

LEA

Homeless Dispute Resolution

**Lee County Schools**

**2410 Society Hill Road**

**Opelika, Alabama**

**(334) 705-6000**

Dr. James E. Mccoy Superintendent

 Brad Hunter

 District Homeless Liaison

**The Educational Rights of Homeless Children and Youth**

The *Every Student Succeeds Act of 2151* (ESSA) Title IX Part A, also known as The

McKinney-Vento Homeless Assistance Act, guarantees 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.

# Dispute Resolution Procedures

If a school selection or eligibility dispute develops regarding the options available under the McKinney-Vento Act, the child or youth will be immediately enrolled to the school in which enrollment is sought by the parent/guardian or unaccompanied youth, pending resolution of the dispute.

# STEP 1: How to Start a Dispute or Challenge a Decision by the School System

The parent/guardian or unaccompanied youth must complete the attached Dispute Form and submit the form to a school principal or the District’s Homeless Liaison, Dr. Brad Hunter within 10 school days from date of the Written Notice of Decision that was provided to the parent/guardian or unaccompanied youth. The form may be mailed to Dr. Hunter at the following address:

Lee County Schools

District Homeless Liaison: Brad Hunter

2410 Society Hill Road

Opelika, Alabama 36804

Additionally, the parent/guardian or unaccompanied youth may begin the dispute process by verbally explaining the dispute to the District’s Homeless Liaison, Brad Hunter (334-705-6000).

# STEP 2: Meeting with Superintendent and Homeless Liaison

After the Dispute Form is received or a verbal complaint is made, the Superintendent, or someone that works for the Superintendent, will schedule a meeting with you, the student (if appropriate), the District’s Homeless Liaison, and at least one person representing the school where enrollment has been requested. The meeting must occur within ten (10) days of the district’s receipt of the Dispute Form. Within five (5) business days after the meeting, the Superintendent will inform you of his/her decision in writing.

# STEP 3: Appeal to the State Department of Education

After you receive the Superintendent’s decision in writing, you may file an appeal with the Alabama State Department of Education:

State Coordinator for Homeless Education Alabama State Department of Education Federal Programs

50 North Ripley Street Montgomery, AL 36130

1-888-725-9321 (toll free)

The Alabama State Department of Education will review your dispute and will address the issues within 10 days from the receipt of your written request for resolution. *See* Ala. Admin. Code r. 290-3-1-.02(7)(j)(i)-(iv).

# NEED HELP?

If you have questions regarding the Dispute Resolution Procedures or how to file an appeal, please contact:

Brad Hunter

District Homeless Liaison

Lee County Schools

Phone: (334-705-6000)

Email: hunter.brad@lee.k12.al.us

# Dispute Form

To appeal the district’s decision, please complete this form and submit it by the date indicated on the Written Notice you received from the school. You may submit this form by any of the following methods:

* Scan and email it to district homeless liaison with the subject “McKinney Vento Student Appeal”;
* Return the paper form to any school in this school district; or
* Submit the paper form directly to the office of the superintendent at Lee County Schools, 2410 Society Hill Rd., Opelika, Alabama 36804

Student Name:

School in which enrollment is sought:

I am the educational decision-maker for this student, and I believe the school in which we are seeking enrollment is in the student’s best interest because:

I believe the student has a right to attend this school because:

If you would like to provide additional information, please attach it to this form.

The student shall remain in the school of origin, receiving all appropriate educational services including transportation, until the dispute reaches its final resolution. Once this Dispute Form is received, the superintendent or designee will arrange for a personal conference with the educational decision-maker, the student (if appropriate), district homeless liaison, and at least one representative from the local school within five (5) business days. This conference will take place as expeditiously as possible. Within five (5) business days of the personal conference, the superintendent or designee will inform the educational decision-maker of the decision in writing. The educational decision-maker will be able to appeal to the State if the local resolution is not satisfactory.

Educational decision-maker’s name:

Email:

Phone:

# Written Notice

**School Placement Determination**

Date:

To:

Delivered via: (preferably a reliable email address to ensure delivery)

 school district has determined that the appropriate school placement for STUDENT’S NAME is SCHOOL NAME . We understand this is neither the school of origin nor the school requested by . Therefore, we are providing this explanation of our decision and information about how you may appeal the decision. We have determined that it is in the student’s best interest to attend SCHOOL NAME because:

You may appeal this decision by completing the attached Dispute Form, signing it, dating it, and submitting it by (insert date that is 10 school days from date of this letter). If you choose to initiate a dispute, the student shall remain in the school of origin, receiving all appropriate educational services including transportation, until the dispute reaches its final resolution.

Once the Dispute Form is received, the superintendent or designee will arrange for a personal conference with you, the student (if appropriate), district homeless liaison, and at least one representative from the local school within ten (10) business days. The conference will take place as expeditiously as possible.

Within five (5) business days of the personal conference, the superintendent or designee will inform you (the educational decision-maker) of the decision in writing.

You may appeal to the local Board of Education in writing within ten (10) business days, if the superintendent’s resolution is not satisfactory. If the local Board resolution is not satisfactory, you may appeal to the State:

State Coordinator for Homeless Education Alabama State Department of Education Federal Programs

50 North Ripley Street Montgomery, AL 36130

1-888-725-9321 (toll free)

If you have questions about this decision or how to appeal it, please contact:

Brad Hunter

District Homeless Liaison Lee County Schools

 Phone: (334) 705-6000

Email: hunter.brad@lee.k12..al.us

**Lee County Schools**

**TRANSPORTATION MEMORANDUM OF UNDERSTANDING**

Dear Parent/Guardian/Unaccompanied Youth,

Your child(ren) or you, as an unaccompanied homeless youth, are currently eligible for services through the McKinney-Vento program. Per the McKinney-Vento Homeless Assistance Act, transportation will be provided to your child(ren) or you, as an unaccompanied youth, to and from school.

The following describes our agreement with you regarding transportation:

**Pick-Up**

Students must be at the selected location at the time coordinated by the homeless liaison/transportation department.

**Drop-Off**

An adult pre-approved by parents and guardians must be present at the selected location to pick-up students too young to be left unsupervised. The homeless liaison/transportation department will provide the time that the adult must be present for pick-up of students; parents and guardians must notify the liaison if an adult other than the parent or guardian will be picking up the student.

**Communication of Absences**

If a student is going to be absent from school and therefore does not need transportation for part or all of a day, parents or guardians must call and inform the designated driver no later than 6:00 a.m. on the day of the absence so the driver can plan accordingly.

**Behavioral Expectations**

Students and parents are expected to follow Lee County Schools’ policies for student behavior. Disciplinary actions for students who violate the behavior policies will be followed as they are for any student enrolled in Lee County Schools

If a student’s residence changes, the homeless liaison/transportation department must be contacted for transportation to be arranged. The transportation department may be reached at 205-850-3001.

**Individual Transportation to and from the School of Origin**

Individuals transporting students to their school of origin from outside their attendance zone are eligible for mileage reimbursement. Mileage reimbursement is limited to the distance to and from the student’s current residence (address) and the school of origin . Mileage claims should be completed on the board approved travel form and turned in to the Homeless Liaison by the 10th of each month.

Driver’s Name:

Contact Phone Number:

If Lee County Schools fails to provide the agreed upon transportation services, the liaison should be contacted. Your liaison Brad Hunter and may be reached at 334-705-6000.

Please sign below to acknowledge that you understand and agree with these expectations and terms.

Parent/Guardian/UHY Name (Printed) Signature Date

Brad Hunter, Homeless Liaison

Signature Date