

BELLE CHASSE ACADEMY

DISPUTE RESOLUTION PROCESS POLICY **FOR** **HOMELESS CHILDREN**

Belle Chasse Academy has established the following procedures for the prompt resolution of disputes regarding enrollment at, or transportation by, BCA of a homeless child or unaccompanied youth:

A. BCA may determine not to enroll and/or not to transport a homeless child or unaccompanied youth for the reason that BCA is not required either to enroll and/or transport such child or youth, or there is a disagreement about a child's or youth's status as a homeless child or unaccompanied youth. Upon such a determination, BCA will provide to the child's parent or guardian or to the unaccompanied youth a written explanation for that decision. This written explanation also will include: (1) notice of the right to dispute such determination; (2) a statement regarding the availability of BCA's homeless liaison staff person to help with any dispute regarding the determination and contact information of that liaison; and, (3) notice of a right to appeal to the State Department of Education along with any established State appeal procedures.

B. If a requesting parent or unaccompanied youth disputes BCA's enrollment and/or transportation determination, that person may initiate a dispute procedure by giving notice of the dispute to BCA, through the School Leader or Designee, either in person or in written form.

C. Upon BCA's receipt of a dispute notice regarding the enrollment at BCA of the homeless child or unaccompanied youth, the child or youth will immediately be admitted to BCA pending the final resolution of the dispute. In addition, BCA will notify its homeless liaison staff person of the dispute. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately admitted to attend BCA pending resolution of the dispute.

D. The homeless liaison will explain the resolution process to the dispute initiator, will help the initiator use it, and will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. Resolution of the dispute must be made within five (5) school days of that receipt.

E. The liaison shall notify the dispute initiator of the dispute's resolution in written form, either affirming BCA's enrollment and/or transportation determination or granting the requested enrollment and/or transportation. Should the liaison not so notify the initiator of the dispute's resolution within the required five (5) school days, the resolution shall be deemed to have been resolved by the close of that fifth day. In that event, the resolution shall be deemed the affirmance of BCA's determination.

F. The dispute's resolution (or the lapse of the fifth day without such resolution) shall become final as of the tenth (10th) day following the initiator's receipt of that notice or the lapse of the fifth day of the liaison's receipt of the dispute, unless the initiator has timely appealed on or before that tenth day that resolution to the State Department of Education in accordance with the Department's appeal rules and procedures.

Source: 42 USC §11432(g)(3); BESE Bulletin 741, §341

Adopted: February 25, 2019