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. **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. **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.

   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.

   ii. 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.

2. **The McKinney-Vento Liaison will:**

   - Ensure that students experiencing homelessness enroll, and have full and equal opportunity to succeed, in school.
• 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.

3. **Enrollment:**

A. The district:
   i. Will consider the best interest of the child in enrollment decisions;
   ii. Shall not deny or delay enrollment of homeless students;
   iii. 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.

4. **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 school 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:

1. An explanation of the child’s placement and contact information for the district and the OSPI homeless liaison, including their roles;
2. Notification of the parent’s/guardian’s right to appeal(s);
3. Notification of the right to enroll in the school of choice pending resolution of the dispute;
4. 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
5. 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:

1. A copy of the complaint must be forwarded to the liaison’s supervisor and the Superintendent.
2. 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.
3. The district will verify the parent’s/guardian’s receipt of the Level I decision;
4. 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 district 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.

5. 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.