EDUCATION OF THE HOMELESS DISPUTE RESOLUTION PROCEDURE

District Resolution Procedure

The Board has adopted the following dispute resolution procedure for disputes related to the inner-district placement of homeless students:

1. A parent/guardian/unaccompanied student wishing to dispute the superintendent's school placement decision to the Board shall contact the Homeless Student Liaison to file an appeal within 7 days days from receipt of the placement decision.
2. The Homeless Student Liaison shall notify the Superintendent of the appeal. The Superintendent shall take measures necessary to immediately enroll the homeless student in the school in which s/he is seeking enrollment, pending resolution of the dispute.
3. The Homeless Student Liaison shall present the appeal to the Board in a timely manner.
4. The Board will make an independent school placement determination based on feasibility and the student's best interest. When making this determination, the Board shall at least consider the following criteria:
   a. The age of the student;
   b. The distance of the commute;
   c. The impact of the commute on a student's education;
   d. The student's safety;
   e. If the student has special needs, and which school best serves those needs; and
   f. The amount of time left in the school year.
5. The Board shall issue a placement determination within 14 days days of receiving the appeal request. The determination shall be made in writing and issued to the parent/guardian/unaccompanied student who initiated the appeal, along with notice of the rights of the parent/guardian/unaccompanied student to appeal the decision to the State Homeless Program Administrator at the North Dakota Department of Public Instruction.
6. The Homeless Student Liaison shall send a copy of the written placement determination decision to the State Homeless Program Administrator at the North Dakota Department of Public Instruction.

State Resolution Procedure

The Board has adopted the following dispute resolution procedure for individuals who have exhausted the district-level appeals process and/or for disputes that involve more than one school district:

1. A parent/guardian/unaccompanied youth shall inform the Homeless Student Liaison in the district of residence of their intent to file a state level placement appeal.
2. The Homeless Student Liaison shall assist the parent/guardian /unaccompanied youth with filing the appeal and notify the State Homeless Program Administrator of the appeal.
3. The Homeless Student Liaison shall notify the affected Superintendent(s) of the appeal, and the Superintendent(s) shall take measures necessary to immediately

enroll the homeless student in the school in which s/he is seeking enrollment, pending resolution of the dispute.

4. The Homeless Student Liaison in the affected district(s), the enrollment officer in the affected district(s), parents of the student, homeless service providers, and the state homeless program administrator shall meet at the direction of the State Homeless Program Administrator to resolve the issue.

5. The State Homeless Program Administrator shall be considered the final decision-maker. The District must comply with the State Homeless Program Administrator's placement determination.

End of Manvel School District #125 Board Reg. FDB-BR.....Approved: 3/11/19