

**PROGRAMS FOR HOMELESS STUDENTS**  
*(Assignment to a School Other than School of Origin/School Requested by the Parent)*

After reviewing the situation, it would be in the best interest of your child or youth to be educated at \_\_\_\_\_

Explanation of decision: \_\_\_\_\_

If you so choose, you may appeal this decision in the following manner:

**Level I**

You may verbally and informally state your complaint to the district's homeless coordinator. If the complaint is not promptly resolved, you may complain in writing to the homeless coordinator. You must include the following information: date of filing, description of the complaint, the name of the person or persons involved and an explanation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator will provide you a written decision, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the result.

**Level II**

Within five (5) working days after receiving the decision at Level I, you may appeal the decision to the superintendent by filing a written appeal. This appeal must include your written complaint and the decisions rendered at Level I. The superintendent will arrange for a personal conference with you at your earliest mutual convenience. Within five (5) working days after receiving the complaint, the superintendent will make a decision in writing to you, with supporting evidence and reasons.

**Level III**

If resolution is not reached in Level II, a similar written appeal shall be directed through the superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. Within 30 working days after receiving the appeal, the Board shall make its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

FILE: IGBCA-AF  
Critical

<b>Level IV</b>
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If you are dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction may be filed with the State Homeless Coordinator, Federal Discretionary Grants, P. O. Box 480, Jefferson City, MO, 65102-0480. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education.

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***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: January 16, 2008

Revised:

Boonville R-I School District, Boonville, Missouri