

**Urban Academy of Greater Pittsburgh Charter School
437 Turrett Street
Pittsburgh, PA 15206**

Board of Trustees Policy

HOMELESS STUDENTS POLICY

The No Child Left Behind Act of 2001 (Sec. 721(1)) states that it is the policy of Congress that indicates educational agencies shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education as provided to other children and youths. Specifically, Section 722(g)(3)(A) of the Act indicates:

“the local educational agency serving each child or youth to be assisted [under this Act] shall according to the child’s best interest: (i) continue the child’s or youth’s education in the school of origin for the duration of homelessness, (I) in any case in which a family becomes homeless between academic years or during an academic year; or (II) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or (ii) enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.”

The Board of Trustees (“Board”) of the Urban Academy of Greater Pittsburgh Charter School (“Charter School”) recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other Charter School students. The Board shall make reasonable efforts to identify homeless children, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law regulations.

The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation, and success in Charter Schools of homeless students, based on the recommendation of the Chief Executive Officer (“CEO”).

According to the No Child Left Behind Act of 2001 the term “school of origin” means the school in which the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled. Sec. 722(g)(3)(G).

Homeless students are defined as individuals lacking a fixed, regular and night-time residence, which include the following conditions:

- a) Sharing the housing of other persons due to loss of housing or economic hardship.
- b) Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
- c) Living in emergency, transitional or domestic violence shelters.
- d) Abandoned in hospitals.
- e) Awaiting foster care placement.
- f) Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- g) Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar setting.
- h) Living as migratory children in conditions described in previous examples.
- i) Living as run-away children.
- j) Abandoned or forced out of homes by parents or caretakers.
- k) Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

The term “migratory children” means children who are, or whose parent or spouse are, migratory agricultural workers, including migratory dairy workers, or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain or accompany such parent or spouse who seeks to obtain temporary or seasonal employment in agricultural or fishing work. See 20 U.S.C 6399(2).

The terms “enroll” and “enrollment” are defined to include attending classes and participating fully in school activities.

The Board designates the CEO or his/her designee to serve as the Charter School’s Liaison for homeless students and families.

The Charter School's liaison shall coordinate with:

- a) Local service agencies that provide services to homeless children, youth and families.
- b) School districts on issues of records transfer, per pupil allocation, transportation and special education programs to ensure that homeless children who are in need of special education and related services are located, identified, and evaluated.
- c) State and local housing agencies responsible for comprehensive housing affordability strategies.

The Charter School Liaison has the following responsibilities:

- a) Identify homeless children and youth including preschool age children;
- b) Inform parents or guardians of educational rights and related opportunities available to their children, and provide them with meaningful opportunities to participate in the education of their children;
- c) Disseminate public notice of the educational rights of homeless students where children and youth receive services under the Act and forms to such places as schools, family shelters, and food pantries;
- d) Mediate enrollment disputes in accordance with the Enrollment Dispute section and ensure immediate enrollment pending resolution of disputes;
- e) Inform the parent/guardian of a homeless child or youth, and any unaccompanied youth, of all transportation options, including to the school of origin, and assist in accessing these transportation services;
- f) Assist children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records;
- g) Understand the Pennsylvania Department of Education guidance issued for the education of homeless students in order to distribute information on the subject as well as to present workshops for school personnel, including office staff;

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.

A. Enrollment/Placement

To the extent feasible, and in accordance with the student's best interest and parent/guardian's wishes, a homeless student shall continue to be enrolled in his/her school of origin while he/she remains homeless, or until the end of the academic year in which he/she obtains permanent housing.

Parents/guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the Charter School Liaison will consider the views of the student in determining where he/she will be enrolled.

The Charter School shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to school policies. However, the Charter School may require a parent/guardian to submit contact information.

The Charter School liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy.

If the Charter School is unable to determine the student's grade level due to missing or incomplete records, the Charter School shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over the school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the Charter School's decision, their right to appeal, and the procedures to use for the appeal.

Appropriate school placement arrangements, based on the child's best interest, should be implemented through cooperative efforts of the respective chief school administrators of the Charter School, the chartering district, and any prior district of residence. Each case presents a unique set of circumstances and, therefore, requires an individualized response. In all cases, the Charter School shall comply, to the extent feasible, with the request made by a parent or guardian regarding school selection, shall attempt to minimize disruptions, and shall maintain the highest possible degree of continuity in programs for all homeless students. The choice regarding placement shall

be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

In the case of an unaccompanied youth, the Charter School will ensure that the Charter School Liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The Charter School must immediately contact the last school attended to obtain relevant academic and other records.

The Board shall admit to the Charter School, upon application, those school age children who are living at or assigned to a facility or institution, and who are residents of the district or another district of this Commonwealth. These facilities or institutions are defined by the Public School Code and include: an agency, supervised or licensed shelter, group home, maternity home, residence, facility, orphanage, or other institution for care or training of children or adolescents.

Homeless students may reside in hotels, motels, cars, tents, or temporarily doubled-up with a resident family because of lack of housing. In determining residence and, in the case of homeless children, equating "residence" and "domicile" (home) does not apply. They are presently unable to establish "homes" on a permanent basis. **Homeless families are not required to prove residency regarding school enrollment.**

B. Services

Homeless students shall be provided services comparable to those offered to other Charter School students including, but not limited to, transportation services, school nutrition programs, vocational programs and technical education, preschool programs, programs for students with limited English proficiency, and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

C. Transportation

The Charter School shall coordinate transportation for homeless students with the chartering school district of residence or any previous district of residence. The district of origin, the Charter School, and the chartering school district shall agree upon a method to apportion the responsibility and costs of the transportation.

D. The National School Lunch and Breakfast Program: Documentation and Procedures for Migrant, Homeless, and Runaway Children

Homeless, runaway or migratory children are automatically certified as eligible for free meal benefits and can begin receiving free meal benefits upon proper documentation for meals. Migrant Education or Homeless staff are responsible for providing proper documentation of a child's status to the Food Service Directors in each school district.

SCHOOL/HEALTH RECORDS

The Charter School should immediately enroll and begin to provide instruction. The Charter School may contact the district of origin for oral confirmation that the child has been immunized. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within 30 days. The instructional program should begin as soon as possible after the enrollment process is initiated and should not be delayed until the procedure is completed.

According to the No Child Left Behind Act of 2001, if the child or youth needs to obtain immunizations or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the liaison who shall assist in obtaining necessary immunizations or medical records.

TITLE I

Title I of the Elementary and Secondary Education Act I (Reauthorized January 2002) mandates that funds be reserved to serve homeless children. Section 1113(C)(3) of the Title I statute states, "A local educational agency shall reserve such funds as are necessary . . .to provide services comparable to those provided to children in schools funded under this part to serve –,"(A) homeless children who do not attend participating schools, including providing educationally related support services to children in shelters and other locations where children may live. ..." Section 1115 also indicates that homeless children are eligible for services if they are attending schools served by an LEA.

FISCAL RESPONSIBILITIES

Fiscal responsibilities apply to all homeless students, whether in regular or special education classes.

The Charter School should apply the following criteria when determining fiscal responsibility:

- A. The procedures outlined below will be followed in cases when the education of the child is provided by the district where the homeless

student is temporarily living (doubled up, motel, shelter). The procedures shall also apply in cases when the district of prior attendance, where that is not the district the child attended when permanently housed, will educate the child.

1. Homeless individuals not in facilities (shelters) or institutions, as well as homeless individuals living in hotels, motels, cars, tents, or doubled-up with a resident family, shall be reported and reimbursed as resident students;
 2. For homeless individuals in temporary shelters, the educating school district will send a PDE-4605 Determination of District of Residence for Student in Facilities or Institutions in Accordance with Section 1306 of School Code to the presumed district of residence;
 3. If PDE-4605 is acknowledged by the resident district, the educating district will enter the child on its rolls as a nonresident student from the acknowledging resident school district. The educating district will bill the resident district for tuition, and will report membership data according to PDE child accounting procedures; and,
 4. If PDE-4605 is disclaimed and a district of residence cannot be determined, the child will be considered a ward of the state. The educating district will enter the child on its rolls as a nonresident ward of the state, and will report membership according to PDE child accounting procedures. The Department of Education will pay tuition to the educating district based on membership reported to Child Accounting.
- B. In cases when the education of the child is provided by the Charter School, that district of residence when the child was permanently housed will continue to be responsible for the per pupil allocation for a homeless student for the period of temporary displacement and should maintain the homeless student on its roll as a resident student.
- C. In cases when the student becomes permanently housed during the academic year and continues in the school of origin, which is not in the district of new residence, the Charter School will continue to educate the formerly homeless student, if requested by the student's parent or guardian, until the end of the academic year and should maintain the homeless student on its roll as a non-resident student.

The charter school should advise the new district of residence of its financial responsibility for this student and send a tuition bill.

ENROLLMENT DISPUTE PROCEDURE

If a dispute arises over school selection or enrollment, the child or youth must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute.

The parent or guardian must be provided with a written explanation of the school's decision on the dispute, including the right to appeal.

The parent, guardian, child or youth must be referred to the Charter School Liaison, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute.

In the case of an unaccompanied youth, the Charter School Liaison shall ensure that the child or youth is immediately enrolled in school pending resolution of the dispute.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this day _____ of _____, 2015

President

Secretary