

Waterville Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7002.1

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

I. Identification of Homeless Students

- A. The District's enrollment form shall collect information about the living arrangements of the child including asking if he or she is living in a shelter; with relatives or others due to loss of housing or economic hardship; in an abandoned apartment/building; in a motel/hotel, camping ground, car, train/bus station or other similar situation due to the lack of alternative adequate housing.
- B. Whenever the District receives a change of address notice from a parent or guardian, the parent or guardian will be asked to complete a questionnaire to determine whether the new housing situation qualifies the affected student(s) to receive services as a homeless student.

II. Dispute Resolution Procedure

- A. Whenever the District declines to classify a child as homeless or declines to enroll a homeless child in the school designated by or on behalf of the child or declines to transport a homeless child, the child and those acting on behalf of the child will be provided with a written explanation of the District's decision and the date on which the District intends to exclude the student or withdraw transportation or other services. The written explanation shall be accompanied by:
 - 1. a statement regarding the right to appeal the District's decision, to the Commissioner of Education,
 - 2. a statement that the District will provide enrollment, transportation, or other services for a period of at least 30 days, pending the appeal process,
 - 3. contact information for the District's Liaison for Homeless Children and an explanation of the Liaison's availability to assist with the appeal, and
 - 4. the form petition for commencing an appeal to the Commissioner.
- B. Whenever the District declines to classify a child as homeless or declines to enroll a homeless child in the school designated by or on behalf of the child or declines to transport a homeless child the District will defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and will continue that deferral when an appeal is commenced with the Commissioner of Education with a stay application.

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1. If the Commissioner grants the request for a stay, implementation of the District's decision will be deferred until the expiration of the stay.
2. If the Commissioner denies the request for a stay, the District's decision will be implemented.

III. Responsibilities of Liaison for Homeless Children

A. Determinations of Homeless Status

1. When the District receives an enrollment form, change of address information, or other information indicating that a child may qualify as homeless, the Liaison shall:
 - a. contact the homeless child or adult working on behalf of the child and explain the Liaison's role, and
 - b. facilitate the timely enrollment and provision of services to the child pending a final determination
2. When a homeless child is not in the physical custody of a parent or legal guardian, the Liaison shall actively assist that child in making a school designation provide direct coordination with the committee on special education if the child is a student with a disability and advise the child of the right to appeal District determinations.
3. After a child is initially classified as homeless and provided appropriate services, the Liaison shall promptly conduct a complete inquiry into the child's housing situation and make a written recommendation to the Superintendent whether the child should be determined to be a resident, a non-resident or homeless.

B. Assistance With Dispute Resolution and Appeals:

1. Be available to the homeless child or adult working on behalf of the child to answer questions about any determination made by the District and to receive written or oral objections to those determinations;
2. Explain the appeal process to the homeless child or adult working on behalf of the child, provide the form petition for appeal and actively assist with the completion of the form;

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3. Provide the homeless child or adult working on behalf of the child with a complete copy of appeal-related documentation, at no cost to them;
4. Accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;
5. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgment verifying that the Liaison has received the form petition and supporting documents and will either accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;
6. On behalf of the homeless child or adult working on behalf of the child, transmit the form petition or any pleading or paper to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234, within five (5) days of their being served;
7. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgement verifying that the Liaison has received the form petition and supporting documents and will transmit these documents to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234; and
8. Accept service of any subsequent pleadings or papers, including any correspondence related to the appeal, on behalf of the homeless child or adult working on behalf of the child, if the homeless child or adult working on behalf of the child so elects.

C. Administrative and Coordinating Duties:

1. Coordinate the identification of homeless children and the provision of services to the homeless child with other districts and social service agencies.

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2. Receive and respond to requests for student records, insuring that a complete copy of a child's records is provided to a requesting school district within five (5) days.
3. Insure timely and accurate preparation of reports required by the Commissioner of Education.
4. Inform each homeless child and parent or guardian of all educational opportunities, transportation services, and other services available to the child, and assist parents and guardians to have a meaningful opportunity to participate in the child's education.
5. Assist each homeless child and parent or guardian in obtaining immunizations and medical records.
6. Assist with coordinating the child's transportation services.
7. Maintain a record of all appeals of enrollment, school selection, and transportation determinations.
8. Maintain an accurate record of the number and identity of all students classified as homeless, their grade level, and their nighttime residence(s).
9. Inform school personnel, service providers, and advocates working with homeless families of the Liaison's duties, according to a plan of communications approved by the Superintendent.
10. Collaborate and coordinate with the State Coordinator for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

Approved by the Superintendent: 11/08/16, 10/09/18