

**POLICY TITLE: HOMELESS STUDENTS**

**POLICY:**

The McKinney-Vento Homeless Assistance Act ensures that all children and youth who are homeless receive a free appropriate public education and are given meaningful opportunities to succeed in our schools.

COSSA Academy and the CRTEC Professional-Technical School (PTS) will ensure that children and youth who are homeless are free from discrimination, segregation, and harassment.

Information regarding this policy, including the educational rights of children and youth identified as homeless will be distributed to all students upon enrollment and once during the school year, provided to students who seek to withdraw from school, and posted in every school in the district, as well as other places where children, youth, and families who are homeless receive services, including family and youth shelters, motels, campgrounds, welfare departments, health departments, and other social service agencies.

**Definitions**

Children and youth experiencing homelessness means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to a lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting placement in foster care.
- Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- Migratory children and youth who are living in a situation described above.

A child or youth will be considered to be homeless for as long as he or she is in a living situation described above.

*Unaccompanied youth* means a youth not in the physical custody of a parent or guardian, who meets the definition of homeless as defined above. The more general term youth also includes unaccompanied youth.

*Enroll and enrollment* means attending school and participating fully in all school activities.

*Immediate* means without delay.

*Parent* means a person having legal or physical custody of a child or youth.

*School of origin* means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

*Local liaison* is the staff person designated by our district and each district in state as the person responsible for carrying out the duties assigned to the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

## **Identification**

Children and youth identified as homeless in the district, both in and out of school will be identified. Data will be collected on the number of children and youth experiencing homelessness in the district; where they are living; their academic achievement (including state and local assessments); and the reasons for any enrollment delays, interruptions in their education, or school transfers.

## **School Selection**

Each child and youth identified as homeless has the right to remain at his or her school of origin or to attend any school that houses students who live in the attendance area in which the child or youth is actually living. Therefore, in selecting a school, children and youth who are homeless will remain at their schools of origin to the extent feasible, unless that is against the parent or youth's wishes. Students may remain at their schools of origin the entire time they are homeless and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing during the summer.

Services that are required to be provided, including transportation to and from the school of origin and services under federal and other programs, will not be considered in determining feasibility.

## **Enrollment**

Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency
- Transcripts/school records (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age

and information gathered from the student, parent, and previous schools or teachers.)

- Immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the local liaison to assist with obtaining immunizations and/or immunization and other medical records.)
- Proof of guardianship
- Birth certificate
- Unpaid school fees
- Lack of clothing that conforms to dress code
- Any factor related to the student's living situation

Unaccompanied youth must be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison.

## **Transportation**

Parents and unaccompanied youth will be informed of this right to transportation before they select a school for attendance. At a parent's or unaccompanied youth's request, transportation will be provided to and from the school of origin for a child or youth experiencing homelessness. Transportation will be provided for the entire time the child or youth has a right to attend that school, as defined above, including during pending disputes.

It is this district's policy that inter-district disputes will not result in a homeless student missing school. If such a dispute arises, the COSSA CEO will arrange transportation and immediately bring the matter to the attention of the State Coordinator for the Education of Homeless Children and Youth. In addition to receiving transportation to and from the school of origin upon request, children and youth who are homeless will also be provided with other transportation services comparable to those offered to housed students.

## **Services**

Children and youth experiencing homelessness will be provided services comparable to services offered to other students in the selected school, including:

- Transportation
- Title I, Part A services - Children and youth identified as homeless are automatically eligible for Title I, Part A services, regardless of what school they attend
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners
- Vocational and technical education programs
- Gifted and talented programs

- Before- and after-school programs
- Pre-School - LEA will ensure that children identified as homeless receive priority enrollment in preschool programs operated by the district, including exempting homeless children from waiting lists. Homeless children with disabilities will be referred for preschool services under the Individuals with Disabilities Education Act (IDEA). The local liaison will collaborate with Head Start and other preschool programs.
- Free meals - On the day a child or youth identified as homeless enrolls in school, the enrolling school must submit the student's name to the LEA Food Service office for immediate processing.

When applying any district policy regarding tardiness or absences, any tardiness or absence related to a child or youth's living situation will be excused.

## **Disputes**

If a dispute arises over any issue covered in this policy, the child or youth experiencing homelessness will be admitted immediately to the school in which enrollment is sought pending final resolution of the dispute. The student will also have the rights of a student who is homeless to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending.

The school where the dispute arises will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or youth to the local liaison immediately. The local liaison will ensure that the student is enrolled in the requested school and receiving other services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are repeatedly delaying or denying the enrollment of children and youth identified as homeless. The parent, unaccompanied youth, or school district may appeal the school district's decision as provided in the state's dispute resolution process.

## **DISPUTE RESOLUTION PROCESS**

If there is a dispute regarding the educational placement of a homeless student, or if a school or school district/LEA denies a child, youth, or unaccompanied youth homeless status, then a written notice of explanation (Form 417-1) of such decision shall be promptly provided to the parent/guardian of the child, or to the youth, if unaccompanied by a parent/guardian. Such notice shall be in language the parent/guardian or unaccompanied youth can understand, shall include a description of how to dispute the decision, and shall include a summary of the dispute resolution process.

In addition, the school district/LEA shall promptly refer the parent/guardian or unaccompanied youth to the homeless liaison, who shall carry out the dispute resolution

process within ten (10) business days. The parent/guardian shall be referred to the homeless liaison who shall advise the parent/guardian of the child's rights, assist in and carry out the dispute resolution process. With respect to unaccompanied youth, the liaison shall ensure the same access to the dispute resolution process.

During the pendency of the dispute resolution process, the child, youth, or unaccompanied youth shall be immediately enrolled or continue enrollment in the school of choice (school of origin or local attendance area). Enrollment shall include all educational services for which the student is eligible, such as attending classes and full participation by such student in all school activities.

If agreement cannot be reached between the parties regarding the educational placement or enrollment status of the student, then the school district/LEA shall promptly seek further assistance from the State Coordinator of Homeless Education to review and determine within ten (10) business days how the student's best interests will be served. All interested parties will be expeditiously informed of the State's determination in writing. The decision of the State Department of Education shall constitute final resolution.

### **Training**

The local liaison will conduct training regarding Title X requirements and sensitivity/awareness activities for all LEA staff.

### **Coordination**

The local liaison will coordinate with and seek support from the State Coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, the LEA transportation department, local liaisons in neighboring districts, and other organizations and agencies. Coordination will include conducting outreach and training to those agencies. Both public and private agencies will be encouraged to support the local liaison and our schools in implementing this policy.

### **LEGAL REFERENCE:**

**Idaho Code 33-1404**

**The McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§11431 – 11436**

**Title I, Part A, ESEA, 20 U.S.C. §§6311 – 6315**

**The Individuals with Disabilities Education Act, 20 U.S.C. §§1400 et. seq.**

**Child Nutrition/WIC Reauthorization Act of 2004, 42 U.S.C. §§1751 et. seq.**

**June 5, 1992 Policy of the Administration for Children and Families of the U.S. Department of Health and Human Services.**

### **POLICY HISTORY:**

**Adopted: 6-15-2015**

**Written Notification of Placement and Enrollment Decision  
(Form 417-1)**

To be completed by the receiving school when eligibility is denied or an enrollment request is denied.

Date: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Title of person completing form: \_\_\_\_\_

Name of district/school: \_\_\_\_\_

In compliance with section 722(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Name of Parent(s)/Guardian(s): \_\_\_\_\_

Name of Student(s): \_\_\_\_\_

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You have the right to appeal this decision by completing the second page of this notice or by contacting the school district's local homeless education liaison.

Name of local liaison: \_\_\_\_\_

Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

In addition:

- The student listed above has the right to enroll immediately in the requested school pending the resolution of the dispute.
- You may provide written or verbal communication(s) to support your position regarding the student's enrollment in the requested school. You may use the form attached to this notification.
- You may contact the State Coordinator for Homeless Education if further help is needed or desired. Contact information for the State Coordinator: Tina Naillon, 208.332.6904.
- You may seek the assistance of advocates or an attorney.

## Written Notification of Placement and Enrollment Decision

To be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. This information may be shared verbally with the local liaison as an alternative to completing this form.

Date: \_\_\_\_\_

Student(s): \_\_\_\_\_

Person completing form: \_\_\_\_\_

Relation to student(s): \_\_\_\_\_

I may be contacted at (phone or e-mail): \_\_\_\_\_

I wish to the appeal the enrollment decision made by:

Name of district/school: \_\_\_\_\_

I have been provided with (please check all that apply):

\_\_\_\_\_ A written explanation of the school's decision.

\_\_\_\_\_ The contact information of the school district's local homeless education liaison.

\_\_\_\_\_ A copy of the state's dispute resolution process for students experiencing homelessness.

Optional: You may include a written explanation in the space below to support your appeal or you may provide your explanation verbally.

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The school provided me with a copy of this form when I submitted it. \_\_\_\_\_  
(initial)

**Notificación por escrito de la colocación y decisión de inscripción  
(Forma 417-1)**

Ser completado por la escuela de recepción cuando elegibilidad o una petición de inscripciones denegado.

Fecha: \_\_\_\_\_

Nombre de persona que llena este formulario: \_\_\_\_\_

Título de persona que llena este formulario: \_\_\_\_\_

Nombre de distrito/escuela: \_\_\_\_\_

Conforme al artículo 722 (g) (3) (E) de McKinney-Vento Homeless Assistance Act (Acto de Ayudar Personas sin Hogar), la notificación por escrito siguiente se proporciona a:

Nombre de Padre(s)/Tutor(es) Legal: \_\_\_\_\_

Nombre de estudiante(s): \_\_\_\_\_

Después de revisar su solicitud de inscribir al estudiante(s) mencionado(s) anteriormente, la solicitud de inscripción es negada. Esta determinación estaba basada en:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Usted tiene el derecho a apelar esta decisión completando la segunda página de este aviso o por poniéndose en contacto con el oficial de enlace, de la educación para los estudiantes sin hogar, del distrito escolar local.

Nombre del oficial de enlace local: \_\_\_\_\_

Título: \_\_\_\_\_

Número telefónico: \_\_\_\_\_

Adicionalmente:

- Los estudiantes mencionados tienen derecho a inscribirse inmediatamente en la escuela solicitada pendiente la resolución de la controversia
- Usted puede proporcionar comunicación(es) escritas o verbales para apoyar su posición con respecto a la inscripción del alumno en la escuela solicitada. Usted puede utilizar el formulario adjunto a este.
- Usted puede contactar el Coordinador Estatal para Educación de Personas sin Hogar si hay más ayuda es necesaria o deseada. Información de contacto del Coordinador Estatal: Tina Naillon, 208.332.6904
- Usted puede solicitar la asistencia de defensores o un abogado.



### Notificación por escrito de la colocación y decisión de inscripción

Ser completado por el padre, tutor, guardián, o joven no acompañado cuando surge una controversia. Esta información podrá ser compartida verbalmente con el oficial de enlace local como una alternativa para completar este formulario.

Fecha: \_\_\_\_\_

Estudiante(s): \_\_\_\_\_

Nombre de persona que llena este formulario: \_\_\_\_\_

Relación al estudiante(s): \_\_\_\_\_

Puedo ser contacto por (teléfono o e-mail): \_\_\_\_\_

Deseo apelar la decisión sobre inscripción por:

Nombre del distrito/escuela: \_\_\_\_\_

Me han provisto con (por favor marque todas las que aplican):

\_\_\_\_\_ Una explicación escrita de la decisión de la escuela.

\_\_\_\_\_ La información de contacto de la oficina de educación para estudiantes sin hogar del distrito escolar local

\_\_\_\_\_ Una copia del proceso de resolución de disputas del estado para estudiantes sin hogar

Opcional: puede incluir una explicación escrita en el espacio abajo para apoyar su apelación o puede proporcionar su explicación verbalmente.

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La escuela me proporcionó una copia de esta forma cuando lo presenté. \_\_\_\_\_  
(Firmar con iniciales)