

ADMINISTRATIVE REGULATION

Placentia-Yorba Linda Unified School District

Instruction

6174 - AR

Education for Homeless Children and Youth

Instruction

A. Purpose and Scope

The Placentia-Yorba Linda Unified School District (PYLUSD) desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district.

B. General

The Placentia-Yorba Linda Unified School District shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students. In addition, the District Liaison shall provide resources and technical assistance to schools and handle dispute resolution appeals from the district or school/program level.

C. Definitions

Homeless means students who lack a fixed, regular, and adequate nighttime residence and includes:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings.
3. Children and youth who are living in cars, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
4. Migratory children who qualify as homeless because the children are living in conditions described in (1)-(3) above.

School of origin means the school or program that the student attended when permanently housed or the school or program in which the student was last enrolled.

Best interest means, to the extent feasible, continuing a student's enrollment in the school of origin for the duration of his/her homelessness, except when doing so is contrary to the wishes of his/her parents/guardian.

Unaccompanied youth means a youth not in the physical custody of a parent or guardian.

School/Program Homeless Liaison is the staff designated by the Superintendent for homeless students attending a school or program operated by the Placentia-Yorba Linda Unified School District.

D. Procedures

1. The Superintendent designates the Homeless Liaison as the School/Program Homeless Liaison for homeless students attending a school or program of the Board.

The Homeless Liaison shall ensure that:

- a. Homeless students are identified by school or program personnel and through coordinated activities with other entities and agencies. (*Appendix A*)
- b. Homeless students enroll in, and have a full and equal opportunity to succeed in, its schools and programs.
- c. Homeless families and students receive educational services for which they are eligible.
- d. Parents/guardians 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. Notice of the educational rights of homeless students is disseminated at places where children receive services, such as schools, shelters and community centers.
- f. Enrollment disputes are mediated in accordance with law, Board policy and procedure.
- g. Parents/guardians are fully informed of all transportation services.
- h. When notified pursuant to Education Code section 48918.1, assist a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion.
- i. When notified pursuant to Education Code section 48915.5, participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability.
- j. Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records.

2. Enrollment

Placement decisions for homeless students shall be based on the student's best interest. In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless his/her parent/guardian request otherwise.

When making a placement decision, the district may consider the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year. However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere.

The student may continue attending his/her school of origin for the duration of the homelessness and until the end of any academic year in which he/she moves into permanent housing.

In the case of an unaccompanied youth, the Homeless Liaison shall assist in placement or enrollment decisions, consider the views of the student, and provide notice to the student of his/her appeal rights.

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school or program of choice, even if the parent/guardian is unable to provide the school with the records normally required for enrollment.

The district shall immediately contact the school or program last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the principal or designee shall refer the parent/guardian to the Homeless Liaison. The Homeless Liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student. If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian, the principal or designee shall provide the parent/guardian with a written explanation of the decision along with a statement regarding the parent/guardian's right to appeal the placement decision to the Homeless Liaison.

School districts must enroll students experiencing homelessness immediately. If, after enrollment, it is determined that a student is not homeless as defined in the law, school districts should follow the policies that are in place to address other forms of fraud. Written notice should be given to the parent, guardian, or youth, including his or her right to appeal the decision.

Schools working with parents, guardians, and unaccompanied youth should:

- a. Inform parents, guardians, and unaccompanied youth that they can provide written or oral documentation to support their positions about school selection or

enrollment. Such documentation may include an affidavit to verify residence.
(Appendix B)

- b. Inform parents, guardians, and unaccompanied youth that they can seek the assistance of social services, advocates, and/or service providers in the dispute process.
- c. Provide a simple dispute form that parents, guardians, or unaccompanied youth can complete and turn in to the school to initiate the dispute resolution process.
- d. Provide a copy to the parents, guardians, or youth for their records when the dispute form is submitted to the school.
- e. Provide a copy to the parents, guardians, or youth for their records of the outcome of the dispute, even when the dispute is immediately resolved satisfactorily without a dispute hearing.

3. Transfer of Coursework and Credits

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another accredited public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course.

If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California.

4. Exemption from Local Graduation Requirements

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code section 51225.3, and fulfill any additional graduation requirement prescribed by PYLUSD. However, when a homeless student who has completed his/her second year of high school transfers into PYLUSD from another school district or transfers between high schools within PYLUSD, he/she shall be exempted from all locally-adopted coursework and other locally-established graduation requirements, unless PYLUSD makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the

right to make educational decisions for him/her, and the liaison for homeless students of the availability of the exemption and whether the student qualifies for it.

To determine whether a homeless student is in his/her third or fourth year of high school, PYLUSD shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption.

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges.

PYLUSD shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or by the liaison on behalf of the student.

If the Superintendent or designee determines that a homeless student is reasonably able to complete local graduation requirements within his/her fifth year of high school, he/she shall:

- a. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete PYLUSD graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution.
- b. Provide information to the homeless student about transfer opportunities available through the California Community Colleges.
- c. Upon agreement with the homeless student or, the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete PYLUSD graduation requirements.

5. Eligibility for Extracurricular Activities

A homeless student who enrolls in any PYLUSD school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities.

6. Enrollment Dispute Resolution Process for Orange County Department of Education Programs and Schools

If a dispute arises over school selection or enrollment in a particular school or program, the student shall be immediately admitted to the school or program in which enrollment is sought pending resolution of the dispute. Enrollment is defined as attending classes and participating fully in school activities. The school must refer the student, parent, or guardian to the district's homeless liaison or, for PYLUSD programs and schools, the

School/Program Homeless Liaison, to carry out the dispute resolution process as expeditiously as possible. The liaison must ensure that the dispute resolution process is also followed for unaccompanied youth.

The parent/guardian shall be provided with a written explanation of the placement decision, including an explanation of the parent/guardian's right to appeal the decision. He/she shall also be referred to the School/Program Homeless Liaison.

The written explanation shall be complete, as brief as possible, simply stated and provided in language that the parent/guardian or student can understand. The explanation may include contact information for the School/Program Homeless Liaison, a description of the School/Program Homeless Liaison's decision, notice of the right to enroll in the school or program of choice pending resolution of the dispute, notice that enrollment includes full participation in all school activities, and notice of the right to appeal the decision to the County Liaison for Homeless Education and, if the dispute remains unresolved, to the California Department of Education ("CDE"). (*Appendix C*)

The School/Program Homeless Liaison shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. The School/Program Homeless Liaison shall provide the parent/guardian with a copy of the decision, dispute resolution form, and a copy of the outcome of the dispute.

If a parent/guardian disagrees with the School/Program Homeless Liaison's enrollment decision, he/she may appeal the decision to the County Liaison for Homeless Education. The County Liaison for Homeless Education shall make a determination within five (5) working days of receipt of the appeal.

7. Enrollment Dispute Resolution Appeal Process for Placentia Yorba Linda Unified School District

If the parent/guardian disagrees with the decision from the dispute resolution process, from either a school district or the School/Program Homeless Liaison for PYLUSD, the parent/guardian may appeal the decision to the County Liaison for Homeless Education ("County Liaison"). The School/Program Homeless Liaison for PYLUSD shall forward all written documentation and related paperwork from the dispute resolution process to the County Liaison at the Orange County Department of Education. The County Liaison will review these materials and determine the school selection or enrollment decision within five (5) working days of receipt of the materials and notify the School/Program Homeless Liaison or school district liaison and the parent/guardian of the decision.

If the dispute remains unresolved or if the parent/guardian is not satisfied with the County Liaison's placement decision, the parent/guardian may appeal to the State Homeless Coordinator at the California Department of Education ("CDE") within five (5) working days to:

California Department of Education
c/o State Coordinator, Homeless Education
1430 N Street, 6th Floor, Suite 6208
Sacramento, CA 95814 (916) 319-0383

866-856-8214

Upon notice of the appeal to CDE, the County Liaison shall forward all written documentation and related paperwork from the dispute resolution process to the CDE. Upon the review of the district/school/program, County Liaison, and parent information, the CDE will notify the parent, district/school/program, and County Liaison of the final school selection or enrollment decision within ten (10) working days of receipt of materials.

Reference: McKinney-Vento Homeless Assistance Act, 42 U.S.C. Section 11431 *et seq.*; Education Code sections 48850, 48852.5, 48915.5, 48918.1, 51224.1-51225.3.

E. Responsible Administrative Unit

Executive Director, Instructional Support

F. Approved by:

Candy Plahy	1/23/18	Greg Plutko Ed.D.	1/23/18
Responsible Division Head	Date	Superintendent	Date

Appendix A

Placentia Yorba Linda Unified School District McKinney Vento Assistance Act Confidential Enrollment Form

Please fill out and return **only** if you are living in one of the transitional situations that are described in the list below.* If your family lives adequately in a single family home, rented home, or apartment, and it is the only family that lives there, you do not need to fill out this form.

This form assists school personnel in complying with the legal guidelines for school enrollment for children who meet the eligibility criteria for services provided under the McKinney-Vento Assistance Act (Title X, Part C of the No Child Left Behind Act). Services **may** include access to tutoring and counseling, as well as help with school necessities such as school supplies, uniforms and backpacks. **Please fill out one form per family in the household.**

Please list all PYLUSD students living in your home: Today's Date: _____

Name	Grade	Birthdate	School

Parent/Guardian Name _____ Unaccompanied Youth? Y N
(Last Name) (First Name)

Address _____

Telephone Number () _____ or () _____

***PLEASE CHECK THE FOLLOWING LIVING SITUATION THAT APPLIES TO THE STUDENT:**

- _____ Living with friends or relatives, or renting a room from another family, due to economic circumstances, loss of housing, or similar reason
- _____ Living in a shelter or transitional housing
- _____ Living in a hotel or motel
- _____ Living in a campground, park, garage, or your car

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Parent Signature: _____ Date: _____

For District Office Use Only

Food and Nutrition Services	Fax # 714-528-5101	date: _____
Transportation	Bus Pass issued? ____ yes ____ no	date: _____
Backpack/School Supplies	Issued? ____ yes ____ no	date: _____
Christmas Gift Program	Included? ____ yes ____ no	date: _____
Tutoring Program	Enrolled? ____ yes ____ no	date: _____
McKinney Vento Liaison Signature: _____		date: _____

***School sites: Please copy this form and place into your McKinney Vento binder for later use. Send original by scan, fax or district mail (but not all three) to Jon Matson @ the Assessment Center.**

Appendix A

Distrito Escolar Unificado de Placentia Yorba Linda Acta de McKinney-Vento Forma Confidencial

Por favor, llene y devuelva solamente si usted está viviendo en una de las situaciones mencionadas en la parte inferior de esta forma. * Si solamente su familia vive en ese hogar, casa o departamento en renta, y es la única familia que vive allí, usted no necesita llenar esta forma.

Esta forma ayuda al personal escolar a cumplir con las guías legales de inscripción escolar para alumnos que reúnen el criterio de elegibilidad para servicios proveídos bajo la Acta de Asistencia McKinney-Vento (Título X, Parte C de la Ley Que Ningún Niño Se Quede Atrás). Servicios pueden incluir tutoría y servicios de consejería, también artículos para la escuela como útiles, uniformes y mochilas. **Complete una forma por familia en el hogar.**

Escriba todos los nombres de estudiantes en el distrito escolar viviendo en el hogar: Fecha: _____

Nombre	Grado	Fecha de Nacimiento	Escuela

Nombre del Padre/Tutor _____ Alumno sin Padre/Tutor presente SI NO
(Apellido) (Nombre)

Dirección _____

Número de Teléfono () _____ o () _____

*POR FAVOR MARQUE LA SIGUIENTE SITUACIÓN DE VIVIENDA QUE APLIQUE AL ALUMNO:

_____ Por causa de dificultades económicas, pérdida de vivienda o trabajo, o razón similar, compartiendo una vivienda con otra familia (familiares, amigos, etc.)

_____ Viviendo en refugio/albergue

_____ Viviendo en un hotel o motel

_____ Viviendo en un campamento, garaje, parque o su automóvil

Yo declaro bajo pena de perjurio y las leyes del Estado de California que lo declarado es verdadero y correcto.

Firma del Padre/Tutor: _____ Fecha: _____

For District Office Use Only

Food and Nutrition Services Fax # 714-528-5101 date: _____

Transportation Bus Pass issued? ____ yes ____ no date: _____

Backpack/School Supplies Issued? ____ yes ____ no date: _____

Christmas Gift Program Included? ____ yes ____ no date: _____

Tutoring Program Enrolled? ____ yes ____ no date: _____

McKinney Vento Liaison Signature: _____ date: _____

***School sites: Please copy this form and place into your McKinney Vento binder for later use. Send original by scan, fax or district mail (but not all three) to Jon Matson @ the Assessment Center.**

Appendix B
CAREGIVER'S AUTHORIZATION AFFIDAVIT

Use of this affidavit is authorized by Part 1.5 (commencing with Section 6550) of Division 11 of the California Family Code.

Instructions: Completion of items 1-4 and the signing of the affidavit is sufficient to authorize enrollment of a minor in school and authorize school-related medical care. Completion of items 5-8 is additionally required to authorize any other medical care. Print clearly.

The minor named below lives in my home and I am 18 years of age or older.

1. Name of minor: _____ .

2. Minor's birth date: _____ .

3. My name (adult giving authorization): _____ .

4. My home address: _____ .

_____ .

5. I am a grandparent, aunt, uncle, or other qualified relative of the minor (see back of this form for a definition of "qualified relative").

6. Check one or both (for example, if one parent was advised and the other cannot be located):

I have advised the parent(s) or other person(s) having legal custody of the minor of my intent to authorize medical care, and have received no objection.

I am unable to contact the parent(s) or other person(s) having legal custody of the minor at this time, to notify them of my intended authorization.

7. My date of birth: _____ .

8. My California driver's license or identification card number: _____ .

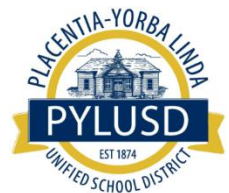
Warning: Do not sign this form if any of the statements above are incorrect, or you will be committing a crime punishable by a fine, imprisonment, or both.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: _____

Signed: _____

Notices:



Appendix B
CAREGIVER'S AUTHORIZATION AFFIDAVIT

1. This declaration does not affect the rights of the minor's parents or legal guardian regarding the care, custody, and control of the minor, and does not mean that the caregiver has legal custody of the minor.
2. A person who relies on this affidavit has no obligation to make any further inquiry or investigation.

Additional Information:

TO CAREGIVERS:

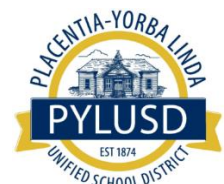
1. "Qualified relative," for purposes of item 5, means a spouse, parent, stepparent, brother, sister, stepbrother, stepsister, half brother, half sister, uncle, aunt, niece, nephew, first cousin, or any person denoted by the prefix "grand" or "great," or the spouse of any of the persons specified in this definition, even after the marriage has been terminated by death or dissolution.
2. The law may require you, if you are not a relative or a currently licensed foster parent, to obtain a foster home license in order to care for a minor. If you have any questions, please contact your local department of social services.
3. If the minor stops living with you, you are required to notify any school, health care provider, or health care service plan to which you have given this affidavit. The affidavit is invalid after the school, health care provider, or health care service plan receives notice that the minor no longer lives with you.
4. If you do not have the information requested in item 8 (California driver's license or I.D.), provide another form of identification such as your social security number or Medi-Cal number.

TO SCHOOL OFFICIALS:

1. Section 48204 of the Education Code provides that this affidavit constitutes a sufficient basis for a determination of residency of the minor, without the requirement of a guardianship or other custody order, unless the school district determines from actual facts that the minor is not living with the caregiver.
2. The school district may require additional reasonable evidence that the caregiver lives at the address provided in item 4.

TO HEALTH CARE PROVIDERS AND HEALTH CARE SERVICE PLANS:

1. A person who acts in good faith reliance upon a caregiver's authorization affidavit to provide medical or dental care, without actual knowledge of facts contrary to those stated on the affidavit, is not subject to criminal liability or to civil liability to any person, and is not subject to professional disciplinary action, for that reliance if the applicable portions of the form are completed.
2. This affidavit does not confer dependency for health care coverage purposes.



Appendix C
Placentia Yorba Linda Unified School District
Dispute Resolution Process School Form

Student's Name: _____ School Name: _____

Date: _____ Student's Current Address: _____

Parent/Guardian/Disputing Party's Name: _____

Relationship to student: Parent Guardian Unaccompanied Youth Phone: _____

Please note: Information regarding the student's address, phone number, and information is protected by PYLUSD District Policy, and can only be released to parent/guardian, the student, or to a person specifically designated as a representative of the parent or guardian.

Lives in a shelter: Yes No - If yes, name of shelter: _____

Name of the school that the parent/guardian chooses child to be immediately enrolled in and/or transported

to/from until dispute is resolved: _____

Is this the school of origin (the school that the child attended when permanently housed or the school in which the child last enrolled): Yes No

If no, from which school was the student transferred? _____

Reason for the complaint: _____

Signature of parent/guardian/disputing party: _____ Date: _____

Principal or Homeless Liaison's actions on the complaint:

Date Homeless Liaison was notified of dispute: _____

Action taken by principal to resolve the dispute: _____

Was the dispute resolved?: Yes No Explanation: _____

If not, date the dispute was forwarded to Orange County Department of Education: _____

(OCDE has 5 days from the above date to respond to all parties with enrollment decision and inform them of their right of appeal to CDE)

Did **OCDE** resolve the dispute?: Yes No Explanation: _____

If not, date the dispute was forwarded to California Department of Education: _____

(CDE has 10 days to review and respond, and provide FINAL enrollment decision to parent and school)

Did **CDE** resolve the dispute?: Yes No Explanation: _____