

Students	Knox County Schools		
	Procedure		
	Descriptor Term:	Descriptor Code:	Issued:
	Homeless Students	J-140	05/03
		Rescinds:	Revised:
			04/14

1 To ensure that homeless students have equal access to the same free appropriate public education as
2 provided to other students, the following shall apply:¹

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4 Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and
5 include the following:

- 6
7 1. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a
8 similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of
9 alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in
10 hospitals; or are awaiting foster care placement.
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12 2. Students who have a primary nighttime residence that is a public or private place not designated for
13 or ordinarily used as a regular sleeping accommodation for human beings.
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15 3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train
16 stations or similar settings.
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18 4. Migratory students who meet one of the above described circumstances.

19
20 **ENROLLMENT/PLACEMENT**

21 The district will consider the best interests of the student with parental involvement in determining
22 whether the student should be enrolled in the school of origin or the school that non-homeless students
23 who live in the attendance area in which the homeless student is actually living are eligible to attend. To
24 the extent feasible, and in accordance with the student's best interest, the student should continue his/her
25 education in the school of origin, except when contrary to the wishes of the parent or guardian. If the
26 student is unaccompanied by a parent or guardian, the homeless liaison will consider the views of the
27 student in deciding where the student shall be educated. The choice regarding placement shall be made
28 regardless of whether the student lives with the homeless parents or has been temporarily placed
29 elsewhere.
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31 The school selected shall immediately enroll the homeless student, even if the student is unable to
32 produce records normally required for enrollment, such as previous academic records, immunization
33 records, proof of residency or other documentation. However, the district may require a parent or
34 guardian of the student to submit contact information.
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36 The district shall provide a written explanation, including a statement regarding the right to appeal, to
37 the homeless student's parent/guardian, or to the homeless student if unaccompanied, if the district
38 sends the student to a school other than the school of origin ("*school of origin*" is defined as the school
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1 *that the student attended when permanently housed or the school in which the student was last enrolled)*
2 or other than a school requested by the parent or guardian.
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4 If a dispute arises over school selection or enrollment in a school, the student shall be immediately
5 admitted to the school in which enrollment is sought, pending resolution of the dispute. The student or
6 parent/guardian shall be referred to the district homeless supervisor, who will carry out the dispute
7 resolution process as expeditiously as possible.
8

9 **SERVICES**

10 Each homeless student shall be provided services comparable to the services offered to other students in
11 the district including, but not limited to, transportation services; educational services for which the
12 student meets eligibility criteria, such as educational programs for disadvantaged students, students with
13 disabilities and gifted and talented students; vocational programs and technical education; school meals
14 programs; preschool programs; before- and after-school care programs and programs for students with
15 limited English proficiency. Homeless students will not be segregated in a separate school or in a
16 separate program within a school based on the student's status as homeless.
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18 **TRANSPORTATION**

19 In the event that it is in the best interest of the homeless student to attend the school of origin,
20 transportation to and from school shall be provided at the request of the parent/guardian or, in the case
21 of an unaccompanied student, the homeless coordinator. If the student's temporary housing is outside
22 the district of the school of origin, Knox County will work with the school of origin to agree on a
23 method to apportion the responsibility and costs for transporting the student. If an agreement cannot be
24 reached, the costs will be shared equally.
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26 **RECORDS**

27 Any records ordinarily kept by the school, including immunization records, academic records, birth
28 certificates, guardianship records and evaluations for special services or programs of each homeless
29 child or youth shall be maintained so that appropriate services may be given the student, so that
30 necessary referrals can be made and so that records may be transferred in a timely fashion when a
31 homeless student enters a new school district. Copies of records shall be made available upon request to
32 students or parents in accordance with the Family Educational Rights and Privacy Act.
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34 **COORDINATOR**

35 The Board will designate the individual to act as the district's homeless liaison.
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37 The district shall inform school personnel, service providers and advocates working with homeless
38 families of the duties of the district homeless liaison. The homeless liaison shall ensure that:

39 1. Homeless students are identified by school personnel and through coordination activities with other
40 entities and agencies.
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42 2. Homeless students enroll in, and have a full and equal opportunity to succeed in schools and in the
43 district.
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45 3. Homeless families and students receive educational services for which such families and students are
46 eligible, including Head Start, and preschool programs administered by the district and referrals to
47 health care services, dental services, mental health services and other appropriate services.
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1 4. The parents or guardians of homeless students are informed of the educational and related
2 opportunities available to their children and are provided with meaningful opportunities to participate in
3 the education of their children.
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5 5. Public notice of the educational rights of homeless students will be disseminated where such students
6 receive services, such as schools, family shelters and soup kitchens.
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8 6. Enrollment disputes are mediated in accordance with law.
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10 7. The parent or guardian of a homeless student and any unaccompanied youth, is fully informed of all
11 transportation services, including transportation to the school of origin and is assisted in accessing
12 transportation to the school selected.
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14 8. Unaccompanied youths will be assisted in placement or enrollment decisions, where views will be
15 considered and they will be provided notice of the right to appeal.
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17 9. Students who need to obtain immunizations, or immunization or medical records, will receive
18 assistance.
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46 **Legal References:**

47 1. McKinney-Vento Education Assistance Improvements Act of 2001 Subtitle B §§ 721-725
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