



STUDENTS IN TEMPORARY LIVING SITUATIONS			
<b>Date BOD approval:</b>	N/A	<b>Number:</b>	01.005
<b>Original issue date:</b>	07.28.2017	<b>Type:</b>	Policy
<b>Effective date:</b>	07.28.2017	<b>Section:</b>	Academics
<b>Date revised:</b>	05.18.2018	<b>Contact:</b>	Manager, Policy & Protocol

**I. PURPOSE**

Acero is committed to providing all Students in Temporary Living Situations (“STLS”) with access to the same education as students who are permanently housed.

**II. ACERO RELATED POLICIES**

01.006: [Transportation Policy](#)

**III. DEFINITIONS**

- A. Homeless children or youths in temporary living situations are those who lack a fixed, regular, and adequate nighttime residence including, but not limited to, those who are:
  - 1. sharing the housing of another person due to loss of housing, economic hardship, or similar reasons, also known as “doubled-up;”
  - 2. living in hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - 3. living in emergency transitional shelters;
  - 4. abandoned in hospitals;
  - 5. living in a private or public place not designated for ordinary use as a regular sleeping accommodation for human beings;
  - 6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
  - 7. migratory children who qualify as homeless because they are living in circumstances described in the above situations.
- B. Unaccompanied youth – includes a youth not in the physical custody of a parent or guardian, including but not limited to, youth who are run-aways, locked-out, neglected, and/or discharged after a stay in a juvenile detention center, but not to the care of an adult.
- C. School of origin – is the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- D. Enrollment – means enrolled into the school, attending classes, and participating fully in school activities.

**IV. POLICY**

- A. A homeless child or youth has the same right to apply to Acero schools as students who are permanently housed.
- B. A homeless child or youth is entitled to immediate enrollment at any of the following:
  - 1. the school in which the student was enrolled when last permanently housed, including a preschool (school of origin) or;
  - 2. the school in which the student was last enrolled, including a preschool (school of origin).
- C. Acero will allow the homeless child or youth to enroll at an Acero campus that was the homeless child or youth's school of origin, provided that a seat is available. If a seat is not available, Acero will offer the student a seat at another Acero campus that has availability.
- D. A homeless child or youth admitted to an Acero school through the regular admissions process, or a homeless child or youth that seeks to return to their school of origin if a seat is available, shall be allowed to immediately enroll even if the student lacks health immunization records, school records, proof of guardianship, or proof of residence.
- E. The student is entitled to remain enrolled in his/her Acero school of origin for as long as he/she remains in a temporary living situation, or, if the student becomes permanently housed beyond the limits of the City of Chicago, then until the end of the academic year.
- F. If a homeless child or youth is accepted through the regular admission process and is identified as homeless, or is enrolled at an Acero campus that was the homeless child or youth's school of origin, Acero will provide the student with the following:
  - 1. a school social worker assigned to the Acero campus where the student is enrolled shall meet with the student and/or family to offer assistance and provide the student and/or family with resources in the student's community,
  - 2. if applicable, the school social worker will also provide social work support to the student during school hours.
- G. The homeless child or youth is entitled to receive the following while enrolled at an Acero campus:
  - 1. free school meals,
  - 2. waiver of school fees,
  - 3. free school uniforms, if needed,
  - 4. low cost or free medical referrals,
  - 5. additional tutoring services,
  - 6. participate in school related activities or,
  - 7. other support services.

## **V. PROCEDURE**

- E. School STLS Liason

1. Annually, each Acero School shall identify a school employee to serve as the school's STLS Liaison to assist with identifying and enrolling homeless students in the school and facilitating student access to STLS program benefits. The School Principal must complete the [STLS Liaison/Clerk Google Form](#).
2. The school STLS Liaison in coordination with the Local Education Agency, Chicago Public Schools (CPS) shall:
  - a. attend all mandatory training regarding the CPS STLS program, its requirements, and procedures;
  - b. ensure homeless students are sensitively identified and given information and assistance in regards to the choice of schools;
  - c. ensure homeless students, are immediately enrolled in the school of origin as defined in this Policy above;
  - d. notify the student and parent of the availability of transportation services if a homeless child or youth chooses to remain in the student's school of origin and such services are necessary for the homeless child or youth to continue attendance at the school of origin.
  - e. maintain on-going communication with homeless youth and families and provide referrals to community services that may address barriers to enrollment, attendance, and success in school, including health care services, dental services, mental health and substance abuse services, housing services and other appropriate services;
  - f. provide all STLS program benefits in a timely manner and in accordance with this Policy;
  - g. provide to eligible students attending their school of origin transportation assistance in a timely manner and in accordance with this Policy;
  - h. provide the student and family a written copy of the notice of rights of homeless students, which includes information regarding their rights under this policy and dispute resolution process;
  - i. display the annual poster provided by CPS' STLS Department;
  - j. if a dispute arises, the Liaison will explain to the parent/unaccompanied youth the dispute process and provide them with the proper forms, and if applicable, resources to free and low cost legal services.

#### F. Notification

1. Each Acero campus shall provide written notice of the educational rights of homeless students to all enrolled students and their parent/guardian.
2. The notice shall be provided once at the beginning of the school year via the Student/Family Handbook, and once again while school is in session, either at a Parent Engagement Meeting or Friday Folder Communication.
3. The school Principals/Designee must ensure that the notice is distributed to all families and that is accessible at a prominent location within the school.

#### G. Transportation

1. If a child or youth becomes homeless and chooses to remain in the students' school of origin, the school STLS Liaison upon learning of the

student's homelessness must notify the student and/or family of the availability of transportation services, if the services are necessary for the homeless child or youth to continue attendance at the school of origin.

2. If the STLS Liaison determines that a student is eligible to receive transportation assistance, Acero will work with CPS and assist the student in attaining access to transportation.
3. Acero shall strive to provide Chicago Transit Authority (CTA) transportation assistance to the school of origin immediately upon request, but no later than three (3) school days after the receipt of the request.
4. If the student becomes permanently housed and is receiving transportation to the school of origin, the student will be entitled to transportation until the end of the school year in which the student became permanently housed.

#### H. Training

1. Acero shall provide mandatory training two times per school year on the educational rights of homeless children/youths and their parents to School Principals, school STLS Liaisons, and clerks who work with homeless children and youths.
2. The training program will be developed by the assigned CPS STLS Coordinator. Principals shall annually provide training opportunities for all school staff on the educational rights of homeless students and notify writing the assigned CPS STLS Liaison in writing when such training has occurred.

#### I. Dispute Resolution

When a school official denies a student in a temporary living situation enrollment, eligibility, school selection, and/or transportation, the parent/guardian or student may file a complaint with the CPS STLS Department.

1. During the dispute, the student must be immediately enrolled in the school with participation in school activities and/or provided transportation until the dispute is resolved.
2. Every Acero campus has an STLS Liaison who will assist in making enrollment decisions, provide notice of the dispute resolution process if needed, provide assistance in completing the dispute resolution forms and provide resources for free or low-cost legal assistance. For more information about the rights of STLS students in Chicago Public Schools, call the STLS program at (773) 553-2242, fax at (773)553-2182, email at [STLSInformation@cps.edu](mailto:STLSInformation@cps.edu), go to [www.cps.edu/STLS](http://www.cps.edu/STLS).

### VI. ENCLOSURES

- A. [STLS Service Initiation Form](#)
- B. [STLS Notice of Rights](#)
- C. [STLS Notice of Rights - Spanish](#)

### VII. REFERENCES

McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 et seq.  
Illinois Education for Homeless Children Act, 105 ILCS 45-1 et seq.

### **VIII. Applicability**

This policy is applicable to all Acero employees. Failure to comply with this Policy may result in disciplinary action up to, and including termination.