

## Lapeer County Intermediate School District Administrative Guidelines

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### **5111.01 - HOMELESS STUDENTS**

The Superintendent will appoint a Homeless Liaison (Liaison) whose general duty will be to safeguard the rights of homeless children enrolled in District programs. The Liaison must be notified immediately upon the enrollment of a homeless child. The Liaison will coordinate District operations and services so that:

- A. homeless children are identified, with special attention given to the locating and enrolling of homeless children who are not currently attending school;
- B. homeless children have a full and fair opportunity to succeed in school;
- C. homeless children and their families receive all educational services for which they are eligible and referrals to health care services, dental services, mental health services, and other appropriate services;
- D. parents/guardians of homeless students 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;
- E. public notice of the educational rights of homeless children is disseminated at locations where homeless children and their families receive services, such as schools, family shelters, and soup kitchens, public aid offices, city hall, food pantries, public libraries, court houses, and police stations;
- F. enrollment/assignment disputes are mediated/handled in accordance with Board Policy, District Administrative Guidelines, applicable laws, and the State Consolidated Plan; and
- G. the parents/guardians of any homeless child and any unaccompanied homeless minor are fully informed of all transportation services, including transportation to the school of origin, and are assisted in accessing transportation to the school that is appropriately selected.

Upon enrollment of a homeless child, the Liaison will coordinate with appropriate District personnel to assure that the school last attended by a homeless child is immediately contacted to provide relevant academic or other relevant records. If upon enrollment the student does not have any of the immunizations required for enrollment by State law or any other medical records, the Liaison will assist the family or student in obtaining the necessary immunizations or medical records. The Liaison will also make any necessary transportation arrangements required by law and in accordance with Board Policy.

Any disputes regarding the enrollment or assignment of a homeless student will be referred to the Liaison for expeditious resolution. The Liaison should attempt to resolve disputes within five (5) school days. Any dispute which cannot be resolved by the Liaison should be reported to the State Coordinator for the Education of Homeless Children and Youth (State Coordinator). According to State guidelines, the State Coordinator has an additional five (5) school days from the time of notification to bring about resolution. Individuals not satisfied with the State Coordinator's proposed resolution can appeal such decision to the State Superintendent of Public Instruction within five (5) school days for final resolution of the dispute.

As part of his/her assigned duties, the Liaison will coordinate and collaborate with the State Coordinator and other community and district personnel responsible for providing education and related services to homeless children including but not limited to:

- A. District services with local social service agencies and other agencies or programs providing services to homeless children and their families; and
- B. With other school districts on inter-district issues, such as transportation or the transfer of school records.

Such coordination should be designed to: (1) facilitate homeless children having access and reasonable proximity to available education and related support services; and (2) raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

As part of his/her assigned duties, the Liaison will inform district personnel, service providers and advocates working with homeless families about his/her duties.

Approved 5/4/11

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