

Adoption Date: December 20, 2004

STUDENTS HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

A. Enrollment:

1. The district will consider the best interest of the child in enrollment decisions;
2. The district shall not deny or delay enrollment of homeless students;
3. The district's need for student contact information shall not be in a form or manner that constructs a barrier for homeless students. For example, homeless students may not be excluded for failure to have a mailing address or emergency contact information;
4. The district's liaison shall:
 - a. Ensure that public notice is disseminated where homeless children receive services;
 - b. Assure that students are identified by school personnel, enrolled in school and have a full and equal opportunity to succeed; and
 - c. Inform parents and guardians of educational and related activities and inform parents of transportation services.

B. Dispute Resolution Procedure

The District shall insure that the child/youth attends the school in which they sought enrollment while the dispute process is being carried out.

Notification of Appeal Process

If the district seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, the school district shall inform the parent of the right to appeal. The district shall provide the parent with written notice including:

- a. An explanation of the child's placement;
- b. Notification of the parent's right to appeal;
- c. A description of the dispute resolution process; and
- d. A summary of the federal legislation governing placement of homeless students (McKinney-Vento Act).

1. Appeal to the School District Liaison – Level 1

If the parent disagrees with the district's placement decision, the parent may appeal by filing a written request for dispute resolution with the district's homeless liaison or a designee.

The liaison must log the complaint, including the date and time the complaint was filed.

- a. A copy of the complaint must be forwarded to the liaison's supervisor and the Superintendent.
- b. Within three working days of receiving the complaint, the liaison must provide the parent with a written decision and notification of the parent's right to appeal.

STUDENTS HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

- c. If the parent wishes to appeal, the liaison shall provide the parent with an appeals package containing:
 1. The parent's grievance;
 2. The decision rendered at Level 1; and
 3. Additional information provided by the parent and/or homeless liaison.

2. Appeal to the School Superintendent – Level II

The parent may appeal the district liaison's decision to the Superintendent or the Superintendent's designee using the appeals package provided at Level I.

- a. Within three working days of the Level I decision, the parent must request a conference and submit the appeals package to the Superintendent;
- b. The Superintendent will arrange for a personal conference to be held with the parent within three working days of receiving the Level I appeals package.
- c. Within three working days of the conference with the parent, the Superintendent will provide the parent with a written decision and notification of the parent's right to appeal.
- d. A copy of the Superintendent's decision will be forwarded to the district's homeless liaison.

3. Appeal to the Office of the Superintendent of Public Instruction – Level III

- a. The parent may appeal the Superintendent's decision to the Office of the Superintendent of Public Instruction.
- b. The parent must request, within three working days of the parent's notification of the Level II decision, that the Superintendent initiate a review by the OSPI;
- c. The Superintendent shall immediately forward all written documentation and related paperwork to the OSPI homeless education coordinator;
- d. OSPI shall make a decision within three working days of receiving the appeal;
- e. The OSPI decision will be forwarded to the district's homeless liaison. The liaison will distribute the decision to the parent, the local superintendent and the Board.

4. Final Review by the School Board

At the next regularly scheduled board meeting after receipt of the OSPI recommendation, the board shall accept or reject the recommendation.

At the Board's discretion, the parent and/or the district's homeless liaison acting on behalf of the parent may present information at the Board meeting.

The Board's decision shall be the final resolution for placement of a homeless child or youth in the district.