



DoDEA REGULATION 1307.02

HOME VISITS

Originating Division:	Education (Standards and Curriculum)
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Approved by:	Thomas M. Brady, Director

Purpose: This Issuance establishes policy and assigns responsibilities for home visit facilitation and implementation in Preschool Services for Children with Disabilities (PSCD), pre-kindergarten (PK), Sure Start, and kindergarten programs within the Department of Defense Education Activity (DoDEA) schools.

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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)); (referred to collectively in this Issuance as "DoDEA Region Directors for Student Excellence"); and all DoDEA region, district, community, and school leaders and support staff.

b. This Issuance applies to all military and civilian sponsors with school-age dependents enrolled in DoDEA operated schools.

1.2. POLICY. It is DoDEA policy that home visits shall be conducted for students entering DoDEA schools in support of their college- and career-ready journey. Home visits shall be conducted by the classroom teacher for PSCD students DoDEA-wide, PK students in DoDEA Americas, and Sure Start and kindergarten students in DoDEA Pacific, DoDEA Europe, and DoDEA Cuba. All visits must be pre-arranged, and alternate arrangements will be made for parents who decline a home visit.

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 shall:

- a. Ensure that schools are in compliance with the home visit policy.
- b. Provide policy, guidance, and resources to implement home visits.
- c. Direct and ensure regular monitoring and policy review to maintain the integrity and effectiveness of home visits.

2.2. DODEA PRINCIPAL DEPUTY DIRECTOR AND ASSOCIATE DIRECTOR FOR ACADEMICS. The DoDEA Principal Deputy Director and Associate Director for Academics, under the authority, direction, and control of the DoDEA Director shall:

- a. Oversee the implementation of the DoDEA home visit policy.
- b. Coordinate with the designated DoDEA Headquarters (HQ) Early Childhood Education (ECE) Instructional Systems Specialist (ISS) to collect data on the number of home visits conducted in each region.
- c. Approve district exceptions to the home visit policy requested by the District Superintendents and recommended by the Region Directors for Student Excellence due to a specific circumstance that necessitates conducting visits in school in lieu of at home.

2.3. DODEA REGION DIRECTORS FOR STUDENT EXCELLENCE. The DoDEA Region Directors for Student Excellence, under the authority, direction, and control of the DoDEA Director and DoDEA Principal Deputy Director and Associate Director for Academics shall:

- a. Oversee the implementation of the DoDEA home visit policy within their respective region.
- b. Provide the DoDEA HQ ECE ISS requested data on the number of home visits conducted in their region by district.

2.4. DODEA DISTRICT SUPERINTENDENTS. The DoDEA District Superintendents, under the authority, direction, and control of the DoDEA Director, DoDEA Principal Deputy Director and Associate Director for Academics, and the respective Region Director for Student Excellence, shall:

- a. Support the home visit policy by ensuring that administrators are an integral part of the home visit implementation.

b. Ensure the alternate calendars described in Section 3.2.c. of this Issuance are implemented to accommodate the Home Visit Program.

c. Coordinate with the designated district ISS to provide resources, support for administrators and teachers and assistance with data collection.

d. Provide the respective DoDEA Region Director for Student Excellence with requested data on the number of home visits conducted in their district.

2.5. DODEA PRINCIPALS. The DoDEA Principals, under the authority of the respective Region Director for Student Excellence and District Superintendent, shall:

a. Provide support for facilitation of home visits.

b. Ensure that home visits are conducted for all PSCD, Sure Start, PK, and kindergarten students prior to their first day of school in accordance with this Issuance.

c. Ensure that families and community stakeholders understand the purpose of home visits and the logistics of home visit implementation.

d. Support the scheduling of home visits as indicated in Section 3.2.a. of this Issuance.

e. Provide an alternate DoDEA employee to accompany the teacher on home visits if there is a delay in hiring a paraprofessional or a paraprofessional is otherwise unavailable.

f. Support teachers with the process for reimbursement of mileage in accordance with the Joint Travel Regulation when use of a government vehicle is not available (e.g., Standard Form 1164, "Claim for Reimbursement for Expenditures on Official Business" and completion of a local travel voucher DD Form 1351-2 with the help of the District Office).

g. Plan intentional family engagement opportunities to foster the home-school relationship. The opportunities for family engagement may be implemented school-wide.

h. Provide the respective District Superintendent with the requested data on the number of home visits conducted by the PSCD, PK, Sure Start and kindergarten programs in their school as indicated in Section 3.3 of this Issuance.

2.6. DODEA PRESCHOOL SERVICES FOR CHILDREN WITH DISABILITIES, PRE-KINDERGARTEN, SURE START AND KINDERGARTEN TEACHERS. The DoDEA PSCD, PK, Sure Start, and kindergarten teachers, under the authority of the respective DoDEA Principal, shall:

a. Pre-arrange home visits with parents and conduct a home visit for each student to establish the home-school relationship and learn about the student's interests and cultural background.

- b. Conduct the home visit with the paraprofessional or an alternate DoDEA employee assigned by the DoDEA Principal if there is no paraprofessional available.
- c. Utilize the information gathered during home visits to support students' transition to school and planning of family engagement opportunities throughout the school year.
- d. Provide a copy of the visitation schedule to the DoDEA Principal in the event of an emergency.
- e. After completing all home visits, provide the DoDEA Principal with the number of home visits conducted.

2.7. DODEA PRESCHOOL SERVICES FOR CHILDREN WITH DISABILITIES, PRE-KINDERGARTEN, SURE START AND KINDERGARTEN PARAPROFESSIONALS.

The DoDEA PSCD, PK, Sure Start and kindergarten paraprofessionals, under the authority of the respective DoDEA Principal, shall accompany the teacher and participate in home visits.

SECTION 3: HOME VISITS

3.1. COLLEGE AND CAREER READY. The home visit is the beginning of the college and career ready journey for every student.

a. Home and School Partnership. DoDEA, underscoring the importance of family engagement and building a strong home-school partnership foundation, implements home visits conducted for the youngest learners entering DoDEA schools. Home visits occur at the universal entry point in DoDEA Americas, DoDEA Pacific, and DoDEA Europe and at the entry point for all PSCD and Sure Start students.

(1) The universal entry point is PK for DoDEA Americas and kindergarten in DoDEA Pacific and DoDEA Europe.

(2) PSCD is provided DoDEA-wide for children ages three to five years of age with an identified disability which requires them to have an individually designed instructional program to meet their unique learning needs. Eligibility determination is required in accordance with DoD Instruction 1342.12.

(3) Sure Start is a full-day preschool program in DoDEA Europe, DoDEA Pacific and DoDEA Americas, Cuba that serves eligible children and families in select locations. Sure Start is a program for eligible four-year-old dependents. Eligibility determination is required in accordance with Section 3.1.h. of DoDEA Regulation 1307.01.

b. Family Engagement.

(1) Students whose teachers visit them at home with the purpose of building relationships with their families are less likely to miss school. Additionally, such students are more likely to read at or above grade level compared to similar students who do not receive a home visit.

(2) An increase in parent engagement is evident when the purpose of home visits is to communicate to the parents and the child that the teacher cares.

(3) Supporting developmentally appropriate practices, DoDEA home visits develop a collaborative relationship between home and school. Home visits expand the teacher's knowledge of the student's home life, interests and cultural background(s), which allows for implementation of developmentally appropriate teaching and learning strategies in the classroom.

3.2. PROVISIONS OF THE HOME VISIT.

a. Scheduling.

(1) The typical length of time for a home visit is thirty to forty-five (30-45) minutes in the student's home, with at least one parent or legal guardian in attendance. PSCD home visits may take up to two (2) hours.

(2) Home visits should be scheduled to maximize visitation time and minimize travel time.

(3) The DoDEA Principal ensures the school office has a copy of the visitation schedule and contact information in case of an emergency.

(4) For all students that Permanent Change of Station (PCS) happens after the start of the year, a home visit or transitional family meeting will be conducted some time within the first school year.

(5) The only permitted district exception to the home visit policy for a district is one that is requested by the District Superintendent, recommended by the Region Director for Student Excellence, and approved by the Principal Deputy Director and Associate Director for Academics due to a specific circumstance that necessitates conducting all visits at the school in lieu of visiting the home.

b. Transportation.

(1) A government vehicle may be used if available.

(2) If a government vehicle is not available, the DoDEA Principal support teachers with the process for reimbursement of mileage in accordance with the Joint Travel Regulation when use of a government vehicle is not available (e.g., Standard Form 1164, "Claim for Reimbursement for Expenditures on Official Business" and completion of a local travel voucher DD Form 1351-2 with the help of the District Office).

(3) If an employee chooses to use a privately owned vehicle when a government vehicle is available, the employee will not be reimbursed.

c. Alternate Calendar. To ensure adequate time for conducting home visits, alternate calendars will be implemented.

(1) In addition to the three (3) days allotted to all teachers for orientation and classroom preparation at the beginning of the school year, PK instruction begins ten (10) school days later than the official student first day of school.

(2) In addition to the three (3) days allotted to all teachers for orientation and classroom preparation at the beginning of the school year, kindergarten instruction begins five (5) school days later than the official student first day of school.

(3) In addition to the three (3) days allotted to all teachers for orientation and classroom preparation at the beginning of the school year, PSCD teachers and the DoDEA Principal jointly develop a home visit plan and schedule that will meet the needs of their students.

(4) Guidance regarding the Sure Start Program alternate calendar is provided in accordance with Section 3.1.j. of DoDEA Regulation 1307.01.

d. Professional Development. All new PSCD, PK, Sure Start, and kindergarten teachers will be provided home visit information during new teacher orientation to help them understand the purpose and facilitation of home visits.

3.3. REQUIRED DOCUMENT FOR HOME VISITS. Prior to the start of each school year, the HQ ECE ISS shall provide the District Superintendents with the data collection document. The District Superintendents shall distribute the data collection document to the DoDEA Principals within their district. The DoDEA Principal shall complete and send the home visit data collection document to the respective District Superintendent within the first 30 days of school. District Superintendents are responsible for sending the district home visit data collection to their respective Region Director for Student Excellence. The Region Directors for Student Excellence are responsible to annually provide DoDEA HQ ECE ISS the data collection from their region by the last Friday in October.

GLOSSARY

G.1. ACRONYMS.

ECE	Early Childhood Education
HQ	Headquarters
ISS	Instructional Systems Specialist
PK	Pre-kindergarten
PCS	Permanent Change of Station
PSCD	Preschool Services for Children with Disabilities

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance.

developmentally appropriate practices. The PSCD, PK, Sure Start and kindergarten programs are based on the concept of developmentally appropriate practices consisting of three dimensions: Age appropriateness, individual appropriateness, and social/cultural context.

staff. DoDEA-employed adults who have responsibilities related to PSCD, Sure Start, PK and kindergarten enrollees and their families.

universal entry point. The DoDEA identified initial entry for all students. The universal entry point is PK for DoDEA Americas and kindergarten for DoDEA Pacific and DoDEA Europe.

REFERENCES

- DD Form 1351-2, "Travel Voucher," July, 2004
- DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015
- DoDEA Regulation 1307.01, "Sure Start Program," April 9, 2017
- Joint Travel Regulation, current edition
- Standard Form 1164, "Claim for Reimbursement for Expenditures on Official Business,"
November 25, 2015