

**Saint Martin Parish School System**  
**McKinney-Vento Act**  
**Homeless Dispute Resolution Process Policy**

The No Child Left Behind, Title X, Part C, McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise between the school district and homeless students/parents/guardians when the student is denied enrollment in school or is placed in a school other than the one requested by students/parents/guardians. The purpose of the McKinney-Vento Homeless Assistance Act is to ensure that homeless students enroll in school immediately and continue their education with as little disruption as possible. The St. Martin Parish School District dispute resolution process follows the guidelines set forth in the McKinney-Vento Homeless Assistance Act and in accordance with The Louisiana Handbook for School Administrators, Bulletin 741, and Section 341, which is available online at the following website address: <http://www.doe.louisiana.gov/osr/lac12?v115l28v115.doc>. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. 56301, et. seq. (ESEA).

The following process will be used in a case where a dispute occurs regarding the education of a homeless child or youth.

**Dispute Resolution Process**

1. If a dispute arises over school selection or enrollment, the child/youth must be immediately enrolled in the school in which he/she is seeking enrollment, pending the resolution of the dispute (five days). The dispute process may be initiated by the parent/guardian, unaccompanied youth, principal or other school officials.
2. The parent/guardian or unaccompanied youth must be referred to the Homeless Liaison, provided a written explanation of the school's decision to deny enrollment or school selection and the rights of Homeless parents/guardians/unaccompanied youth, including the right to appeal any school district decision.
3. When the parent/guardian/unaccompanied youth is referred to the Homeless Liaison, the liaison will carry out the dispute resolution process within a reasonable amount of time.
4. After reviewing pertinent information related to the dispute, the Homeless Liaison shall provide the parent with a decision in writing within five (5) days of the receipt of the written complaint.
5. If the written resolution is not acceptable to the parent/guardian/unaccompanied youth, the Homeless Liaison will forward the dispute to the State Homeless Coordinator

\*Dispute Resolution Process Forms included.

**Saint Martin Parish School System  
McKinney-Vento Act  
Homeless Dispute Resolution**

**Dispute Form**

When a dispute arises over enrollment or school selection, this form must be completed by the parent/guardian/unaccompanied youth, principal/school officials and forwarded to the District Homeless Liaison within 24 hours.

(Liaison Contact information: Michele Jones, 625 Corporate Blvd, Breaux Bridge, LA 70517, Phone: 337.909.2809 Fax: 337.332.6628; email: [michele\\_jones@saintmartinschools.org](mailto:michele_jones@saintmartinschools.org))

|                                  |                                   |
|----------------------------------|-----------------------------------|
| <b>Date Submitted:</b>           | <b>Student Name:</b>              |
| <b>Student ID:</b>               | <b>Person Initiating Dispute:</b> |
| <b>Relationship to Student:</b>  | <b>Contact Number:</b>            |
| <b>Current School Placement:</b> | <b>School in Dispute:</b>         |

**You must include a brief written explanation to support your appeal in the space provided:**

**Signature of person submitting dispute form:** \_\_\_\_\_

**Signature of Principal/School Official:** \_\_\_\_\_

☐ **Copy sent to District Homeless Liaison**  
Date: \_\_\_\_\_

☐ **Copy Given to**  
**Parent/Guardian/Unaccompanied Youth:**  
Date: \_\_\_\_\_

|                                           |                      |
|-------------------------------------------|----------------------|
| -----For Homeless Liaison Office Use----- |                      |
| <b>Date Received:</b> _____               | <b>Initial</b> _____ |

**Saint Martin Parish School System**  
**McKinney-Vento - Homeless**  
**Dispute Resolution - Action Taken**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Student Social Security/ID #: \_\_\_\_\_

Current School Placement: \_\_\_\_\_ School in Dispute: \_\_\_\_\_

District Action on Complaint: \_\_\_\_\_

Action Taken within: \_\_\_\_\_ school days after receiving notice of complaint

Did the Homeless Liaison resolve the dispute? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the dispute was resolved, describe the action taken by the Homeless Liaison to resolve the dispute to the satisfaction of parent/guardian.

Action taken by Saint Martin Parish School Board to resolve the dispute (if necessary)

\_\_\_\_\_ I agree with this decision.

\_\_\_\_\_ I disagree with this decision.

\_\_\_\_\_ I request an appeal with the State Homeless Coordinator at (225)342-0153 or (877)453-2721

Comments:

Parent/Guardian/Unaccompanied Youth Signature: \_\_\_\_\_

Homeless Liaison Signature: \_\_\_\_\_

**Copies To:**

\_\_\_\_\_ Homeless Liaison

\_\_\_\_\_ Principal

\_\_\_\_\_ Other School Personnel

\_\_\_\_\_ Parent/Guardian/Unaccompanied Youth

\_\_\_\_\_ State Coordinator

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