

CLOVER PARK SCHOOL DISTRICT

3116-P1

Policy Series: 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 children;
3. The district's need for student contact information shall not be 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. Ensure 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 ensure 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 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 and contact information for the district and OSPI homeless liaison;
 - b. Notification of the parent's right to appeal(s);
 - c. A description of the dispute resolution process including a petition form and timelines; 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 when the complaint was filed.

- a) A copy of the complaint must be forwarded to the liaison's supervisor and the superintendent.

- b) Within five working days of the receiving of the complaint, the liaison must provide the parent with a written decision and notification of the parent's right to appeal.
 - c) If the parent wishes to appeal, notification must be provided to the district liaison within 10 business days of receipt of the level one decision. The liaison shall provide the parent with an appeals package containing:
 1. The complaint filed with the district liaison at Level 1;
 2. The decision rendered at Level 1; and
 3. Additional information provided by the parent and/or homeless liaison.
2. Appeal to the superintendent – Level 2
- The parent may appeal the district's liaison's decision to the superintendent of the superintendent's designee using the appeals package provided at Level 1.
- a) The superintendent will arrange for a personal conference with the parent within five business days of receiving the Level 1 appeals package.
 - b) Within five business days of the parent conference, the superintendent will provide the parent with a written decision and notification of the parent's right to appeal to OSPI.
 - c) A copy of the superintendent's decision will be forwarded to the district's homeless liaison.
 - d) If the parent wishes to appeal to OSPI, notification must be provided to the district homeless liaison within ten business days of receipt of the Level 2 decision.
3. Appeal to the Office of the Superintendent of Public Instruction – Level 3
- a) The superintendent shall forward a copy of the Level 2 decision and all written documentation to the OSPI homeless liaison within five days of rendering a decision.
 - b) OSPI shall make a decision within five business days of receiving the appeal.
 - c) OSPI's decision will be forwarded to the district's homeless liaison. The liaison will distribute the decision to the parent and the Superintendent.
 - d) OSPI's decision will be the final resolution for placement of a homeless child or youth in the district.
- C. Inter-District Disputes
- If districts are unable to resolve a dispute regarding the placement of a homeless student, Either district may submit a written request to OSPI seeking resolution.

OSPI will resolve the dispute within 10 business days of notification of the dispute and inform all interested parties of the decision.

Administrative Procedure Adopted: April 17, 2006