



## Racine Unified School District Families in Transition Dispute Process

The McKinney-Vento Act has established criteria for families identified as Families in Transition (FIT). In accordance with the Act, the Racine Unified School District (RUSD) has established a process for FIT families to address disputes, in the event that one of the following services as been violated:

### **I. School Selection/Enrollment**

- A. School of Origin: the school the student attended when permanently housed, or
- B. The School in which the child or youth was last enrolled, or
- C. School of Residence: The school in the attendance area in which the student resides.

### **II. Transportation**

- A. Students residing two miles or more from their home school or on a street deemed hazardous by the police department are eligible for transportation.
- B. Walkers are students living within two miles of the school they are attending.
- C. Homeless students who live within the school's busing boundary will receive the same transportation services as other students living within the school's busing boundary.
- D. Homeless students temporarily living outside the school's busing boundary will receive transportation services such as a school bus assignment, or a bus pass to the school of origin, for the duration of homelessness.

### **III. Lunch/School Fees**

- A. Upon enrollment in FIT, students will automatically be enrolled in free and reduced lunch and school related fees will be waived.

Service(s) will be maintained until such time that the dispute is resolved.

The FIT Coordinator shall assist the parent, guardian, or unaccompanied youth with the dispute process as expeditiously as possible after being informed of the parent, guardian, or unaccompanied youth's disagreement with the services being provided to the student. The following procedure will be followed if a parent, guardian or unaccompanied youth indicates there has been a violation in services as outlined by the McKinney- Vento Act:

### **Level I - Informal Complaint to Families in Transition (FIT) Coordinator**

1. The FIT Coordinator will make every effort to resolve the complaint at Level I
  - a. McKinney-Vento Dispute (form 1), Written Notification of Placement/Enrollment Decision, will be completed by the FIT Coordinator. This form notifies the parent, legal guardian, or unaccompanied youth of the approval or denial of the request(s), notice that the decision may be appealed.



## Racine Unified School District Families in Transition Dispute Process

- b. If the complaint cannot be resolved at Level I the FIT coordinator should proceed to Level II.
2. The FIT Coordinator will provide the parent, legal guardian, or unaccompanied youth with the appeal process package which includes:
  1. Completed McKinney-Vento Dispute (form 1), written notification of decision
  2. Notice of the right to appeal Level I decision and move to Level II (form 2) dispute information will be provided.
  3. Copy of the FIT Dispute Process
3. The parent, legal guardian, or unaccompanied youth must start the appeal process by completing and submitting Form 2, Request for Level II dispute to the FIT Coordinator.

### Level II - Formal Complaint to Student Services Director

1. The director of school climate and student support, or designee, within five (5) working days of receipt of the formal dispute, will meet with the person(s) initiating the dispute, review the information, and consider what factors impact the best interest of the child.
2. The director of school climate and student support, or designee, will provide to the parent, legal guardian, or unaccompanied youth, with five (5) working days, of the meeting:
  - a. A written explanation of the decision regarding schools selection or enrollment; and
  - b. If the request is denied, a notice of the right to appeal Level II decision and move to Level III (form 3) dispute information will be provided.

### Level III- Formal Complaint to the Office of the Deputy Superintendent

1. The Deputy Superintendent, or designee, shall decide the appeal on an expedited basis within thirty (30) days of receipt of the student services decision. The Deputy Superintendent, or designee, will provide the complainant with the following:
  - a. Written explanation of the decision
  - b. If the request is denied, a notice of the right to appeal Level III decision and move to Level IV (form 4) dispute information will be provided.

### Level IV- Formal Complaint to the Superintendent

1. The parent, legal guardian, or unaccompanied youth may appeal the Deputy Superintendent decision to the Superintendent.

\*If exhausted all local level options parent, legal guardian, or unaccompanied youth have the right to appeal the Superintendent by disputing statewide to the Department of Instruction, State Superintendent who will carry out their dispute process expediently to resolve the dispute.