

Chapter 6: EDUCATIONAL PROGRAM
Section 3: INSTRUCTIONAL ARRANGEMENTS

Competent and Independent Private Instruction

Students who are 6 years old by September 15th and under the age of 16 by September 15th are required to attend school. Students between these ages may be exempted from this state attendance requirement if they are receiving competent private instruction or Independent Private Instruction (home schooling) under the provisions of Iowa law.

Adopted: March 11, 1996
Revised: April 19, 2010
Revised: March 14, 2016
Revised: December 13, 2021

Administrative Guidelines

Independent Private Instruction

Iowa law provides that students may receive independent private instruction (IPI) as an alternative to attending an accredited public or private school. The superintendent may request a report from a parent, guardian, or legal or actual custodian identifying the primary instructor, location, name of authority responsible for the IPI, and the name of the student(s) responsible for the IPI, and the name of the student(s) enrolled. The district must still comply with the requirements of truancy law. Although Iowa code does not require that IPI paperwork, is filed with the district, doing so meets the requirement of the Compulsory Attendance Law (Iowa Code section 299.1).

Competent Private Instruction

Iowa law provides that students may receive competent private instruction as an alternative to attending an accredited public or private school. A parent, guardian, or legal custodian receiving competent private instruction must notify the resident school district by September 2 of each school year. that the student will be receiving such instruction by filing Form A per guidelines outlined in the Iowa Department of Education Private Instruction Handbook with the Dubuque Community Schools home school coordinator, The Forum, 2300 Chaney Road, Dubuque, Iowa, 52001-3095.

All mandatory items on the form must be completed by the parent, guardian, or legal custodian in order for the report to be in compliance with the law.

Parent, guardian, or legal custodian of students receiving competent private instruction are expected to comply with the rules and regulations of the Iowa Code.

Dual Enrollment:

The parent, guardian, or legal custodian of a child of compulsory attendance age who is receiving competent private instruction may enroll the child under dual enrollment. Those desiring dual enrollment shall notify the district no later than September 15 of the school year for which dual enrollment is sought.

Dual enrolled students may enroll in a total of three-quarters of instruction by way of the district's academic programs and have at least one-quarter of the student's instruction by the way of competent private instruction. Form A must be filed for all dual enrolled students. Students requesting an academic class and/or an activity need to meet participation requirements (see

Policy #5305) in order to be included in the class or activity. If dual enrolled, annual assessment is required. The Dubuque Community School District home school coordinator offers standardized testing sessions each spring. All spring testing dates and times must be published by October 1st of each school year.

Students receiving competent private instruction may open enroll in another district for dual enrollment. The parent, guardian, or legal custodian must notify the superintendent by the legal deadline that the student will request open enrollment.

Home School Assistance Program

Parent, guardian, or legal custodian of students receiving competent private instruction who wish to receive services of the district's home school assistance program must:

1. Complete Form A for competent private instruction and provide two copies for the district's home-schooling coordinator within the deadlines specified by code.
2. Meet with the home school assistance program teacher with the enrolled student at least four times per quarter during the period of instruction. Two of these visits need to be face-to-face with the student; the other two may be phone visits.

The responsibilities of the home school assistance program teacher include:

1. Assisting parent, guardian, or legal custodian in locating/using resources.
2. Administering standardized tests to students in the spring ~~and fall~~ of the school year.
3. Providing input and feedback to parent, guardian, or legal custodian regarding the lesson plans of the enrolled students.

The responsibilities of the parent, guardian, or legal custodian of student(s) receiving services from the home-schooling assistance program teacher include:

1. Being in attendance at and prepared for the four required quarterly meetings with the home school assistance program teacher.
2. Providing a safe environment that is conducive for instruction during the home school assistance program teacher's four required quarterly meetings.
3. Demonstrating that the student(s) is making adequate progress on learning goals and objectives that align with the student's age and expected grade placement.

The home-schooling assistance program teacher must be properly licensed and is limited to serving 40 students or 20 families at one time.

Procedures and Qualifications for Regular Enrollment:

Students who have previously received competent private instruction, and/or independent private instruction who are seeking regular enrollment in the district will be admitted to school as designated by district policies and guidelines.

Credit Evaluation

Students at all levels will receive grades only for work performed while enrolled in Dubuque public schools. Grades from private instruction will not be included in grade point averages or class rank and will not be listed on the transcript.

Graduation Credits

Regardless of the admission level status, the student must earn the number of credits in the subjects required by Board Policy #6210 to receive a Hempstead or Senior High School diploma. The principal or designee may grant credit(s) toward attainment of the diploma after verifying that a student's previous instruction in a specified subject area met comparable time requirements for a credit, after reviewing the lesson plans for comparability to courses in the Board approved registration guide, and upon the student's demonstrating competency in the subject area(s) through criterion and performance testing. Credits accepted through this administrative process will be noted on the transcript as "Home School Credit". These credits will not be used in the computation of GPA or class rank. These accepted credits may be used to fulfill establish district graduation requirements.

Home school and dual enrolled credit will not be considered toward fulfillment of graduation requirements until the student is enrolled as a full-time student.

Diploma Eligibility:

In order to receive a Hempstead or Senior diploma, a student who has been receiving competent private and/or independent private instruction must have earned 10.8 credits at Hempstead or Senior; fulfilled graduation credit requirements as specified in Board Policy #6210; and attended Hempstead or Senior fully enrolled (Policy #6209) for two consecutive semesters immediately prior to graduation.

Scholastic Achievement and Honors:

Students enrolled full time in any Dubuque public school will be eligible for honors and scholarships as defined by the honors and scholarship programs.

Students may receive recognition for scholastic achievement only by virtue of courses taken at the appropriate school. A parent, guardian, or legal custodian who wishes to have the student receive honors or scholarships is responsible for contacting the school to find out the requirements for the honors or scholarships and for having the student comply with the enrollment and performance requirements necessary for eligibility.

Home School Limitations:

1. Students in home school or dual enrolment are not eligible for dual enrollment in more than one school.
2. Students seeking dual enrollment or full-time enrollment coming from home school will be subject to a review of prior disciplinary stipulation and full accountability of previous educational experiences. Any previous disciplinary determinations may be re-imposed at the discretion of the enrolling school.

Appeal Process:

The home-schooling coordinator will establish a review committee composed of district and building administrators and teachers as a response to any parent appeal of home school related decisions made at the building level. The members and size of the committee will be determined by the nature of the decision being appealed. The parent, guardian, or legal custodian of the student will have the right to make a final appeal to the Dubuque Community School District Board of Education. The decision by the Dubuque Community School District Board of Education may be appealed to the State of Iowa Board of Education pursuant to Iowa Code Section 290.1.

Student Fees

Fees will be charged according to the fee schedule adopted annually by the Board of Education.