

### R6171.3.3

## THE BOARD OF EDUCATION OF THE CITY OF ST. LOUIS REGULATION

### INSTRUCTION

#### ELEMENTARY, MIDDLE AND SECONDARY

#### Curriculum Extensions

#### Instruction of Atypical Students -- Homeless -Resolving Grievances

I. School District Level - It is the responsibility of the school district's homeless liaison to handle disputes concerning eligibility, school selection or the enrollment in school and inform the complainant of the district's complaint resolution procedure when a question concerning the education of a homeless child or youth arises. During the dispute, homeless children and youth must be enrolled and fully participating in school activities as well as receive transportation, if requested, to the school in which the parent/guardian or unaccompanied homeless youth seeks enrollment. In resolving such complaints, the following procedures shall be utilized at the school district level:

1. The parent/guardian or unaccompanied homeless youth should be referred to the district's homeless coordinator. The district will provide the complainant with a copy or have access to review the board of education policies addressing the education of homeless children and youth. The homeless liaison should expeditiously arrange a meeting to discuss the complaint. If the dispute is not resolved after the initial discussion with the homeless coordinator, the complainant can file a written complaint to the homeless coordinator for further review. The homeless coordinator will provide a written proposed resolution of the dispute or plan of action within five (5) days\* of the date that the complaint was received by the homeless coordinator.

2. If the dispute is not resolved at the homeless coordinator level, the complainant may file a complaint with the superintendent for review. The superintendent should expeditiously arrange a meeting to discuss the dispute. The superintendent will provide a written resolution within five (5) days\* of the date of the discussion.

3. If the dispute is not resolved at the superintendent level, the complainant may present the matter before the board of education for resolution. The LEA's board of education will provide a written resolution of the dispute or a plan of action within thirty days of the date the complaint was received by the board of education.

II. State Level - If the dispute is not resolved in a satisfactory manner at the school district level, the complaint may be brought to the Department of Elementary and Secondary Education. Complaints made under this process must be made in writing and signed by the complainant. In resolving such complaints, the following procedures shall be utilized at the state level:

1. Address the complaint to the State Homeless Coordinator, Federal Programs, P.O. Box 480, Jefferson City, Missouri 65102-0480.

2. Include in the written complaint the following:

- a.) a detailed description of the dispute
- b.) the name(s) and age(s) of the child(ren) involved
- c.) the name(s) of involved school district personnel and the district(s) they represent
- d.) a description of attempts that were made to resolve the issue at the school district level

3. The Director of Federal Programs will inform the involved school district(s) of the complaint. The director or the director's designee will collect needed information including documentation and statements of the parties and may conduct an independent investigation through an on-site visit if necessary.

4. Within thirty (30) days after receiving a complaint, the director will inform the parties, in writing, of the decision.

5. If a complainant disagrees with the director's decision, the complainant may, within ten (10) working days, appeal the decision to the Deputy Commissioner of Education. This appeal must be in writing indicating why the complainant disagrees with the decision.

6. Within (thirty) 30 days after receiving the appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.

\*The parties may mutually agree on an extension; however, every effort should be made to resolve the complaint in the shortest possible time.

\*\* Although the standard procedure allows thirty (30) days for a response, every effort will be made to resolve the complaint in the shortest time.

#### References

cf: Board Policy P0400

Legal: McKinney-Vento Homeless Assistance Act of 2001 (42

U. S. C. 11431 et. seq.)

Family Educational Rights and Privacy Act of 1974, 42 U.S.C. §1232g.

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