

POLICY 426 - 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 Rosendale-Brandon School District shall have equal access to the same free, appropriate public education as provided to the other children and youths who reside in the District. They shall be provided services comparable to services offered to other children attending Rosendale-Brandon 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.

The following guidelines shall be adhered to:

A. District Liaison for Homeless Children and Youth

The school guidance counselor has been designated as the District's liaison for homeless children and youth 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).
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 published annually in the district's newspaper.
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 aware of transportation services and the free and reduced lunch program that may be available to them under the law and assist them in accessing such services.

B. Admission and Placement of Homeless Children or Youth

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

1. School selection decisions shall be made in the best interest of the child.
2. If the school board 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 for the school assignment,

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 as outlined in Section C below.

3. 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 or youths, who are expected to assist in obtaining the necessary immunization or medical records.
4. The homeless child/youth shall be placed in an appropriate grade level by the school principal or designee, using the same procedures that are used for placing non-homeless 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.
5. Once enrolled, homeless children/youths shall have all the rights and privileges of non-homeless children attending schools in the Rosendale-Brandon School District, and they shall be subject to the same rules and regulations.

C. Enrollment Disputes

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

The parent/guardian of the homeless child/youth may appeal the district's decision to the State Superintendent of Public Instruction.

APPROVED: July 22, 2002