

Envision Education, Inc.

Education Policy for Students Experiencing Homelessness

Board Policy No.: 3400
Adopted: November 12, 2020
Updated: February 17, 2022

The Governing Board of Envision Education, Inc. must ensure that homeless students have access to the same free and appropriate public education provided to other students within our schools. Envision Education, Inc. makes great efforts to attract, enroll, and retain the broadest spectrum of students and families representative of the school district where the school resides and its surrounding areas. Envision Education, Inc. strives to provide an educational environment that treats all students with dignity and respect, and fulfills our mission. Every homeless student shall have access to the same free and appropriate educational opportunities and access to services. This commitment to the educational rights of homeless students applies to all services, programs, and activities provided or made available.

Definitions and Identification

The term homeless children and youth means individuals who lack a fixed, regular, and adequate nighttime residence (42 U.S.C. Section 11434a) and includes:

- Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Students who may be living in motels, hotels, trailer parks, camping grounds, emergency or transitional shelters, or are abandoned in hospitals
- Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Migratory children who qualify as homeless because they are children who are living in similar circumstances listed above
- Unaccompanied youth who are not in the physical custody of a parent or guardian

The term school of origin means the school that the homeless student attended when permanently housed or the school in which the student was last enrolled. If the school the homeless student attended when permanently housed is different from the school in which the student was last enrolled, or if there is some other school that the student attended within the preceding 15 months and with which the student is connected, the LEA Liaison for Homeless Students shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best

interests of the homeless student, which school shall be deemed the school of origin. (42 U.S.C. Section 11432[g][3][I]; EC Section 48852.7)

When determining the best interest in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student’s access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (42 U.S.C. Section 11432[g][3][B]; EC Sections 48850, 48853)

Homeless students are identified by school staff and through coordination with other entities and agencies. Administrators, counselors, and teachers participate in annual trainings that include, but are not limited to:

- Definition of homeless youth
- Educational rights for homeless youth and students
- Identification of local Homeless Liaison, contact information, and California Department of Education resources and services available for homeless youth
- Educational rights for homeless youth and students
- Strategies for identifying homeless students and ways to support academic achievement of homeless students

Local Education Agency (LEA) Liaison

The LEA Liaison for Homeless Students will be the school principal or designee: (42 U.S.C. Section 11432[g][6][A])

City Arts & Tech High School	Envision Academy of Arts & Technology High School	Envision Academy of Arts & Technology Middle Grades	Impact Academy of Arts & Technology
Principal 325 La Grande Ave. SF, CA 94112 415-841-2200	Principal 1515 Webster St. Oakland, CA 94612 510-596-8901	Principal 2501 Chestnut St. Oakland, CA 94607 510-473-3886	Principal 2560 Darwin St. Hayward, CA 94545 510-300-1560

The LEA Liaison for Homeless Students shall: (42 U.S.C. Section 11432[g][6][A]; EC Section 48852.5)

- Ensure that homeless students are identified by school personnel and through coordinated activities with other entities and agencies, and through the annual housing questionnaire administered by Envision Education, Inc.

- Ensure that homeless students enroll in, and have a full and equal opportunity to succeed in school
- Ensure that homeless families and students receive educational services for which they are eligible
- Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children
- Disseminate notice of the educational rights of homeless students that includes information of services to homeless children and at places where they receive services, such as schools, family shelters, and hunger relief agencies
- Mediate enrollment disputes in accordance with law, board policy, and administrative regulation
- Fully inform parents/guardians of all transportation services
- When notified pursuant to EC Section 48918.1, assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in the student's expulsion
- When notified pursuant to EC 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
- Assist a homeless student to obtain records necessary for the student's enrollment into or transfer out of district schools, including immunization, medical, and academic records

Enrollment

The school shall make placement decisions for homeless students based on the student's best interest. (42 U.S.C. Section 11432[g][3][B]; EC Section 48852.7)

When making a placement decision for a homeless student, the Liaison or designee 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.

Placement decisions shall not be based on whether a homeless student lives with their homeless parent/guardian or has been temporarily placed elsewhere.

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

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in the student's school of origin, unless the student's parent/guardian requests otherwise.

Once a placement decision has been made, the school principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if the student:

- Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
- Does not have clothing normally required by the school, such as school uniforms
- Is unable to produce records normally required for enrollment, such as previous academic records or transcripts, proof of residency, and medical records, including, but not limited to, records or other proof of immunization history

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or other medical records, the principal or designee shall refer the parent/guardian to the LEA Liaison for Homeless Students. The LEA Liaison for Homeless Students shall assist the parent/guardian or the student if an unaccompanied youth, in obtaining the necessary immunizations or records for the student.

If the student is placed at a school other than the student's school of origin or the school requested by the student's parent/guardian, the LEA Chief Academic Officer or designee shall provide the parent/guardian with a written explanation of the decision and the parent/guardian's right to appeal the placement decision. The student may continue attending their school of origin for the duration of the homelessness. (42 U.S.C. Section 11432; EC Section 48852.7)

To ensure that the homeless student has the benefit of matriculation with their peers in accordance with the established feeder patterns, the following shall apply: (EC Section 48852.7)

- If the student is transitioning between grade levels, the student shall be allowed to continue in the same attendance area
- If the student is transitioning to a middle or high school, and the school designated for matriculation is in another school district, the student shall be allowed to continue to the school designated for matriculation in that district

If a student's homeless status changes before the end of the school year, the student shall be allowed to stay in the school of origin: (EC Section 48852.7)

- Through the duration of the school year if the student is in grades K-8
- Through graduation if the student is in high school

Resolving Enrollment Disputes

If a dispute arises over eligibility, school selection or enrollment in a particular school, the student shall be immediately admitted to the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. (42 U.S.C. Section 11432[g][3])

The parent/guardian/unaccompanied youth shall be provided with a written explanation of the placement decision, which shall be complete, as brief as possible, simply stated, and provided

in language that the parent/guardian/unaccompanied youth can understand. The written explanation shall include:

- Contact information for the LEA Liaison for Homeless Students
- A description of the placement decision
- Notice of the student's right to enroll in the school of choice pending resolution of the dispute, including the right to fully participate in all school activities
- Notice of the parent/guardian/unaccompanied youth's right to appeal the decision to the county office of education and, if necessary, to the California Department of Education (CDE)

The LEA Liaison for Homeless Students shall work to resolve an enrollment dispute as expeditiously as possible after receiving notice of the dispute. (42 U.S.C. Section 11432[g][3][E])

In working with a student's parent/guardian to resolve an enrollment dispute, the Liaison shall:

- Inform them that they may provide written and/or oral documentation to support their position
- Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
- Provide them a simple form that they may use and turn into the school to initiate the dispute resolution process
- Provide them a copy of the dispute form they submit for their records
- Provide them the outcome of the dispute for their records

If the parent/guardian/unaccompanied youth chooses to appeal the LEA's placement decision, the Liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education (COE).

If the parent/guardian/unaccompanied youth chooses to appeal the COE's placement decision, the COE homeless liaison shall forward all written documentation and related paperwork to the California Department of Education.

Housing Questionnaire

Envision Education, Inc. shall administer a housing questionnaire for the purposes of identifying homeless students. Envision Education, Inc. shall ensure that the housing questionnaire is based on the best practices developed by the California Department of Education (CDE).

Envision Education, Inc. shall annually provide the housing questionnaire to all parents/guardians of students and all unaccompanied youths at Envision schools. The housing questionnaire shall include an explanation of the rights and protections a student has as a homeless youth or as an accompanied youth. The housing questionnaire shall be available in paper form and in the primary language other than English spoken by 15% or more of the students enrolled at an Envision school and shall be translated into other languages upon request of a student's parent/guardian or an unaccompanied youth. Envision Education, Inc.

shall collect the completed housing questionnaire and annually report to the CDE the number of homeless youth and unaccompanied youth enrolled. (EC Section 48851).

Transportation

The LEA shall provide transportation for a homeless student to and from the student's school of origin when the student is residing in the district the school is located in and the parent/guardian requests that such transportation be provided. If the student moves outside of the district boundaries where the LEA is located, but continues to attend their school of origin within the district boundaries where the LEA is located, the Chief Academic Officer or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 U.S.C. Section 11432[g][6][A]). Transportation provided by the LEA will be adequate and appropriate for the student's situation, and the LEA does not commit to any one method of transportation.

The LEA shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (EC Section 48852.7)

Transfer of Coursework and Credits

When a homeless student transfers into the LEA school, the LEA shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic nonsectarian school or agency, and shall not require the student to retake the course. (42 U.S.C. Section 11432[g][1][F]; EC Section 51225.2)

If the homeless student did not complete the entire course, the student shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that the student did not complete at their previous school. However, the LEA 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 LEA 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, the student shall be enrolled in the same or equivalent course, if applicable so that the student may continue and complete the entire course. (42 U.S.C. Section 11432[g][1][F]; EC Section 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the notification of the student's transfer, as required under EC Section 49069.5.

In no event shall the LEA 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. (EC Section 51225.2)

Applicability of Graduation Requirements

To obtain a high school diploma, a homeless student shall complete all courses required by EC Section 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.

However, when a homeless student who has completed their second year of high school transfers into the LEA from another school district, the student shall be exempted from all LEA-adopted coursework and other LEA-established graduation requirements, unless the LEA 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 the student's fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Chief Academic Officer or designee shall notify the student, the person holding the right to make educational decisions for the student, and the LEA Liaison for Homeless Students of the availability of the exemption and whether the student qualifies for it. If the Chief Academic Officer or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (EC Section 51225.1)

To determine whether a homeless student is in their third or fourth year of high school, the LEA shall use either the number of credits the student has earned as of the date of the transfer or the length of the student's school enrollment, whichever qualifies the student for the exemption. (EC Section 51225.1)

The Chief Academic Officer or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for the student 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. (EC Section 51225.1)

The LEA 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 the Liaison on behalf of the student. (EC Section 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if the student transfers to another school or school district. (EC Section 51225.1)

If the Chief Academic Officer or designee determines that a homeless student is reasonably able to complete LEA graduation requirements within the student's fifth year of high school, the LEA shall: (EC Section 51225.1)

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

Services

Homeless students will not be separated from the mainstream school environment on the basis of living status. They will participate in programs for which they are eligible, such as the National School Lunch Program and Title I programs. Homeless students shall receive equal, free, and appropriate education and will have access to all services and academic supports provided for meeting the academic achievement standards to which all students are held accountable.

Eligibility for Extracurricular Activities

A homeless student who enrolls in any LEA school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (42 U.S.C. Section 11432[g][1][F]; EC Section 48850[a][2])

Notification and Complaints

Information regarding the educational rights of homeless students, as specified in EC sections 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 California Code of Regulations Sections 4622. (EC sections 51225.1, 51225.2).

For any homeless student who seeks enrollment at the LEA, written notice will be provided to the parent/guardian at the time of enrollment and at least twice annually while enrolled at the LEA. This notice must be signed by the parent/guardian. The notice must outline general rights, include the name of the LEA Liaison for Homeless Students with contact information, and specifically state that (42 U.S.C Section 11432(e)(3)(C)):

- The choice of schools homeless youth are eligible to attend
- That no homeless student is required to attend a separate school for homeless youth
- That homeless youth shall be provided comparable services
- That homeless youth should not be stigmatized by school personnel

LEA Website Posting

The LEA shall ensure that the following information is posted and updated on its website:

Board Policy #3400

Updated: February 17, 2022

- The name and contact information of the LEA Liaison for Homeless Students
- The contact information of any employee or contractor that assists the LEA Liaison for Homeless Students in completing the liaison's responsibilities
- Specific information regarding the educational rights and resources available to persons experiencing homelessness.