

# Coffee County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Homeless Students</b>	Descriptor Code: <b>6.503</b>	Issued Date: <b>08/14/06</b>
		Rescinds:	Issued:

1 In order to ensure that homeless students have equal access to the same free appropriate public educa-  
2 tion as provided to other students, the following shall apply:<sup>1</sup>

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4 Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and in-  
5 clude the following:

- 6  
7 1. Students who are sharing the housing of other persons due to loss of housing, economic hardship  
8 or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack  
9 of alternative adequate accommodations; are living in emergency or transitional shelters;  
10 are abandoned in hospitals; or are awaiting foster care placement.
- 11  
12 2. Students who have a primary nighttime residence that is a public or private place not designated  
13 for or ordinarily used as a regular sleeping accommodation for human beings.
- 14  
15 3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing,  
16 bus or train stations or similar settings.
- 17  
18 4. Migratory students who meet one of the above described circumstances.

## 19 20 **ENROLLMENT/PLACEMENT**

21  
22 To the extent feasible, and in accordance with the student's best interest, the student should continue  
23 his/her education in the school of origin, except when contrary to the wishes of the parent or guardian.  
24 If the student is unaccompanied by a parent or guardian, the homeless coordinator will consider the  
25 views of the student in deciding where the student shall be educated. The choice regarding placement  
26 shall be made regardless of whether the student lives with the homeless parents or has been temporarily  
27 placed elsewhere.

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29 The school selected shall immediately enroll the homeless student, even if the student is unable to pro-  
30 duce records normally required for enrollment, such as previous academic records, immunization records,  
31 proof of residency or other documentation. However, the district may require a parent or guardian of  
32 the student to submit contact information. School staff will make every effort to assist parent/guardian  
33 with obtaining records if available at previous school.

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35 The district shall provide a written explanation, including a statement regarding the right to appeal, to  
36 the homeless student's parent/guardian, or to the homeless student if unaccompanied, if the district sends  
37 the student to a school other than the school of origin (*"school of origin" is defined as the school that*  
38 *the student attended when permanently housed or the school in which the student was last enrolled*) or  
39 other than a school requested by the parent or guardian.

1 If a dispute arises over school selection or enrollment in a school, the student shall be immediately ad-  
2 mitted to the school in which enrollment is sought, pending resolution of the dispute. The student or  
3 parent/guardian shall be referred to the district homeless coordinator, who will carry out the dispute  
4 resolution process as expeditiously as possible.

## 5 6 **SERVICES**

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8 Each homeless student shall be provided services comparable to services offered to other students in the  
9 district including, but not limited to, transportation services; educational services for which the student  
10 meets eligibility criteria, such as educational programs for disadvantaged students, students with dis-  
11 abilities and gifted and talented students; vocational programs and technical education; school meals  
12 programs; preschool programs; before- and after-school care programs and programs for students with  
13 limited English proficiency. Homeless students will not be segregated in a separate school or in a sepa-  
14 rate program within a school based on the student's status as homeless.

## 15 16 17 **TRANSPORTATION**

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19 In the event that it is in the best interest of the homeless student to attend the school of origin, trans-  
20 portation to and from school shall be provided at the request of the parent/guardian or, in the case of  
21 an unaccompanied student, the homeless coordinator. If the student's temporary housing is outside the  
22 district of the school of origin, the [district name] will work with the school of origin to agree on a  
23 method to apportion the responsibility and costs for transporting the student. If an agreement cannot be  
24 reached, the costs will be shared equally.

## 25 26 **RECORDS**

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28 Any records ordinarily kept by the school, including immunization records, academic records, birth  
29 certificates, guardianship records and evaluations for special services or programs of each homeless  
30 child or youth shall be maintained so that appropriate services may be given the student, so that neces-  
31 sary referrals can be made and so that records may be transferred in a timely fashion when a homeless  
32 student enters a new school district. Copies of records shall be made available upon request to students  
33 or parents in accordance with the Family Educational Rights and Privacy Act.

## 34 35 **COORDINATOR**

36  
37 The Board designates the following individual to act as the district's homeless coordinator:

38  
39 Director of Attendance  
40 1343 McArthur Street  
41 Manchester, TN 37355  
42 931-723-5150 (ph) 931-723-5153 (fax)

43  
44 The district shall inform school personnel, service providers and advocates working with homeless fami-  
45 lies of the duties of the district homeless coordinator. The homeless coordinator shall ensure that:

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47 1. Homeless students are identified by school personnel and through coordination activities with  
48 other entities and agencies.

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- 2. Homeless students enroll in, and have a full and equal opportunity to succeed in, schools in the district.
- 3. Homeless families and students receive educational services for which such families and students are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
- 4. The parents or 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.
- 5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters and soup kitchens.
- 6. Enrollment disputes are mediated in accordance with law.
- 7. The parent or guardian of a homeless student and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
- 8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
- 9. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

Legal Reference:

1. McKinney-Vento Education Assistance Improvements Act of 2001 Subtitle B §§ 721-725

Cross Reference:

Student Transportation 3.400  
Parental Involvement 4.502  
Promotion and Retention 4.603  
School Admissions 6.203  
Migrant Students 6.504