



ADMINISTRATIVE PROCEDURES

April 2013

THE EDUCATION OF HOMELESS/HIGHLY MOBILE STUDENTS

These procedures are intended to ensure that the district is in full compliance with the McKinney-Vento Homeless Assistance Act to ensure that children and youth who are experiencing homelessness receive the same educational opportunities as other students who are not homeless.

GENERAL STATEMENT

Children and youth who are homeless and highly mobile will have the opportunity to meet the same challenging state and district standards expected for all students. Children and youth who are homeless and highly mobile are to be provided educational services comparable to those received by any student of the district, and all appropriate educational and support services available at all grade levels K-12.

DEFINITIONS

- A. The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence as those terms are defined in law. They include:
1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and,
 4. Migratory children, as this term is defined in section 1309 of the Elementary and Secondary Education Act of 1965, who qualify as homeless for the purposes of this definition because the children are living in circumstances described in the McKinney-Vento Homeless Assistant Act.
- B. The School of Origin means the school the student attended when he or she last had permanent housing or the school last attended.

- C. The Homeless Liaison is the person designated by the district as the contact for students in homeless situations. The role of the Homeless Liaison is to ensure that the provisions of law are applied as intended.

SCHOOL SELECTION AND ENROLLMENT:

- A. School sites will enroll each homeless child/youth whether he or she is living in a shelter, lacks a permanent address, or is living in conditions covered by the homeless definition.
- B. The school district shall, to the extent feasible, provide each homeless child/youth with:
1. the school of origin for the remainder of the academic year or if the child/youth becomes homeless between academic years for the following academic year; or
 2. the school in the same attendance area offered to non-homeless students, following placement guidelines; or
 3. permission to remain in the school selected for as long as the child/youth remains homeless or until the end of the academic year if the child/youth becomes permanently housed.
- C. Written explanation of placement decision: If a student is placed in a school other than the school of origin or that requested by the parent/guardian, a written explanation of the placement decision will be provided, including information concerning the right to appeal.
- D. Records: School sites cannot deny enrollment to or delay the enrollment or transfer of any homeless child/youth solely because the student is unable to produce school, medical or residency records. It is the responsibility of the receiving school to immediately enroll the child/youth and make a reasonable effort to verify the student is homeless; to contact the sending school for proper transfer documentation; and to refer the student immediately to a physician or clinic, including free clinics, for any examination or immunization that may be necessary.
- E. Student Enrollment Coding: Upon enrollment, each student must be coded on their student record as homeless/highly mobile according to procedures determined by the district MARSS coordinator. The district Homeless Liaison will ensure that the information is coded correctly in the MARSS reporting system.
- F. Transfers and withdrawals: School sites should follow established procedures for student transfer or withdrawal as homeless students may change or leave school prior to graduation and without officially transferring.
- G. Free and reduced price meals: Students who are identified as homeless on their student file automatically qualify for meals at no cost. If there is a change in homeless status, the parent/guardian must complete an application for free and

reduced price meals.

H. Homelessness alone is not a reason to separate students from the mainstream school environment. This does not prohibit special programs for short periods of time for health and safety emergencies or to provide temporary, special and supplemental services for the students.

TRANSPORTATION

A. Homeless/highly mobile students, including unaccompanied youth, must be provided transportation to and from their school of origin at the request of parent/guardian, or by the Homeless Liaison, consistent with district regulations regarding miles from school, routes and other transportation policies and regulations.

B. When the homeless student's school of origin is outside the district in which he/she is currently staying, the district will comply with state mandates to determine responsibility for transportation costs.

DISPUTE RESOLUTION PROCESS

Any disputes regarding the educational placement of homeless children and youth shall be expeditiously addressed through the process outlined below:

- A. Student placement is made at the school site and if appropriate, confirmed by the district Homeless Liaison. If the placement decision is not satisfactory:
- B. The district Homeless Liaison provides the family with a written explanation which includes information about their right to appeal and review the decision and student placement guidelines with the family. If this explanation is not satisfactory:
- C. The Enrollment Options Committee reviews the decision and a representative contacts the family. If the decision is maintained and is still not satisfactory:
- D. The district Homeless Liaison works with the Enrollment Options Committee and the superintendent to ensure that the student is immediately placed in the school requested if this placement meets district guidelines and is comparable to other students. If this decision is not satisfactory:
- E. State grievance procedure is implemented by the district Homeless Liaison.

The steps listed above must be completed within two days from original student placement.

Legal Citations:

Subtitle B, Title VII 42 U.S.C. 11431 et seq