



SCHOOL BOARD ACTION REPORT

DATE: June 7, 2017
FROM: Dr. Larry Nyland, Superintendent
LEAD STAFF: Tyra Williams, McKinney-Vento Liaison twilliams@seattleschools.org
Patricia Sander, Executive Director Coordinated School Health
psander@seattleschools.org; Michael Tolley, Associate Superintendent
Teaching and Learning mftolley@seattleschools.org;

For Introduction: June 28, 2017

For Action: July 5, 2017

1. TITLE

Amending Policy No. 3115, Homeless Students: Enrollment Rights & Services

2. PURPOSE

This Board Action Report make edits to Board Policy No. 3115, Homeless Students: Enrollment Rights & Services in order to meet new requirements in the Every Student Succeeds Act (ESSA) effective October 2016. The changes emphasize the District’s need to remain in compliance with the federal regulations that govern the rights of students and unaccompanied youth experiencing homelessness in accordance with the McKinney-Vento Act.

The McKinney-Vento Act also requires that homeless students and unaccompanied youth:

- who move have the right to remain in their schools of origin (i.e., the school the student attended when permanently housed or in which the student was last enrolled, which includes preschool) if that is in the student’s best interest;
- must be immediately enrolled in a new school if it is in the student’s best interest to change schools, even if they do not have the records normally required for enrollment;
- must be provided transportation to or from a student’s school of origin, at the request of a parent, guardian, or, in the case of an unaccompanied youth, the local liaison;
- must have access to all programs and services for which they are eligible, including special education services, preschool, school nutrition programs, language assistance for English learners, career and technical education, gifted and talented programs, magnet schools, charter schools, summer learning, online learning, and before- and after-school care;
- have the right to dispute eligibility, school selection, or enrollment decision; and
- must be accorded specific protection, including immediate enrollment in school without proof of guardianship and access to health care.

3. RECOMMENDED MOTION

I move that the School Board amend Board Policy No. 3115, Homeless Student: Enrollment Rights & Services, as attached to the Board Action Report.

4. **BACKGROUND INFORMATION**

a. **Background**

The motion to amend the Board Policy No. 3115, Homeless Student: Enrollment Rights & Services is formally required for the Seattle School District to meet its legal obligation.

The Federal McKinney-Vento Act requires the Seattle School District to identify, enroll, and serve children and unaccompanied youth living in homeless situations. New legislation passed in 2016, Third Substitute House Bill (3SHB) 1682, the Homeless Student Stability and Opportunity Gap Act, amends state laws related to improving educational outcomes for homeless students through increased identification services, in-school supports, and housing stability. A new requirement was added as [RCW 28A.320.142](#), to establish building-level contacts at secondary schools – middle schools, junior high and high schools – in districts that have identified ten or more unaccompanied youth. The building point of contacts must be appointed by the principal and trained by the District Homeless Liaison. The primary responsibility of the building point of contact is to identify homeless students and unaccompanied youth and connect them to services provided under the guidance of the District Homeless Liaison.

The changes to the policy reflect these new requirements. Effective October 2016, the Every Student Succeeds Act (ESSA) requires an additional Board policy for students in foster care. Staff are currently working on the corresponding Policy No. 3116, Students in Foster Care, to be reviewed by the Board at a later date.

b. **Alternatives**

Under the McKinney-Vento Act, state educational agencies (SEAs) and local educational agencies (LEAs) must review and revise policies and procedures. No other course of action is available.

c. **Research**

- The McKinney-Vento Homeless Assistance Act (“Act”), 42 U.S.C. 11431 et seq., is a federal law that is designed to ensure that homeless children and youth have the same access as other children to public education, including public preschool programs.
- Research and data indicate that experiencing homelessness can have significant negative impacts on children academically, socially, and emotionally.
- Homeless students experience greater school mobility than their non-homeless peers. School mobility can cause interruptions to a child’s education and is associated with lower school achievement and increased risk of dropping out of school.
- Homeless students are at a greater risk of being chronically absent than their non-homeless peers. Chronic absenteeism is associated with lower academic achievement and higher dropout rates.
- Homeless students face significant gaps in high school graduation rates compared to their peers, according to data from the States that disaggregate graduation rates for homeless youths.

5. **FISCAL IMPACT/REVENUE SOURCE**

The District is legally responsible for providing McKinney-Vento Training to personnel who serves homeless students.

McKinney-Vento Sec 722 (g)(6)(ix): school personnel providing services under this subtitle receive professional development and other support; and

The fiscal impact of a MKV 30 minute training would be no greater than an estimated \$129,894 for the District. Training costs will vary annually. The District and OSPI are currently working together to define district staff who will be required to take the training. Training costs are eligible to be paid with Title I funds, however depending on next year's Title I allocation, the training costs may need to be paid for out of the general fund.

The revenue source for this motion is not applicable.

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District's Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

Soliciting community feedback is not appropriate for this course of action because the McKinney-Vento Act, as amended by the ESSA, requires the policy change. However, district McKinney-Vento staff will continue to work with community partners and school staff to ensure the changes to the policy and procedure are implemented.

7. EQUITY ANALYSIS

The Racial Equity Analysis tool was not applied for this decision because the McKinney-Vento Act, as amended by the ESSA, supports racially equitable outcomes for students and unaccompanied youth experiencing homelessness.

8. STUDENT BENEFIT

Under the Act, every school district is required to have a Homeless Education Liaison. It is the responsibility of the Homeless Liaison to ensure that students and unaccompanied youth experiencing homelessness have the same opportunities as all other students, which includes ensuring that students are able to attend school, access transportation in a timely manner, and

receive appropriate referrals to service providers as needed. The McKinney-Vento Act also requires school personnel providing services receive professional development and other support.

9. WHY BOARD ACTION IS NECESSARY

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. _____, [TITLE], provides the Board shall approve this item
- Other: _____

10. POLICY IMPLICATION

By ensuring compliance with the latest state and Federal regulations, the proposed policy edits align with the goals of Policy No. 6100, Revenues from Local, State and Federal Sources.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on June 15, 2017. The Committee reviewed the motion and moved the item forward for consideration by the full Board.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, the policy changes and adoption will be implemented and the updated policy will be posted on the Board website.

13. ATTACHMENTS

- Board Policy No. 3115, Homeless Students Enrollment Rights & Services – clean (for approval)
- Board Policy No. 3115, Homeless Students Enrollment Rights & Services – redline (for reference)
- Superintendent Procedure No. 3115SP, Homeless Students Enrollment Rights & Services – clean (for reference)
- Superintendent Procedure No. 3115SP, Homeless Students Enrollment Rights & Services – redline (for reference)

	<p>HOMELESS STUDENTS: ENROLLMENT RIGHTS & SERVICES</p>	<p>Policy No. 3115</p> <p>DATE</p> <p>Page 1 of 4</p>
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It is the policy of the Seattle School Board that every student receives the high-quality instruction, supports, and interventions they need to graduate high school on time and prepared for the future. Though students and families experiencing homelessness may face added barriers, the District is committed to partnering with them and providing supports to the extent practical and as required by law, and equal access to the same free, appropriate public education (including public preschool education) provided to other students. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school, as well as to mitigating educational barriers to their academic success. Additionally, the District will take responsible steps to ensure homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status. Homeless students will be provided District services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, advanced learning programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

- A. Sharing the housing of other persons due to loss of housing or economic hardship;
- B. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- C. Living in emergency or transitional shelters;
- D. Are abandoned in hospitals;
- E. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
- F. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
- G. Migratory children living in conditions described in the previous examples; or
- H. Unaccompanied youth not in the physical custody of a parent or guardian or in homeless situations described above.

The Superintendent shall designate an appropriate staff person to be the District's liaison for homeless students and their families. The Homeless Liaison

or their designee determine eligibility for rights and services the McKinney-Vento Act. The Homeless Liaison and their staff will apply the definition of homeless students (“individuals who lack a fixed, regular, and adequate nighttime residence”), to make an appropriate determination of eligibility.

The Homeless Liaison ensures that every school district site designates at least one Building Point of Contact. The building Point of Contact is responsible for coordinating activity to support the process of identifying homeless students at the building level and connecting them to the District McKinney-Vento staff to determine program eligibility and access to educational support services. The District Homeless Liaison is responsible for training the building Points of Contact.

Enrollment and Best Interest Determination

Changing schools may greatly hinder the academic achievement and social emotional development of students experiencing homelessness. In making a determination as to which school is in the homeless student’s best interest to attend, the District will presume that it is in the student’s best interest to remain enrolled in their school of origin unless such enrollment is against the wishes of the parent/guardian or unaccompanied youth or a student-centered transportation factor is identified. Homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents or guardians of homeless students may request enrollment in the local attendance area school where they are currently residing or an option school. Attendance options will be made available to homeless families on the same terms as families residing in the District, including attendance rights acquired by living in attendance areas, other student assignment policies, and intra- and inter-district choice options.

Enrollment Dispute

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent, guardian, or unaccompanied youth shall be informed of the District’s decision and the reasons therefor (or informed if the student does not qualify for McKinney-Vento, if applicable) and their appeal rights in writing and in a language they can understand. The District’s Homeless Liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the District shall immediately enroll the student, pursuant to District policies. Enrollment may not be denied or delayed due to missed application deadlines or fees, fines or absences at a previous school, or the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address, emergency contact information, or other documentation. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exemption. Students and families should be encouraged to

obtain current immunization records or immunizations as soon as possible, and the District Homeless Liaison is directed to assist. Records from the student's previous school shall be requested pursuant to District policies. The District will comply with all requirements of the State's Address Confidentiality Program (ACP) where applicable.

Transportation

To mitigate educational disruption caused by mobility, the District will provide eligible students experiencing homelessness transportation for them to continue attending their school of origin or the school where they are to be enrolled. To determine the best interest of the student regarding transportation, the District Homeless Liaison will consider the following student-centered factors:

- A. The developmental appropriateness or age of the child or youth;
- B. The distance of the commute and the impact it may have on the student's education;
- C. Personal safety issues;
- D. The student's need for specially designed instruction (e.g., special education and related services);
- E. The length of anticipated stay in a temporary shelter or other temporary location; and
- F. The time remaining in the school year.

If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in Seattle Public Schools, McKinney-Vento staff will collaborate with the District Transportation Department to coordinate the transportation services necessary for the student to get to and from school, including before or after school activities. Both districts will divide the costs of transporting the students to and from their school of origin equally.

Coordination and Notice of Rights and Services

The District Homeless Liaison shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters and food banks. The notice must be disseminated in a manner and form that parents, guardians, and unaccompanied youth receiving such services can understand, including, if necessary and to the extent feasible, translated in their native language. The District Homeless Liaison will also review and recommend amendments to District policies that may act as barriers to the enrollment of homeless students and will participate in professional development and other technical assistance activities, as determined by the Washington State Office of Superintendent of Public Instruction (OSPI) coordinator for homeless children and youth programs.

Other Provisions

The District shall ensure that school personnel providing services to homeless students, including administrators, building educators, and staff supporting extracurricular activities, receive professional development and other support. The District will strongly encourage all staff, including substitute and regular bus drivers, to annually review OSPI's identification of student homelessness video.

Each year, the District shall provide students and families information about services and support for homeless students using a variety of communications.

The Superintendent or his or her designee is granted the authority to develop procedures in order to implement this policy.

Adopted: December 2011

Revised: May 2015, DATE

Cross Reference: Policy Nos. 3120; 3231; 3413; 3210SP.A

Related Superintendent Procedure: 3115SP

Previous Policies: D118.00

Legal References: RCW 28A.225.215 Enrollment of children without legal residences; 28A.320.145 Support for homeless students; Title I, Part C No Child Left Behind Act, 2002; 42

U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act

Management Resources: *Policy News*, December 2014; October 2004; October 2002

	<p>HOMELESS STUDENTS: ENROLLMENT RIGHTS & SERVICES</p>	<p>Policy No. 3115 May 20, 2015 <u>DATE</u> Page 1 of 43</p>
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It is the policy of the Seattle School Board that every student receives the high-quality instruction, supports, and interventions they need to graduate high school on time and prepared for the future. Though students and families experiencing homelessness may face added barriers, the District is committed to partnering with them and providing supports; to the extent practical and as required by law, ~~the district shall work with homeless students and their families to provide stability in school attendance and other services.~~ and equal access to the same free, appropriate public education (including public preschool education) provided to other students. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school; as well as mitigating educational barriers to their academic success. Additionally, the District will take responsible steps to ensure homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

- A. Sharing the housing of other persons due to loss of housing or economic hardship;
- B. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- C. Living in emergency or transitional shelters;
- D. Are abandoned in hospitals;
- ~~E. Awaiting foster care placement;~~
- ~~F.~~E. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
- ~~G.~~F. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
- ~~H.~~G. Migratory children living in conditions described in the previous examples;

L.H. Unaccompanied youth not in the physical custody of a parent or guardian or in homeless situations described above.

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The Homeless Liaison or their designee determine eligibility for rights and services the McKinney-Vento Act. The Homeless Liaison and their staff will apply the definition of homeless students, individual who lack a fixed, regular, and adequate nighttime residence, to make an appropriate determination of eligibility.

The Homeless Liaison ensures that every school district site designates at least one Building Point of Contact. The building Point of Contact is responsible for coordinating activity to support the process of identifying homeless students at the building level and connecting them to the District McKinney-Vento staff to determine program eligibility and access to educational support services. The District Homeless Liaison is responsible for training the building Points of Contact.

Enrollment and Best Interest Determination

Changing schools may greatly hinder the academic achievement and social emotional development of students experiencing homelessness. In making a determination as to which school is in the homeless student's best interest to attend, the District will presume that it is in the student's best interest to remain enrolled in their school of origin unless such enrollment is against the wishes of the parent/guardian or unaccompanied youth or a student-centered transportation factor is identified. ~~According to the child's or youth's best interest, homeless~~ Homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. ~~Instead of remaining in the school of origin, parents~~ Parents or guardians of homeless students may request enrollment in the ~~school in which~~ local attendance area ~~the student is actually living, or other schools.~~ school where they are currently residing or an option school. Attendance options will be made available to homeless families on the same terms as families residing in the district, including attendance rights acquired by living in attendance areas, other student assignment policies, ~~or~~ and intra- and inter-district choice options ~~are available to homeless families on the same terms as families resident in the district.~~

Enrollment Dispute

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent, ~~or~~ guardian, or unaccompanied youth shall be informed of the district's decision and the reasons therefor, (or informed if the student does not qualify for McKinney-Vento, if applicable) and their appeal rights in writing- and in a language they can understand. The ~~district's liaison~~ District's Homeless Liaison

will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the ~~school~~District shall immediately enroll the student, pursuant to district policies. ~~However, enrollment~~Enrollment may not be denied or delayed due to missed application deadlines or fees, fines or absences at a previous school, or the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address, emergency contact information, or other documentation. If the student does not have immediate access to immunization records, the student shall be admitted under a personal ~~exception~~exemption. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the ~~district liaison~~District Homeless Liaison is directed to assist. Records from the student's previous school shall be requested ~~from the previous school~~ pursuant to ~~district~~District policies. ~~Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. However, emergency contact information cannot be demanded in a form or manner that constructs a barrier to enrollment and/or attendance at school.~~The District will comply with all requirements of the state Address Confidentiality Program (ACP) where applicable.

Homeless Transportation

To mitigate educational disruption caused by mobility, the District will provide eligible students ~~are entitled to~~experiencing homelessness transportation to continue attending their school of origin or the school where they are to be enrolled. To determine the best interest of the student, the District Homeless Liaison will consider the following student-centered factors:

- A. The developmental appropriateness or age of the child or youth;
- B. The distance of the commute and the impact it may have on the student's education;
- C. Personal safety issues;
- D. The student's need for specially designed instruction (e.g., special education and related services);
- E. The length of anticipated stay in a temporary shelter or other temporary location; and
- F. The time remaining in the school year.

If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in ~~this district, the districts will~~Seattle Public Schools, McKinney-Vento staff will collaborate with the District Transportation Department to coordinate the transportation services necessary for the student ~~or to get to and from school, including before or after school activities.~~ Both districts will divide the costs of transporting the students to and from their school of origin equally.

~~The district's liaison for homeless students and their families~~The District's Homeless Liaison shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters and food banks. ~~The district's liaison~~The notice must be disseminated in a manner and form that parents, guardians, and unaccompanied youth receiving such services can, including, if necessary and to the extent feasible, in their native language. The District's Homeless Liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students and will participate in professional development and other technical assistance activities, as determined by Washington State Office of Superintendent of Public Instruction (OSPI) coordinator for homeless children and youth programs.

The District shall ensure that school personnel providing services to homeless students, including administrators, building educators, and staff supporting extracurricular activities, receive professional development and other support. The District will strongly encourage all staff, including substitute and regular bus drivers, to annually review the OSPI identification of student homelessness video.

Each year, the District shall provide students and families information about services and support for homeless students using a variety of communications.

The Superintendent or his or her designee is granted the authority to develop procedures in order to implement this policy.

Adopted: December 2011

Revised: May 2015, DATE

Cross Reference: Policy Nos. 3120; 3231; 3413; 3210SP.A

Related Superintendent Procedure: 3115SP

Previous Policies: D118.00

Legal References: RCW 28A.225.215 Enrollment of children without legal residences; 28A.320.145 Support for homeless students; Title I, Part C No Child Left Behind Act, 2002; 42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act

Management Resources: *Policy News*, December 2014; October 2004; October 2002

Superintendent Procedure 3115SP

Homeless Students: Enrollment Rights and Services



Approved by: _____ Date: _____

Dr. Larry Nyland, Superintendent

Per Policy 3115, it is the policy of the Seattle School Board that, to the extent practical and as required by law, the District shall work with homeless students and their families to provide stability in school attendance and other services.

The Superintendent shall designate a District McKinney-Vento Liaison staff position.

1. The McKinney-Vento Homeless Liaison

- A. The District Homeless Liaison will ensure that:
- i. Homeless children and youth are identified by school personnel and through coordination of activities with other entities;
 - ii. Building Points of Contact receive annual McKinney-Vento training;
 - iii. Ensure that students experiencing homelessness enroll, and have full and equal opportunity to succeed in school;
 - iv. Ensure immediate transportation to their school of origin or the school where they are to be enrolled;
 - v. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start and Even Start programs and preschool programs administered by the District and referrals to health care services, dental services, mental health services, and other appropriate services;
 - vi. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
 - vii. Public notice of the educational rights of homeless children and youth is disseminated where children and families receive services such as schools and family shelters;
 - viii. Enrollment disputes are mediated in accordance with Section 2.C, Placement and Enrollment;
 - ix. Guarantee families, children, and youth experiencing homelessness is fully informed of all transportation services, including transportation to and from the school of origin and is assisted in accessing transportation to the school selected;
 - x. Unaccompanied youths are enrolled in school, have opportunities to meet the same challenging state academic standards as the state establishes for other children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C.

- 1087vv) for federal student aid purposes, and their right to receive verification of this status from the local liaison;
- xi. Barriers that prevent homeless students from receiving credit for full or partial coursework satisfactorily completed while attending a prior school are identified and removed;
 - xii. Affirm whether homeless students meet the U.S. Department of Housing and Urban Development (HUD) definition of homelessness to qualify them for HUD homeless assistance programs and refer homeless families and students to housing and other services;
 - xiii. Assist parents, guardians and unaccompanied youth in obtaining immunizations, health screenings, guardianship records and other documents normally required for enrollment; and
 - xiv. Assist unaccompanied youths in connecting with needed supports such as housing assistance, health care and other services.
- B. The District will inform school personnel, service providers and community advocates working with homeless families of the duties of the District homeless Liaison.

2. Homeless Children and Youth

A. Definitions

- i. Homeless: Individuals who lack a fixed, regular, and adequate nighttime residence. This includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason, living in motels, parks or campgrounds; or children or youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a sleeping accommodation by human beings; or children or youth living in cars, abandoned buildings or substandard housing or similar situations; or migratory children because they are living in circumstances like those described above.
- ii. Unaccompanied Youth: Youth not in the physical custody of a parent or guardian. Youth living on their own in any of the homeless situations described in the McKinney-Vento Homeless Education Act.
- iii. School of origin: means the school or preschool that a child or youth attended when permanently housed, or the school in which the child or youth was last enrolled. When a child or youth completes the final grade level served by the school of origin, the school of origin includes the designated receiving school at the next grade level for all feeder schools.
- iv. Best interest determination: means that the District must make school placement decisions for homeless students and youths on the basis of their best interest, as determined by student-centered factors including impact of mobility on achievement, education, health and safety. Priority should be given to the request of the child or the parent/guardian or unaccompanied youth. Placement of siblings should also be considered.
- v. Excess cost of transportation: means the difference between what the District normally spends to transport a student to school and the cost of transporting a homeless student to school. For example, there is no excess cost of transportation if the District provides transportation to a homeless student by a regular bus route. However, if the District provides special transportation to

a homeless student (e.g., by private vehicle or transportation company), the entire cost would be considered excess costs of transportation. The additional cost of the District's re-routing of busses to transport a homeless student can be considered excess cost of transportation. The District may use McKinney-Vento subgrant funds and Title I, Part A funds to defray excess cost of transportation for homeless students.

B. Identification and Support Services

The District will:

- i. Use a housing questionnaire in its enrollment process. The questionnaire will be distributed universally so as to avoid stigmatizing homeless children and youths and their families;
- ii. Ensure that referral forms used to identify and support homeless students are accessible and easy to use;
- iii. Include its homeless liaison's contact information on its website;
- iv. Provide materials for homeless students and parents, if necessary and to the extent feasible, in their native language;
- v. As practicable, provide annual guidance for school staff on the definition of homelessness, signs of homelessness, the impact of homelessness on students and steps to take when a potentially homeless student is identified, including how to connect the student with appropriate housing and support service providers;
- vi. Develop interagency partnerships to serve homeless families and youths; and
- vii. Work with the state homelessness coordinator to facilitate services to families and youths made homeless by natural disasters or other catastrophic events.

C. Enrollment and Placement

- i. The McKinney-Vento Act requires the District to immediately enroll children and unaccompanied youth experiencing homelessness. The Act defines "enroll" as "attending class and fully participating in school activities"; academic and extra-curricular school activities such as sports, music and clubs.
- ii. The school shall direct children and unaccompanied youth who wish to participate in extra-curricular activities to the District Homeless Liaison or his or her designee to ensure eligibility and assist the student in full participation.
- iii. When deciding placement, presume that allowing the homeless student to remain in their school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent or guardian or unaccompanied youth.
- iv. If the parent/guardian contests the District's decision, make a best interest determination based on factors such as the impact of mobility on the student's educational achievement, health and safety. If the best interest determination is requested by an unaccompanied youth, the process will give priority to the views of the youth.
- v. After conducting a best interest determination, provide to the parent/guardian of the student in a timely manner and in a language they can understand, a written explanation of the final decision and the right to appeal the decision (see Dispute Resolution Procedure, below).

- vi. Pending resolution of disputes that arise over eligibility, school selection or enrollment, immediately enroll a homeless student in the school in which the parent, guardian or unaccompanied youth seeks enrollment.
- vii. Avoid delay or denial of enrollment of homeless student, even if they have missed application or enrollment deadlines during any period of homelessness or are unable to produce records required for enrollment (e.g., previous academic records, immunization records, health records, proof of residency, proof of guardianship, birth certificates).
- viii. Avoid requirements for student contact information to be in a form or manner that creates a barrier for homeless students.
- ix. Provide transportation for homeless students to their school or preschool of origin. Once the student has obtained permanent housing, the District will continue to provide such transportation until the end of the academic year. If the homeless student remains in their school of origin but begins living in an area served by District, the district of origin and the District in which the homeless student is living must agree upon a method to apportion the responsibility and costs for the student's transportation to and from their school of origin. If the districts cannot reach agreement, the responsibility and costs for transportation will be shared equally.
- x. Continue to provide transportation to their school of origin pending the outcome of enrollment or transportation disputes.
- xi. Immediately contact the school last attended by the homeless student to obtain relevant academic and other records.

3. 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.

A. 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/guardian, the District shall inform the parent/guardian or the unaccompanied youth of the right to appeal. The District shall provide the parent/guardian or unaccompanied youth with written notice including:

- i. An explanation of the child's placement and contact information for the District and the OSPI homeless liaison, including their roles;
- ii. Notification of the parent's/guardian's right to appeal(s);
- iii. Notification of the right to enroll in the school of choice pending resolution of the dispute;
- iv. A description of the dispute resolution process including a petition form that can be returned to the school to initiate the process and timelines; and
- v. A summary of the federal legislation governing placement of homeless students (McKinney-Vento Act).

B. Appeal to the School District Liaison – Level I

If the parent/guardian or unaccompanied youth disagrees with the District's placement decision, they may appeal by filing a written request for dispute resolution with the school, the District's homeless liaison or a designee. If submitted to the school, it will be immediately forwarded to the homeless liaison. The request for dispute resolution must be submitted within fifteen business days of receiving notification of the District's placement.

The liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the complaint was filed. The Liaison shall also complete the following steps:

- i. A copy of the complaint must be forwarded to the liaison's supervisor and the Superintendent.
- ii. Within five business days of receiving the complaint, the liaison must provide the parent/guardian or unaccompanied youth with a written decision and notification of the parent's/guardian's right to appeal.
- iii. The District will verify the parent's/guardian's receipt of the Level I decision.
- iv. If the parent/guardian or unaccompanied youth wishes to appeal, notification must be provided to the District liaison within ten business days of receipt of the Level I decision. The liaison shall provide the parent/guardian with an appeals package containing:
 - a) The complaint filed with the District liaison at Level I;
 - b) The decision rendered at Level I; and
 - c) Additional information provided by the parent/guardian, unaccompanied youth and/or homeless liaison.

C. Appeal to the School Superintendent – Level II

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

- i. The superintendent will arrange for a personal conference to be held with the parent or unaccompanied youth within five business days of receiving the Level I appeals package.
- ii. Within five business days of the conference with the parent or unaccompanied youth the superintendent will provide that individual with a written decision with supporting evidence and notification of their right to appeal to the OSPI.
- iii. The District will verify receipt of the Level II decision.
- iv. A copy of the superintendent's decision will be forwarded to the District's homeless liaison.
- v. If the parent or unaccompanied youth wishes to appeal to the OSPI, notification must be provided to the District homeless liaison within ten business days of receipt of the Level II decision.

D. Appeal to the Office of the Superintendent of Public Instruction – Level III

- i. The Superintendent shall forward a copy of the Level II decision and all written documentation to the OSPI homeless liaison within five days of

- rendering a decision. The District will submit the entire dispute package to the OSPI in one complete package by U.S. mail.
- ii. The OSPI's homeless education coordinator or designee, along with the appropriate agency director, and/or agency assistant superintendent shall make a final decision within fifteen business days of receiving the appeal.
 - iii. The OSPI's decision will be forwarded to the District's homeless liaison. The liaison will distribute the decision to the parent or unaccompanied youth and the local superintendent.
 - iv. The OSPI's decision will be the final resolution for placement of a homeless child or youth in the District.
 - v. The District will retain the record of all disputes, at each level, related to the placement of homeless children.

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

Approved: December 2014
Revised: May 2015; DATE
Cross Reference: Policy No. 3115

Superintendent Procedure 3115SP

Homeless Students: Enrollment Rights and Services



Approved by: _____ Date: _____

Dr. Larry Nyland, Superintendent

Per Policy 3115, it is the policy of the Seattle School Board that, to the extent practical and as required by law, the ~~district~~District shall work with homeless students and their families to provide stability in school attendance and other services.

The Superintendent shall designate a ~~district~~District McKinney-Vento Liaison staff position.

1. The McKinney-Vento Homeless Liaison

A. The District Homeless Liaison will ensure that:

- i. Homeless children and youth are identified by school personnel and through coordination of activities with other entities;
- ii. Building Points of Contact receive annual McKinney-Vento training;
- iii. Ensure that students experiencing homelessness enroll, and have full and equal opportunity to succeed in school;
- iv. Ensure immediate transportation to their school of origin or the school where they are to be enrolled;
- v. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start and Even Start programs and preschool programs administered by the District and referrals to health care services, dental services, mental health services, and other appropriate services;
- vi. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- vii. Public notice of the educational rights of homeless children and youth is disseminated where children and families receive services such as schools and family shelters;
- viii. Enrollment disputes are mediated in accordance with Section 2.C, Placement and Enrollment;
- ix. Guarantee families, children, and youth experiencing homelessness is fully informed of all transportation services, including transportation to and from the school of origin and is assisted in accessing transportation to the school selected;
- x. Unaccompanied youths are enrolled in school, have opportunities to meet the same challenging state academic standards as the state establishes for other

- children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1087vv) for federal student aid purposes, and their right to receive verification of this status from the local liaison;
- xi. Barriers that prevent homeless students from receiving credit for full or partial coursework satisfactorily completed while attending a prior school are identified and removed;
 - xii. Affirm whether homeless students meet the U.S. Department of Housing and Urban Development (HUD) definition of homelessness to qualify them for HUD homeless assistance programs and refer homeless families and students to housing and other services;
 - xiii. Assist parents, guardians and unaccompanied youth in obtaining immunizations, health screenings, guardianship records and other documents normally required for enrollment; and
 - xiv. Assist unaccompanied youths in connecting with needed supports such as housing assistance, health care and other services.
- B. The District will inform school personnel, service providers and community advocates working with homeless families of the duties of the District homeless Liaison.

1.2. Homeless Children and Youth

A. Definitions

- i. Homeless: Individuals who lack a fixed, regular, and adequate nighttime residence. This includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason, living in motels, parks or campgrounds; or children or youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a sleeping accommodation by human beings; or children or youth living in cars, abandoned buildings or substandard housing or similar situations; or migratory children because they are living in circumstances like those described above.
- ii. Unaccompanied Youth: Youth not in the physical custody of a parent or guardian. Youth living on their own in any of the homeless situations described in the McKinney-Vento Homeless Education Act.
 - ~~i.—Awaiting Foster Care Placement: The period of time between the initial placement of the child into state care and the 30-day Shelter Care Hearing.~~
- iii. School of origin: means the school or preschool that a child or youth attended when permanently housed, or the school in which the child or youth was last enrolled. When a child or youth completes the final grade level served by the school of origin, the school of origin includes the designated receiving school at the next grade level for all feeder schools.
- iv. Best interest determination: means that the District must make school placement decisions for homeless students and youths on the basis of their best interest, as determined by student-centered factors including impact of

mobility on achievement, education, health and safety. Priority should be given to the request of the child or the parent/guardian or unaccompanied youth. Placement of siblings should also be considered.

- v. Excess cost of transportation: means the difference between what the District normally spends to transport a student to school and the cost of transporting a homeless student to school. For example, there is no excess cost of transportation if the District provides transportation to a homeless student by a regular bus route. However, if the District provides special transportation to a homeless student (e.g., by private vehicle or transportation company), the entire cost would be considered excess costs of transportation. The additional cost of the District's re-routing of busses to transport a homeless student can be considered excess cost of transportation. The District may use McKinney-Vento subgrant funds and Title I, Part A funds to defray excess cost of transportation for homeless students.

B. ~~Student~~ Identification and Support Services

- ~~i.—The McKinney-Vento district-designated homeless student liaison will attend trainings provided by the state on identification and serving homeless youth~~

~~District staff will be encouraged to annually review the video posted on the Office of the Superintendent of Public Instruction (OSPI) website on identification of student homelessness-The District will:~~

- i. Use a housing questionnaire in its enrollment process. The questionnaire will be distributed universally so as to avoid stigmatizing homeless children and youths and their families;
- ii. Ensure that referral forms used to identify and support homeless students are accessible and easy to use;
- iii. Include its homeless liaison's contact information on its website;
- iv. Provide materials for homeless students and parents, if necessary and to the extent feasible, in their native language;
- ~~i.v.~~ As practicable, provide annual guidance for school staff on the definition of homelessness, signs of homelessness, the impact of homelessness on students and steps to take when a potentially homeless student is identified, including how to connect the student with appropriate housing and support service providers;
- vi. Develop interagency partnerships to serve homeless families and youths; and
- vii. Work with the state homelessness coordinator to facilitate services to families and youths made homeless by natural disasters or other catastrophic events.

C. Enrollment and Placement

~~1.—The McKinney-Vento Liaison will: Ensure that students experiencing homelessness enroll, and have full and equal opportunity to succeed, in school~~

- i. The McKinney-Vento Act requires the District to immediately enroll children and unaccompanied youth experiencing homelessness. The Act defines "enroll" as "attending class and fully participating in school activities"; academic and extra-curricular school activities such as sports, music and clubs.

- ii. The school shall direct children and unaccompanied youth who wish to participate in extra-curricular activities to the District Homeless Liaison or his or her designee to ensure eligibility and assist the student in full participation.
- ~~• Ensure immediate transportation to their school of origin or the school where they are to be enrolled.~~
 - ~~• Coordinate with other districts on issues of transportation and transfer of records of homeless students.~~
 - ~~• Coordinate the transportation costs with the outside district equally, if the student moves outside of their district of origin.~~
 - ~~• Coordinate with local social service agencies that provide services to homeless children/youths and their families.~~
 - ~~• Guarantee families, children, and youth experiencing homelessness receive educational services for which they are eligible;~~
 - ~~• Ensure that the district includes in materials provided to all students, at the beginning of the school year or at enrollment, information about services and support for homeless students (i.e., McKinney-Vento brochure, points of contact in the building and information posted on the district website);~~
 - ~~• Use a variety of communications each year to notify students and families about services and support available to them if they experience homelessness (e.g., distributing and collecting an annual student housing questionnaire, Families in Transition Intake Form, McKinney-Vento Question & Answer, providing parent/guardian brochures directly to students and families, and posting information on the district's website);~~
 - ~~• Provide training for points of contact in each building; and~~
 - ~~• Review and recommend amendments to district policies that may act as barriers to the enrollment and transportation of homeless students.~~
- ii.iii. When deciding placement, presume that allowing the homeless student to remain in their school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent or guardian or unaccompanied youth.
- iv. If the parent/guardian contests the District's decision, make a best interest determination based on factors such as the impact of mobility on the student's educational achievement, health and safety. If the best interest determination is requested by an unaccompanied youth, the process will give priority to the views of the youth.
- v. After conducting a best interest determination, provide to the parent/guardian of the student in a timely manner and in a language they can understand, a written explanation of the final decision and the right to appeal the decision (see Dispute Resolution Procedure, below).
- vi. Pending resolution of disputes that arise over eligibility, school selection or enrollment, immediately enroll a homeless student in the school in which the parent, guardian or unaccompanied youth seeks enrollment.
- vii. Avoid delay or denial of enrollment of homeless student, even if they have missed application or enrollment deadlines during any period of homelessness or are unable to produce records required for enrollment (e.g., previous academic records, immunization records, health records, proof of residency, proof of guardianship, birth certificates).

- ~~iii.viii.~~ Avoid requirements for student contact information to be in a form or manner that creates a barrier for homeless students.
- ~~ix.~~ Provide transportation for homeless students to their school or preschool of origin. Once the student has obtained permanent housing, the District will continue to provide such transportation until the end of the academic year. If the homeless student remains in their school of origin but begins living in an area served by District, the district of origin and the District in which the homeless student is living must agree upon a method to apportion the responsibility and costs for the student's transportation to and from their school of origin. If the districts cannot reach agreement, the responsibility and costs for transportation will be shared equally.
- ~~x.~~ Continue to provide transportation to their school of origin pending the outcome of enrollment or transportation disputes.
- ~~xi.~~ Immediately contact the school last attended by the homeless student to obtain relevant academic and other records.

~~2. Enrollment:~~

~~A. The district:~~

- ~~i.—Will consider the the student's best interest of the child in enrollment decisions;~~

~~Shall not deny or delay enrollment of homeless students;~~

~~Shall not require student contact information in 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;~~

~~B. The district's liaison shall:~~

- ~~i.—Ensure that public notice is disseminated where homeless children receive services;~~

- ~~ii.—Assure that students are identified by school personnel, enrolled in school and have a full and equal opportunity to succeed;~~

- ~~iii.—Ensure all Unaccompanied Youth are identified; and~~

- ~~iv.—Inform parents and guardians of educational and related activities and inform parents of transportation services.~~

~~2.3. 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.

A. Notification of Appeal Process

If the ~~district~~District seeks to place a homeless child in a school other than the school of origin or the school requested by the parent/guardian, the ~~school~~ ~~district~~District shall inform the parent/guardian or the unaccompanied youth of the right to appeal. The ~~district~~District shall provide the parent/guardian or unaccompanied youth with written notice including:

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- iv. The OSPI's decision will be the final resolution for placement of a homeless child or youth in the ~~district~~District.
- v. The ~~district~~District will retain the record of all disputes, at each level, related to the placement of homeless children.

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

Approved: December 2014
 Revised: May 2015; DATE
 Cross Reference: Policy No. 3115