

Homeless Students: Enrollment Rights and Services Procedures

The Yakima School District will work proactively to provide the best and most expeditious services to homeless students.

1. Enrollment

1.1 The district shall:

- 1.1.1 consider the best interest of the child in enrollment decisions;
- 1.1.2 not deny or delay enrollment of homeless students; and
- 1.1.3 request student information in a form or manner that does not construct a barrier for homeless students. For example, homeless students may not be excluded because of failure to have a mailing address or emergency contact information.

1.2 The director of central registration shall serve as the district's homeless liaison and shall:

- 1.2.1 ensure that public notice is disseminated where homeless children receive services;
- 1.2.2 assure that students are identified by school personnel, enrolled in school and have a full and equal opportunity to succeed; and
- 1.2.3 inform parent(s)/guardian(s) and informal parents of educational and related activities and of transportation services.

2. Dispute Resolution Procedure

The district shall ensure that the student attends the school in which they sought enrollment while the dispute process is being carried out.

2.1 Notification of Appeal Process

If the district seeks to place a homeless child in a school other than their original school 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:

- 2.1.1 an explanation of the child's placement;
- 2.1.2 notification of the parent's right to appeal;
- 2.1.3 a description of the dispute resolution process; and
- 2.1.4 a summary of the federal legislation governing placement of homeless students (McKinney-Vento Act).

2.2 Appeal to the School District Liaison- Level I

If the parent disagrees with the district's placement decision, the parent may appeal to the director of central registration.

The director of central registration must:

- 2.2.1 log the complaint, including the date and time the complaint was filed;
- 2.2.2 forward a copy to the director's supervising deputy superintendent; and
- 2.2.3 within three (3) working days of the receiving the complaint, provide the parent with a written decision and notification of the parent's right to appeal.

If the parent wishes to appeal, the liaison shall provide the parent with an appeals package containing:

- 2.2.3.1 the parent's grievance;
- 2.2.3.2 the decision rendered at Level I; and
- 2.2.3.3 additional information provided by the parent and/or homeless liaison.

2.3 Appeal to the School District Superintendent or Designee - Level II

The parent may appeal the director's decision to the superintendent or designee using the appeals package provided at Level I.

Within three (3) working days of the Level I decision:

- 2.3.1 The parent must request a conference and submit the appeals package to the superintendent or designee.
- 2.3.2 The superintendent or designee will arrange for a personal conference to be held with the parent within three (3) working days of the notice of the appeal.
- 2.3.3 The superintendent or designee will provide the parent with a written decision and notification of the parent's right to appeal; and
- 2.3.4 A copy of the superintendent's or designee's decision will be forwarded to the director of central registration.

2.4 Appeal to the Office of the Superintendent of Public Instruction (OSPI) - Level III

- 2.4.1 The parent may appeal the superintendent or designee's decision to OSPI.
- 2.4.2 The parent must request, within three (3) working days of the parent's notification of the Level II decision, that the superintendent or designee initiate a review by OSPI.
- 2.4.3 The superintendent or designee shall immediately forward all written documentation and related paperwork to OSPI's homeless education coordinator.
- 2.4.4 OSPI shall make a decision within three (3) working days of receiving the appeal; and
- 2.4.5 OSPI's decision will be forwarded to the central registration director. The director will distribute the decision to the parent, the local superintendent and designee and the board.

2.5 Final Review by the Board of Directors

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 director of central registration, 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.