

ALMOND-BANCROFT SCHOOL DISTRICT
Administrative Rules

420-Rule(2)

**PROCEDURES FOR ENROLLMENT AND PLACEMENT OF
HOMELESS CHILDREN AND YOUTH**

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education as provided to other children and youths who reside in the District. They shall be provided services comparable to services offered other children attending District schools, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g., special education, Title I programming, gifted and talented programming), vocational and technical education programs and school nutrition programs. No homeless child or youth shall be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

A. District Liaison for Homeless Children and Youths

The principal has been designated as the District's liaison for homeless children and youths and will ensure that:

1. Homeless children and youths residing in the District are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in schools in the District.
3. Homeless families, children and youths receive educational services for which they are eligible and referrals to other appropriate services (e.g., health care services).
4. The parent/guardian of a homeless child and any unaccompanied homeless youth is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services such as the schools and family shelters.
6. Enrollment disputes are mediated in accordance with legal requirements.
7. The parent/guardian of a homeless child and any unaccompanied homeless youth is fully informed of transportation services that may be available to them under the law and assist them in accessing such transportation services.

B. Admission and Placement of Homeless Child or Youth

When a homeless child or youth seeks enrollment in the District, these procedures shall be followed:

1. The homeless child's parent/guardian or any unaccompanied homeless youth shall be advised of their choice of schools. The homeless child/youth shall be allowed to either continue his/her education in the school of origin for the duration of the homelessness or be placed in the school that nonhomeless children/youths who live in the attendance area in which the child/youth is actually living are eligible to attend. School selection decisions shall be made based on the best interest of the homeless child/youth.

If the District assigns a homeless child to a school other than the school of origin or a school requested by the parent/guardian, the District shall provide the child's parent/guardian with a written explanation, including a statement regarding the right to appeal the school selection decision. An unaccompanied homeless youth shall also be provided notice of his/her right to appeal the school selection decision. School selection disputes shall be handled as outlined in Section C below.

2. The homeless child/youth shall be immediately enrolled in the assigned school. This must be done even if the child/youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation. The enrolling school shall immediately contact the school last attended by the child/youth to obtain relevant academic and other records. If the child/youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent/guardian or the unaccompanied homeless youth to the District's liaison for homeless children and youths, who is expected to assist in obtaining the necessary immunization or medical records.
3. The homeless child/youth shall be placed in an appropriate grade level by the building principal or designee, using the same procedures that are used for placing nonhomeless children and youth attending that school. Educational programming and services shall be provided for the child/youth consistent with legal requirements and established District policies and procedures.
4. Once enrolled, homeless children/youths shall have all the rights and privileges of nonhomeless children attending school in the District and shall be subject to the same school rules and regulations.

C. School Selection or Enrollment Disputes

If a dispute arises over school selection or enrollment in a school:

1. The homeless child, youth, parent/guardian shall be referred to the District's liaison for homeless children and youths, who shall carry out the dispute resolution process outlined by the Department of Public Instruction as expeditiously as possible after receiving notice of the dispute.
2. The homeless child or youth shall be immediately enrolled in the school in which the enrollment is sought, pending resolution of the dispute.
3. The parent(s)/guardian or homeless youth shall be provided with a written explanation of the District's decision on the dispute and a notice of the right to appeal to the State Superintendent of Public Instruction.

D. Transportation

Homeless children and youth shall be eligible for transportation services similar to nonhomeless students residing in the District. In addition, transportation shall be arranged to and from the school of origin if the homeless child or youth continues to be enrolled in that school. If the school of origin and current residence are in different school districts, the two school districts must agree upon a method to apportion responsibility and costs for transportation to the school of origin, or the costs must be equally shared.

APPROVED: