

## Marietta Public Schools McKinney-Vento Homeless Education Complaint Procedures

Homeless Complaint Resolution Procedures are to be implemented when a dispute arises regarding the education of a homeless child or youth. District must make every effort to resolve the complaint or dispute at the school district level before it is brought to the OSDE.

### **District Level**

1. District Homeless Liaison
2. Superintendent
3. School District Board

1. District homeless liaison will have initial discussion with the parent/guardian regarding homeless student complaint. District homeless liaison will provide Parents with written Placement form describing the reasons why district homeless liaison reached the decision. District homeless liaison will provide Parent a form to appeal district homeless liaison's decision after the initial discussion.

Parent/guardian may file a complaint in writing to the district's homeless liaison for further review.

1. The district homeless liaison will meet with parent/guardian for second review of the complaint. The district homeless liaison shall provide the parent/guardian a written proposed resolution of the dispute and a plan of action within five (5) days of the date the complaint was received. The parties may mutually agree on an extension; however, every effort should be made to resolve the complaint in the shortest possible time.

2. If the dispute is not resolved at the district homeless liaison level, the complaint may be forwarded to the superintendent of the district for review. District will hold a hearing on parent's appeal before the District Superintendent. District Homeless Liaison and parent/guardian will attend the hearing. The parent/guardian will be provided a written resolution of the dispute and a plan of action within five (5) days of the date of the hearing. The parties may mutually agree on an extension; however, every effort should be made to resolve the complaint in the shortest possible time.

3. If the dispute is not resolved at the district superintendent level, the parent/guardian may take the matter before the school district board of education for resolution. If dispute is not resolved at district level then the parent/guardian can bring the complaint to the State Homeless Coordinator at OSDE. District Homeless Liaison will provide parent/guardian with address and name of State Homeless Coordinator. OSDE will follow their procedures in resolving the complaint from this point.