



## McKinney-Vento Act Dispute Resolution Procedure

The McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise between the school district and homeless students and their parents/guardians when the student is placed in a school other than the one requested.

The following procedures are specified in the Act:

- Enrollment: Immediately enroll the homeless student in the school preferred by the parents until the dispute is settled.
- Written explanation: District will provide a written explanation of the school placement decision to the parent/guardian or unaccompanied youth.
- If a question concerning the education of the homeless child arises, contact Warren Woods Public School Homeless Liaison, Sandy Gendreau at 586-439-4404 Ext. 5750 to discuss the complaint with the complainant.
  - A determination will be made as to whether the requested services for the homeless student are consistent with our local school board policy.
  - If the complaint is not resolved, the complainant will be advised to present it in writing to the homeless liaison.
  - A written proposed resolution of the complaint or plan of action will be provided to the complainant within five (5) days of the date of receipt of the written complaint.
- If the complaint is not resolved at this level within five (5) days, it may be taken to the **Macomb Intermediate School District Homeless Liaison, Kathy Kropf at 586-228-3490**. In addition to presenting the written complaint, an appointment will be made for the complainant to meet with the Ms. Kropf to discuss the complaint. At the end of the discussion, a written resolution will be provided within five (5) days of the date of the discussion.
- If the complaint is not resolved in a satisfactory manner at the local level, the complaint may be directed to Michigan Department of Education. Complaints made under this process must be made in writing and signed by the complainant.
- Address the complaint to the Michigan Department of Education, State Homeless Coordinator, P.O. Box 30008, Lansing, MI 48909.
- Include in the complaint:
  - ♦ A description of the situation that prompted the complaint.
  - ♦ The name(s) and age(s) of the child or children involved.
  - ♦ The name(s) of the involved school district personnel and the school district or districts involved.
  - ♦ A description of the attempts that were made to resolve the issue at the local level including copies of any documentation.
- The State Homeless Coordinator will gather needed information from statements of the parties involved and will forward the information to the director of the Office of School Improvement along with recommendation for resolution or for further investigation.
- Within thirty (30) days after receiving a complaint, the Director of the Office of School Improvement will recommend a resolution and will inform interested parties in writing of the decision.