DoD sponsors and others who seek to utilize non-DoD schools at U.S. Government expense.

D. DEFINITIONS

See Enclosure 2 for definitions.

E. POLICY

1. All non-DoD schools will be certified by the applicable regional director, prior to the enrollment of eligible DoD dependent students. Certification shall be granted for a period not to exceed 3 years. Enclosure 3 outlines the geographic areas assigned to DoDDS regional directors.

2. The following five categories identify the major types of certification which DoDDS grants to non-DoD schools.

a. Certified, Category A: The school is accredited by an approved U.S. accrediting agency or association recognized by the Secretary of Education, U.S. Department of Education. DoD agencies utilizing these non-DoD schools for dependents' education must forward proof of accreditation to the appropriate DoDDS regional director.

b. Certified, Category B: The school meets established legislative criteria in order to qualify for direct assistance from the Office of Overseas Schools of the U.S. Department of State and is approved by that agency.

c. Certified, Category C: The regional director determines that the school can provide an appropriate educational opportunity for eligible DoD dependent students. Normally this implies an educational program and support services, materials, and facilities which will provide reasonably appropriate educational services and which will accommodate students' reentry into a traditional American school system. If the school has more than five DoD students, and the school does not meet the provisions of paragraphs a. or b., above, the school should be visited by representatives of the regional director. If the school has less than six DoD students, a member of the local U.S. community with appropriate educational experience will complete the applicable DoDDS evaluation forms.

d. Limited Certification, Category D: The regional director determines that minimum standards are not met and no other appropriate school program option is available within the commuting distance; the school may be granted Limited Certification not to exceed 1 year. DoD sponsors with elementary or middle school aged children (K-8) may elect to use Home Study Programs supplied by DoDDS. DoD sponsors with high school students may request educational services in accordance with the placement priorities in paragraph E.11., below.

e. School Category E: An English language local school operated by national and local governments which offers an appropriate educational program as determined by the regional director.

3. Enclosure 4 outlines recommended standards for certification of non-DoD schools.

4. All certification activities must be accomplished in a timely fashion to permit eligible dependent students to enroll.

5. Reference (c) governs eligibility for enrollment in non-DoD Schools for DoD sponsored dependents.

6. The DoDDS regional office should be contacted if the child has a handicapping condition, or if the school or parents suspect that a student may have a handicapping condition, or if the student has a history of receiving special education services. The DoDDS region will assume responsibility for the educational evaluation to determine if the student is eligible for special education services. If an evaluation is necessary to determine the need for medically related services, a DoDDS regional representative will contact the Military Medical Department which has responsibility for the geographic area where the sponsor is assigned. If a regional case study committee determines that the student meets the eligibility requirements for special education services, the case study committee including the parents, representatives from the school, and when necessary, medically related service providers, will develop an Individualized Education Program (IEP) for the student and identify an appropriate placement. Eligible dependents attending non-DoD schools, and determined to be handicapped per reference (d), are eligible for supplementary services at DoD expense. DoDDS will assume logistical, financial, and monitoring responsibilities for services agreed to in the IEP. Medically

related services are the responsibility of the Military Service that has geographic responsibility for the area where the sponsor is assigned. DoDDS will not reimburse parents or the school for educational expenses incurred prior to DoDDS approval. When more than one local school is certified, handicapped students will be enrolled in the school with the required personnel and resources available and/or contract services already in place to meet the needs of the handicapped student.

7. An eligible DoD dependent student may be placed by DoDDS in a certified non-DoD school at U.S. Government expense only at a location where a DoDDS school is not available or is operating at maximum capacity. Special education in a non-DoD school requires DoDDS Regional Case Study Committee approval prior to placement.

8. Tuition will not be authorized for an eligible DoD dependent student at a non-DoD school if adequate housing is available within the commuting area of a DoD dependent school and an appropriate educational program is available at that school.

9. The regional director may choose other educational alternatives if the instructional program of a non-DoD school is not deemed to be appropriate.

10. A certified non-DoD school that is available free of charge and that offers appropriate instructional programs in English should be used, if feasible, before arranging for education in a certified non-DoD dependent school that charges tuition.

11. When enrollment in a non-DoD school is necessary, the following priority will be adhered to with respect to placement:

a. Elementary students (K-8):

(1) A local, tuition-free, English language school which provides an appropriate education; if not available or full, then

(2) A local, tuition charging, English language school which provides an appropriate education; if both types of schools are not available or full, then

(3) Correspondence courses (Home Study Programs).

b. High school students (9-12):

(1) A local, tuition-free English language school which provides an appropriate education; if not available or fill, then

(2) A local, tuition charging, English language school which provides an appropriate education; if both types of schools are not available or fill, then

(3) A tuition charging, English language school that offers an American-type curriculum and residence hall facilities. Proposals to use this option must be requested of, and justified to, the Director, DoDEA, or designee, who must approve the request. Documentation accompanying the request must support the reason for not using the DoD dormitory. DoDEA ordinarily will approve such requests when the DoD sponsor can demonstrate that the non-DoDDS placement will enable the DoD sponsor to visit the student significantly more frequently during the school year than would otherwise be possible were the child placed in the DoD dormitory school, and that the cost of the non-DoDDS placement is more economical than placement in the DoD dormitory.

(4) A DoDDS school with dormitory facilities.

(5) When the DoDDS school with dormitory facilities is not reasonably available, a private, certified English language school which offers an American-type curriculum with residence hall facilities, that is cost effective in relation to other similar available non-DoD schools, and that promotes maximum family visitation.

(6) Correspondence courses (Home Study Programs).

c. Handicapped students (see paragraph E.6., above):

(1) A local, tuition-free, English language school with an appropriate educational program that can meet the needs of the special education student.

(2) A local, tuition charging, English language school with an appropriate educational program that can meet the needs of the special education student.

(3) An approved school in the overseas area with an appropriate educational program that can meet the needs of the special education student.

(4) An approved school in the United States with an appropriate educational program that can meet the needs of the special education student.

Note: This priority listing does not exclude the use of homebound instruction or correspondence courses for handicapped students when the case study committee determines that these service delivery options are part of an appropriate placement.

12. When more than one local school meets the same requirements, the most economical choice will be selected.

13. If no adequate English-language school is available, the use of a non-English language school may be approved by the Area Superintendent. Approval on a case-by-case basis must be made in advance of enrollment.

14. the tuition and the transportation costs paid by DoDDS will not normally exceed the education allowance authorized by reference (e) for that location. The Department of State Standardized Regulation (DSSR) education allowance maybe exceeded when(a) the total cost is equal to or lower than the DoDDS non-federally connected tuition rate for the applicable grade; (b) the total cost of tuition plus one time non-refundable required charges such as building or development, registration, admission, matriculation laboratory, library, sports (group classes only) and required "donations" exceed the DSSR rate or (c) if only one local qualified school is available, the costs are-determined to be reasonable by the Chief, Fiscal Division headquarters. In order for a determination to be made to exceed the DSSR rate in (c) above, the following information should be provided for each school:

- a. Basic tuition for required courses.
- b. Tuition for necessary elective courses offered by the school which would be required by public schools in the United States (if billed separately).
- c. Cost of books and supplies required by the school.
- d. Required fees (itemize).
- e. Required "Donations," inapplicable.
- f. Cost of supplementary instruction.
- g. Cost of local transportation on school days between home and school. -
- h. Non-refundable amounts charged by the school as "one-time" fees such as building, registration, matriculation, or admission fees.
- I. Certification that no other local school meets the requirements of para E.2.above.

15. Enrollment must be approved by the appropriate DoDDS regional director prior to an eligible DoD dependent student entering a non-DoD school. Failure to follow this procedure may result in the DoD sponsor incurring a personal liability for all charges. Applications with supporting documentation will be maintained by the regional office. Regional offices may establish supplemental procedures to expedite this process as long as the official documents are completed in a timely fashion.

16. An eligible DoD dependent attending a non-DoD school may be entitled to receive supplemental services or materials at DoDDS expense if such services or materials are deemed appropriate by the regional director. DoDDS will reimburse a non-DoD school or appropriate agency only for those expenses incurred following approval of the regional director.

17. The payment of tuition and other costs for an eligible DoD dependent student from funds available under the Foreign Military Sales (FMS) Program must be approved by the appropriate DoDDS regional director in advance. However, FMS funds will be charged for approved costs of the student.

18. This regulation is not intended to preclude DoD sponsors from enrolling their dependents in non-DoD schools at no expense to the U.S. government.

19. Enclosure 5 details authorized costs which may be paid from appropriated funds. Unauthorized costs are also listed. It is the intent of DoD to provide a school curriculum comparable to tax-supported schools in the United States.

#### F. RESPONSIBILITIES

1. The regional director:

a. Makes the final determination concerning enrollment of an eligible DoD dependent in a non-DoD school.

b. Is responsible for the certification of a non-DoD school.

c. Is responsible for the timely processing of requests for enrollment in a non-DoD school and payment of invoices.

d. Establishes local procedures for paying tuition and other costs.

e. Disseminates information periodically regarding enrollment procedures to those commands within the area of responsibility, which may utilize non-DoD schools.

2. The commander or designee of the sending organization:

a. Shall be authorized by the appropriate DoDDS regional director to make initial contact with the non-DoD school.

b. Shall submit school brochures, school calendars, tuition-fee schedules, school payment and refund policies, and/or other documentation required to validate tuition-fees and other school and transportation charges. These documents are to be submitted to the regional director well "in advance of the prospective enrollment to prevent the distribution of educational services to the eligible dependent.

c. Will monitor the application process and notify the school officials of the certification response from the regional office.

d. Will determine which school(s) is (are) currently receiving U.S. Department of State support and ascertain from local school officials whether the school(s) can accommodate all eligible DoD students. Priority consideration for certification will be given to U.S. Department of State supported schools.

e. Shall arrange for a member of the local U.S. community with appropriate educational experience to validate the non-DoD school certification.

f. Should make preliminary determinations if a dependent is eligible according to reference (c) before signing the application and submitting it to the DoDDS regional director. However, final approval from the regional director is required before a student enrolls in a non-DoD school.

3. The appropriate non-DoD school official (superintendent, principal, or other such authority) shall request certification in writing.

G. PROCEDURES

1. Prior to the beginning of each school year or in advance of enrollment of an eligible DoD dependent, commanders of organizations requiring-educational- services for a minor dependent of DoD sponsors will submit requests for certification of a non-DoD school to the appropriate DoDDS -regional/director if the available local school(s) has not been certified.

2. When making contact with the school, the commander or designee shall provide a copy of this regulation and advise the appropriate school officials of the necessary contact point within DoDDS and the certification process which must take place in advance of the use of the school.

3. The school should request certification in writing to the commander of the DoD sponsor for transmittal to the designated regional office.

4. The commander of the DoD sponsor should arrange for a member of the local U.S. community to validate the certification of non-DoD schools in cases where fewer than six eligible DoD dependent students will attend.

5. Upon receipt of the appropriate certification application from the commander, the regional director shall evaluate the application and respond to the commander of the DoD component and the non-DoD school regarding the outcome of the review in a timely manner.

6. The regional director will certify the non-DoD school. Certification may be accomplished in one of three ways:

a. By visitation of DoDDS staff to the school for purposes of certifying that the school meets minimum standards prescribed in Enclosure 4.

b. By reviewing official brochures and publications to establish that the school is currently meeting the accreditation standards of one of the U.S. regional accrediting associations, or has been approved by the U.S. Department of State Office of Overseas Schools, or is an English language public school operated by a national or local government.

c. In cases where fewer than six eligible DoD dependent students are attending a non-DoD school, by a member of the local U.S. community with educational credentials certifying that the school meets the DoDDS minimum standards. The regional director must review and approve the documentation submitted on behalf of the non-DoD school.

7.- The regional director shall notify the non-DoD school and the local commander in writing whether or not the school has been approved for use by eligible DoD dependent students. The period of the certification shall also be indicated.

8. An enrollment application must be completed prior to enrollment. The application is required in advance of enrollment and will be valid for subsequent school years during the sponsor's tour as long as the student remains enrolled in the same certified non-DoD school. Prior to the beginning of each school year, the non-DoD school will provide the regional director a certification of attendance along with brochures, tuition rates, schedules; etc.

9. The regional office will review enrollment applications and school invoices, initiate payment of invoices, and inform, when necessary, DoD components of approval or disapproval in a timely fashion.

H. FORMS

Regions are authorized to establish any form(s) necessary to implement this directive.

I. EFFECTIVE DATE AND IMPLEMENTATION

This regulation is effective 60 days after date of publication. Forward two copies of implementing issuances to the Director, DoDDS, within 90 days, for approval prior to publication.



John L. Stremple  
Director

Enclosures:

1. References
2. Definitions
3. Geographic Areas by Responsible Region
4. Standards of Certification
5. Costs Authorized/Not Authorized

DISTRIBUTION: X

- (d) DoD Instruction 1342.12, "Education of Handicapped Children in the DoD Dependents Schools, December 17, 1981
- (e) Department of State Standardized Regulations (Government Civilians in Foreign Areas), Sections 031.1 and 277.2
- (f) DoD Manual 1400.25-M, "DoD Civilian Personnel Manual," November 9, 1981
- (g) DoD Regulation 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," July 1981.

Cancelled

DEFINITIONS

1. Appropriate Education. That education which promotes the development of informed, thinking citizens who are able to reason, skilled in using language and other symbol systems, mature both emotionally and socially, and to participate in domestic and world affairs. Secondary school policy must allow for the translation of local units of education into the Carnegie units necessary for graduation from a DoDDS high school and for entrance into an American institution of higher learning.
2. Commuting Area. A designated geographical area surrounding a non-DoD school within which pupil transportation at U.S. Government expense may be provided for DoD dependent students except for those living within walking distance of the school (See Reference g).
3. Correspondence Courses. Home or supplemental instructional courses for eligible DoD dependent students who live in areas where there are no DoDDS schools, and for the supplementation of course offerings at DoD dependents' schools or approved non-DoD schools.
4. DoD Dependents Schools with Dormitory Facilities. Residence facilities operated at certain DoDDS schools, usually at the high school level, primarily, but not exclusively, to provide room and board for DoD dependent students who are authorized to accompany their DoD sponsors to locations where there are no appropriate educational facilities available locally.
5. DoD Sponsor. A member of the Armed Forces (Army, Navy, Air Force, Marine Corps and Coast Guard) serving on active duty and stationed overseas or a civilian employee of the Department of Defense who is employed on a full-time basis, paid from appropriated funds, stationed overseas, and who is either a U.S. citizen or a person lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the United States immigration laws.
6. DoD Dependent Student. A minor dependent who:
  - a. 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 individual and who receives one-half or more of his or her support from such sponsor; and

b. Is authorized transportation at U.S. Government expense to or from an overseas area, if the DoD sponsor is military; or

c. Is an authorized member of the household of a DoD sponsor entitled to a family living quarters allowance, as authorized by the Department of State Standardized Regulations (reference (e)) and DoD 1400.25-M (reference (f)) if the DoD sponsor is civilian; and

d. Has not completed secondary school and who will reach his or her 5th birthday by October 31 of the current school year and who is not age 21 by the start of the school year.

7. Local School. A school located in a geographical area where a DoD school is not available, a DoD sponsor is permanently stationed and is within a one hour commute one way to and from the residence of the DoD sponsor or within the school's designated commuting area.

8. Non-DoD Schools. Schools (including dormitory facilities) other than DoD dependents' schools, that provide appropriate educational programs, usually on a tuition basis. The term includes resident facilities which provide room and board for eligible handicapped dependents when DoD dependents' schools cannot provide an appropriate education.

9. Sending Organization. The parent DoD organization, activity, or unit of a sponsor desiring to send an eligible DoD dependent to a non-DoD school or to a DoD dormitory school.

Geographic Areas by Responsible Region

<u>Country/Geographical Area</u>	<u>Responsible DoDDS Region</u>
Belgium	DoDDS-Atlantic
Canada	APO New York 09241
Denmark	
Finland	
Iceland	
Ireland	
Netherlands	
Norway	
Sweden	
United Kingdom	
Austria	DoDDS-Germany
Czechoslovakia	APO New York 09634
France	
Germany	
Hungary	
Luxembourg	
Poland	
Rumania	
Switzerland	
USSR	
Africa (all countries including the Malagasy Republic, The Comoros, and the Seychelles)	DoDDS-Mediterranean APO New York 09283
Albania	
Asia (to the border of Pakistan and India)	
Bulgaria	
Gibraltar	
Greece (including Crete)	
Italy	
Malta	
Pakistan	
Portugal (including Azores)	
Spain	
Turkey	
Yugoslavia	

DS Regulation 2035.1  
Enclosure 3

Australia  
Bangladesh  
Burma  
China  
Hong King  
India  
Indonesia  
Japan (including Okinawa)  
Korea  
Malaysia  
Nepal  
New Zealand  
Singapore  
Sri Lanka  
Thailand  
All Island Countries in the Pacific and Indian Oceans

DoDDS-Pacific  
FPO Seattle 98772

All countries in:  
Caribbean  
Central America  
South America  
West Indies

DoDDS-Panama  
APO Miami 34002

Cancelled

## STANDARDS OF CERTIFICATION

The regional director will-determine certification of each school based upon total input received. The recommended Standards of Certification are:

1. School philosophy and objectives.
  - a. The philosophy and objectives are in writing, reflect the individual character of the school, and are periodically reviewed and updated.
  - b. The school year goals are consistent with the philosophy and objectives and are identified and prioritized.
2. The instructional program.
  - a. The instructional program covers the usual offerings found at each of the grade levels in U.S. public school systems.
  - b. Curriculum is broad-based and the program is balanced. For secondary schools, see paragraph 9, below.
3. Teacher qualifications.
  - a. Teaching certificates or license from recognized institutions are required of all teaching staff.
  - b. If all teachers are not certified, the non-certified staff works under the direct supervision of a certified staff member.
4. Teacher evaluation.
  - a. The principal prescribes the formal evaluation process at the school.
  - b. The evaluation process is consistent with good management practices.
5. Professional staff/student ratio. The ratio does not exceed 21:1.
6. Students with special needs.
  - a. The school recognizes- the special needs of handicapped, compensatory, and gifted and talented students and offers or arranges for appropriate education and services for these students.

b. If appropriate educational program or services are not offered, the school demonstrates a willingness to work with DoDDS to provide or assist in providing an appropriate educational program for these students.

7. Special service teachers.

a. Reading improvement services are available in the school .

b. Special education services are available in the school .

c. Speech therapy is available as needed.

d. Pupil personnel services staff is available or the regular staff performs Counseling and guidance services.

8. Textbooks and other educational materials are periodically evaluated and replaced.

9. Secondary curriculum.

a. The units stipulated below are met over a 2-year period of time:

(1) Language Arts (e.g., English, reading, speech, journalism) 4 units.

(2) Science 4 units.

(3) Mathematics 4 units.

(4) Social Studies 4 units.

(5) Foreign Languages, At least 2 units of one foreign language.

(6) Fine Arts:

At least 1 unit in art and 1 unit in music. Instruction in unified humanities courses, if they include content in music and art, may be substituted for these areas.

(7) Practical Arts (business, industrial, or vocational courses, homemaking, agriculture) 4 units.

(8) Health and Physical Education 1 unit.

b. For any deficiency, the school has an acceptable substitute which is reasonable-for the setting.

10. Media service.

a. At least \$6.00 per student/per annum is allocated to library services.

b. There are at least 2,000 books plus 8 books per secondary student. There are at least 10 books per elementary school student.

c. The library can comfortably handle 20-25 students at one time.

d. The library is staffed by either a professional or paraprofessional staff member on a part-time or full-time basis.

11. Facilities and equipment\_\_\_

a. The facility meets local building health and safety standards.

b. Classrooms are not crowded.

c. The grounds and building are rationally situated and give the appearance of being tended.

d. Equipment is operational or useable and is properly maintained.

COSTS AUTHORIZED/NOT AUTHORIZED

1. The following costs are chargeable to appropriated funds for non-DoD schooling:

a. Matriculation or registration and tuition charges, including the costs identified in paragraph E.6, for handicapped students.

b. Textbooks and necessary school supplies costs when required and/or furnished by the school for all students.

c. Library and laboratory fees.

d. Special activities such as art, music, and physical education if they are included in the courses regularly offered in the curriculum of the school.

e. Extracurricular instruction in a foreign language not offered in the school when such study began in the United States or a prior school and continued study in the same language overseas is considered essential by the regional director or proficiency in a foreign language or the host nation language is mandatory at the school and considered by the regional director.

f. Private tutoring for remedial instruction in basic skills when approved in advance by the regional director. The sponsor must obtain and submit to the regional director an educational evaluation (to include test scores) signed by the principal of the non-DoD school stating that the remedial instruction in basic skills is necessary and recommended. The length of the remedial term will be determined by the regional director, but will normally not exceed 6 weeks.

g. Remedial summer school attendance may be approved by the regional director on a case-by-case basis; e.g., in those instances where it is required to make up lost time incident to a permanent change of station move, differences in the inclusive date of the school year, or other unforeseen emergency situations, as approved by the regional director.

h. Diplomas normally issued by the school, if not included in tuition.

i. Transportation costs as follows:

(1) A proportional part of the operation and maintenance costs of U.S. government owned transportation equipment, including drivers' salaries used in the transportation of DoD dependents to and from non-DoD schools on a daily basis.

(2) Contractual transportation obtained from commercial sources solely for the transportation of DoD dependents to and from non-DoD schools.

(3) Daily transportation within the local commuting area furnished by non-DoD schools.

(4) Public transportation or private car pools when the mode of transportation is reasonable and economical. However, prior approval from the regional director is required and special controls must be established for accountability and payment.

(5) For resident non-DoD dormitories (boarding schools), weekend trips if boarding school operates on a 5-day basis **or** 3 round trips per school year from overseas home to school for 7-day boarding schools will normally be approved.

j. Room and board for dormitory students.

k. Ground transportation within a reasonable geographical distance from the non-DoD school for extracurricular and athletic events which are comparable to those offered in DoDDS schools.

2. Costs not Chargeable to Appropriated Funds for Tuition Schooling:

a. Articles of clothing which are primarily for use of the individual student, including school or athletic uniforms, track, tennis or jogging shoes, etc.

b. Transportation other than daily commuting and intra-country curricular or inter-school activities and more than 3 round trips home per school year for dormitory students (See paragraph 1.i. (5), above). The sponsor is responsible for the transportation of dependents to and from either the nearest school bus pickup point within the commuting area or to the school itself if the sponsor lives beyond a reasonable commuting area.

c. Accident or health insurance for the students.

d. Laundry and meals (breakfast, snacks, and lunches for day students) .

e. Any special courses not usually supplied as part of the school curriculum by comparable tax supported schools in the United States, with the exception of host-nation cultural programs. (co-curricular activity programs, however, are considered part of the school program in the United States and will be chargeable to appropriated funds; e.g., arts and crafts, science fairs, forensics, music, and student government.)

f. Private tutoring except as authorized in accordance with 1.f., above.

g- School or classroom decorations or parties.

h. Musical instruments.

i. Deposits and refundable payments.

j. Parent/Teacher Association fees.

k. Expenses of a personal nature such as graduation caps and gowns, photographs, senior class banquets, yearbook fees, class rings, etc.

l. Field trips not normally supplied as part of the school curriculum by comparable tax supported schools in the United States (i.e., weekend ski trips).

m. Overnight class trips.

n. Parent or student-directed educational testing, including college entrance examinations.

o. Duplicate registration and tuition fees.

p. Excessive charges which cannot be justified.