

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 426 - HOMELESS EDUCATION

A. School selection.

1. Placement in a school shall, according to the child's best interest:
 - a. Continue the child's or youth's education in the school of origin for the duration of homelessness, in any case in which a family becomes homeless between academic years or during an academic year, or for the duration of the academic year, if the child or youth becomes permanently housed during an academic year
 - b. Enroll the child or youth in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend
 - c. Parents/guardians may request their child attend any school in the School District of New London and to the extent feasible the school district will try to comply with these requests.
2. In determining the best interests of the child or youth to the extent feasible the child or youth will be kept in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian, for the duration of homelessness.
3. In the case of unaccompanied youth, the local educational agency liaison or designee will assist in placement or enrollment decisions considering the requests of such unaccompanied youth.
4. The school of origin means the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.
5. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or guardian or has been temporarily placed elsewhere.
6. The School District of New London's internal transfer policy shall not be applied to homeless children or youth for purposes of school selection or continued school placement.
7. School selection may be documented through a variety of school district forms and/or through direct contact with school district staff.

B. Enrollment.

1. The school selected shall immediately enroll the child/youth, even if the child or youth lacks records normally required for enrollment. Records will immediately be requested from the previous school.
2. The terms "enroll" and "enrollment" are defined to mean attending school and participating fully in school activities.

C. Residency.

1. A homeless child or youth is a resident if the child is personally present somewhere within the district with a purpose to remain but not necessarily to remain permanently.
2. The child or youth shall be considered a resident when living with a parent, guardian, or person in loco parentis not solely for school purposes or for participation in extracurricular activities.
3. Homeless students who do not live with their parents or guardians may enroll themselves in school.
4. The address listed on the enrollment forms becomes proof of residency.

D. Guardianship.

1. For purposes of school placement, any parent, guardian or person in loco parentis who has legal or physical custody of a homeless child or youth shall enroll that child or youth directly in a School District of New London school.

E. Comparable services.

1. Each homeless child or youth shall be provided services comparable to services offered to other students in the school selected, such as:
 - a. Preschool programs.
 - b. Transportation services.
 - c. Educational services for which the child or youth meets eligibility criteria such as ELL or special education programs.
 - d. All other academic programs.
 - e. Nutrition programs.
 - f. Title I services.
 - g. After-school programs.

F. Transportation.

1. At the request of the parent, or in the case of an unaccompanied youth, the local agency liaison or designee, transportation will be provided for homeless children to the school of origin, school of attendance area or school requested, for the duration of the school year. (See Administrative Guideline 751 - Student Transportation Services.)
2. Once permanent housing is found the family has a choice to stay in the school they are attending, school of origin or attend the school where they have found housing. If a family chooses to stay in the school of origin, transportation will be provided.
3. Permanent housing is defined as any signed lease or long-term approved living situation. Self-paying day to day in a motel is not considered permanent housing.
4. In the case where the school of origin and current residence are different local educational agencies, the two school districts will agree on a method for transportation and share costs.

G. Local Educational Agency Liaison.

1. The Director of Pupil Services is the Local Educational Agency Homeless Liaison for homeless children and youths.
2. The Local Educational Agency Homeless Liaison or designee shall ensure that:
 - a. Homeless children and youths are voluntarily identified by school personnel and through coordination with other entities and agencies.
 - b. Homeless children and youth enroll in and have a full and equal opportunity to succeed in schools in the district.
 - c. Homeless families, children, and youths receive educational services for which they are eligible and referrals to other appropriate services.
 - d. The parents or guardians of homeless a child and any unaccompanied homeless youth are 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.
 - e. Public notice of the educational rights of homeless children and youths is disseminated in such public places as schools, meal sites, shelters and other locations frequented by low income families.

- f. Compliance with all policies and procedures and mediate enrollment disputes.
- g. The parents or guardians of a homeless child or youth, and unaccompanied youth, are informed of all transportation services, including transportation to the school of origin or to the school that is selected.
- h. Coordination of services between the School District of New London and other homeless family service providers.
- i. Assistance is provided to children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.
- j. Students are not segregated on the basis of their status as homeless.
- k. Programs for homeless students are coordinated with other federal and local programs.

H. Disputes.

1. Any disputes regarding the educational placement of homeless children and youth shall be expeditiously addressed through the process outlined below:
 - a. Student placement is made through the building principal in conjunction with the homeless liaison. If the placement decision is not satisfactory.
 - b. The student placement staff provides the family with a written explanation, which includes information about their right to appeal and review the decision, and student placement guidelines with the family. If this explanation is not satisfactory.
 - c. The building principal reviews the decision and talks with the family. If the decision is maintained and is still not satisfactory.
 - d. Homeless liaison is contacted by the building principal. The liaison works with the principal to ensure that the student is immediately placed in the school requested if this placement meets district guidelines and is comparable to other students.
 - e. Homeless liaison reviews issue and makes final determination. If the decision of the Homeless liaison is not satisfactory to the parent, District Administrator reviews issue and makes a decision based on that review. If the parent is still in disagreement with the decision, a state grievance procedure is implemented by the homeless liaison.

2. The steps listed above must be completed within two days from original student placement.

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CROSS-REFERENCE: Policy 426 Homeless Education; Administrative Guideline
751 Student Transportation Services

LEGAL REFERENCE: