

## Chippewa Falls Area Unified School District Administrative Guidelines

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### **5111.01 - HOMELESS STUDENTS**

The Superintendent of Schools will appoint a Homeless Liaison whose general duty will be to safeguard the educational rights of children, youth, and unaccompanied youth who are homeless to attend school in this District. The Liaison must be notified immediately upon the enrollment or assignment of a child or youth who is without permanent housing. The Liaison will coordinate District operations and services so that:

- A. children, youth, and unaccompanied youth who are homeless are identified, with special attention given to the locating and enrolling of homeless children and youth who are not currently attending school;
- B. children and youth without a permanent residence have a full and fair opportunity to succeed in school;
- C. families, children, and youth who are homeless receive all educational services for which they are eligible, including any District preschool programs, before and/or after school programs, vocational and technical programs, programs for gifted and talented, school nutrition, transportation, and referrals to community health care services, dental services, mental health services, and other appropriate services;
- D. parents or guardians of students who are homeless 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 children and youth who are homeless is disseminated at locations where such homeless families' children receive services, such as schools, family shelters, transitional housing programs, soup kitchens, public aid offices, county social services, city hall, food pantries, public libraries, courthouses, and police stations;
- F. enrollment/assignment disputes are mediated/handled as expeditiously as possible after receiving notice of the dispute in accordance with Board policy, District guidelines, and applicable laws;
- G. the parents or guardians of any child and any unaccompanied homeless minor who are homeless are fully informed of transportation services including transportation to the school of origin and are assisted in accessing transportation to the school that is appropriately selected.

The Homeless Liaison has additional responsibilities to represent the educational interests of unaccompanied youth who are homeless.

Upon enrollment of a child or youth who is homeless, the Liaison will coordinate with appropriate administrative staff to assure that the school last attended by a homeless student is immediately contacted to provide relevant academic or other relevant records. If upon enrollment the student does not have 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 require that the student receives free school meals, school supplies, and any support materials necessary for the full participation of the student in the school.

The Liaison will also contact the Director of Transportation to assure transportation of the student who is homeless is provided in accordance with the Board's transportation policy and the McKinney Vento Act requirements.

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. Following the District's dispute process, any dispute which cannot be resolved by the Liaison should be reported to the State Coordinator for the Education of Homeless Children and Youth Office of the State Superintendent at the Department of Public Instruction.

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 children and youth who are homeless, their families; and
- B. With other school districts on inter-district issues, such as transportation or the transfer of school records.

Such coordination should be designed to: (1) facilitate children and youth who are homeless 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 Homeless Liaison will inform school personnel, community services providers, and advocates working with families and unaccompanied youth, who are considered homeless under the McKinney-Vento Act, the educational rights of the parents and the students, the responsibilities of the District, and about his/her duties.

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