

Section 9-7.3:1. Enrollment of Homeless Student; Enrollment Disputes; Appeal Process. — A. The school selected in accordance with this policy shall immediately enroll the homeless student, even if the student (a) is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency or other documentation; or (b) has missed application or enrollment deadlines during any period of homelessness. The enrolling school immediately contacts the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent or guardian of the student or the youth, in the case of an unaccompanied youth, to Suffolk Public Schools' homeless liaison, who shall assist in obtaining necessary immunizations or screenings, or immunization or other required health records.

If the documentation regarding the comprehensive physical examination required by School Board Policy cannot be furnished for a homeless child or youth, and the person seeking to enroll the pupil furnishes to the school division an affidavit stating that the documentation cannot be provided because of the homelessness of the child or youth and also indicating that, to the best of ~~his or her~~ the person's knowledge, such pupil is in good health and free from any communicable or contagious disease, Suffolk Public Schools shall immediately refer the student to Suffolk Public Schools' homeless liaison who shall, as soon as practicable, assist in obtaining the necessary physical examination by the Suffolk City Health Department or other clinic or physician's office and shall immediately admit the pupil to school. The decision regarding placement shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

B. If a dispute arises over eligibility, or school selection or enrollment in a school (a) the homeless student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals; (b) the parent or guardian of the student or the youth, in the case of an unaccompanied youth, shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school, the school division or the Virginia Department of Education, including the rights of the parent, guardian or student to appeal the decision; (c) the student, parent or guardian shall be referred to Suffolk Public Schools' homeless liaison who shall carry out the appeal process as expeditiously as possible after receiving notice of the dispute; and (d) in the case of an unaccompanied youth, Suffolk Public Schools' homeless liaison shall ensure that the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of the dispute.

C. In the event that an unaccompanied youth or the parent or guardian of a student (hereinafter referred to as the Complainant) disagrees with a school's decision regarding the student's eligibility to attend the school, the Complainant shall orally present his the Complainant's position to Suffolk Public Schools' homeless liaison.

If the disagreement is not resolved within five (5) school days, the Complainant may present a written complaint to Suffolk Public Schools' homeless liaison. The written complaint must include the following information: (a) the date the complaint is given Suffolk Public Schools' homeless liaison; (b) a summary of the events surrounding the dispute; (c) the name(s) of the school division personnel involved in the enrollment

decision; (d) and the result of the presentation of the oral complaint to the homeless liaison.

Within five (5) school days after receiving the written complaint, the Suffolk Public Schools' homeless liaison will reach a decision regarding the contested enrollment and shall provide a written statement of that decision, including the reasons therefore, to the Complainant. The liaison will inform the Superintendent of the formal complaint and its resolution.

If the Complainant is not satisfied with the written decision of the homeless liaison, the Complainant may appeal that decision to the Superintendent by filing a written appeal. The homeless liaison shall ensure that the Superintendent receives copies of the written complaint and the response thereto. The Superintendent or designee shall schedule a conference with the Complainant to discuss the complaint. Within five (5) school days of receiving the written appeal, the Superintendent, or designee, shall provide a written decision to the Complainant including a statement of the reasons therefore. (Adopted January 11, 2018; Ordinance Number 17/18-33; Effective Date: January 11, 2018)

Legal Authority – 20 U.S.C. §6399; 42 U.S.C §§11302, 11431, 11432, 11433, 11434a; Virginia Code §§22.1-3, 22.1-70, 22.1-78, 22.1-253.13:1, 22.1-270.(1950) as amended.