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**OFFICE OF THE SUPERINTENDENT
DEER PARK CITY SCHOOL DISTRICT**

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Homeless Students

Homeless students shall have equal access to the same free and appropriate education provided to all other students of the School District and will be enrolled in accordance with the requirements of Federal law. Students meeting the Federal definition of "homeless" will be immediately enrolled in the School District and assigned to a school building in accordance with the procedure set forth below, even if the homeless student cannot produce all of the documentation otherwise required for enrollment (including proof of residency and/or immunization, and copies of previous school records). Parent(s) or guardian(s) of homeless students must provide contact information in case of an emergency.

In accordance with Federal law, a student shall be considered homeless if s/he is an individual who lacks a fixed, regular, and adequate nighttime residence and includes:

- A. children who are sharing the housing of other persons due to the loss of housing, economic hardship or similar reasons; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters;
- B. children who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- D. migratory children as defined in Federal law.

In assigning a homeless student to a school, the Superintendent shall consider the "best interest of the child," and will either:

- A. continue to assign the student to the school attended when the student was permanently housed or to the school where the student was last assigned for the duration of the period of homelessness:
 - 1. in any case in which a family becomes homeless between academic years or during an academic; or
 - 2. for the remainder of the academic year if the student becomes permanently housed during an academic year;

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- B. assign the homeless student to the school serving those non-homeless students residing in the area in which the homeless child is actually living.

To the extent feasible, in considering the "best interest of the child" for purposes of school assignment, the Superintendent will maintain a homeless student in the school where s/he was enrolled when permanently housed, or where last enrolled, except when such assignment would be contrary to the wishes of the student's parent(s) or guardian(s).

Upon determining a school of assignment for a homeless student, the Superintendent shall provide the parent(s) or guardian(s) with a written explanation regarding such decision including a statement of the parent(s)/guardian(s)' right to appeal the decision to the Liaison for Homeless Students if the assignment is not to the school of assignment when the student was permanently housed or when last enrolled, or if the assignment is not to the school requested by the parent/guardian.

In the case of unaccompanied homeless students, the Superintendent directs the Liaison for Homeless Students to provide assistance in making enrollment or assignment decisions with specific consideration of the views of the unaccompanied student. The Liaison shall also make sure the unaccompanied student is provided notice of the right to appeal the Superintendent's assignment decision.

If a dispute arises over school assignment or enrollment, the homeless student will be immediately enrolled and assigned to the school in which enrollment is sought pending resolution of the dispute. In such cases, the Superintendent will refer the parent to the Liaison for Homeless Students who shall carry out dispute resolution as expeditiously as possible in accordance with Board policy and State guidelines.

The Board will provide transportation for homeless students at the request of the parent(s) or guardian(s). If the homeless student temporarily resides outside the boundaries of the School District but is eligible for assignment to a school of this District as set forth above and consistent with Federal law, the Liaison for Homeless Children, in cooperation with the Director of Transportation, will contact the Superintendent of the school district where the homeless student temporarily resides in order to establish a plan for joint transportation of the homeless student and to agree upon a method to apportion the responsibility and cost for providing such transportation.

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Transferring Grades/Credit

Students in grades K-8 transferring from another district must submit an official transcript in order for the grades earned by the student to be recorded on the student's official transcript in this District. High school students transferring from another school district must submit an official transcript from the sending school in order for the student to receive credit for course work and to have the grades earned for completed coursework recorded on the student's official transcript in this District. Report cards will not be considered sufficient evidence for granting credit toward graduation.

Verifying Medical Conditions Qualifying a Student for Tuition-Free Admission in the District

Prior to admission and annually thereafter, parent(s) seeking admission for a school aged child under R.C. 3313.64(F)(3) because of a medical condition that may require emergency medical treatment shall:

- A. submit Form 5111 F5 as Verification of regular employment at a location within the District during school hours;
- B. submit Form 5111 F6, or a written statement on the physician's letterhead, describing the child's medical condition and certifying that the condition is such that there is a substantial likelihood that it may require emergency medical attention;
- C. submit Form 5341 F1 Emergency Medical Authorization;
- D. submit a current copy of the child's I.E.P. or 504 Accommodation Plan, if applicable.

If the student is admitted under this section, then the normal admission procedures shall apply.

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HOMELESS STUDENTS

The Superintendent will appoint a Liaison for Homeless Children whose general duty will be to safeguard the rights of homeless children attending school in this District. The Liaison must be notified immediately upon the enrollment or assignment 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 enrollment and attendance of homeless children who are not currently attending school;
- B. homeless children have a full and fair opportunity to succeed in school;
- C. homeless families and children receive educational services for which they are eligible, including any District preschool programs, and referrals to health care services, dental services, mental health services, and other appropriate services;
- D. parents or guardians of homeless children 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 where such children receive services, such as schools, family shelters, and soup kitchens;
- F. enrollment disputes are mediated in accordance with Board Policy and the State Consolidated Plan;
- G. the parents or guardians of any homeless child and any unaccompanied homeless minor are fully informed of transportation services and assisted in accessing such transportation;
- H. appropriate data is collected and reported regarding homeless children and youth as required by the U.S. Department of Education and the Ohio Department of Education for use in making necessary program adjustments.

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Upon enrollment of a homeless child, the Liaison will coordinate with appropriate administrative staff 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 homeless child is found to be in need of any immunization required for enrollment by State law or any other medical records, the Liaison will assist the family or student in obtaining the immunizations or necessary medical records. The Liaison will also contact the Director of Transportation to assure transportation of the homeless student is provided in accordance with the Board's Transportation 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 at the Ohio Department of Education. 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 for Homeless Children and other community and school personnel responsible for providing education and related services to homeless children including but not limited to:

- A. School 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.

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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 for Homeless Children will inform school personnel, services providers and advocates working with homeless families about his/her duties.

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