

**Bristol Tennessee City Schools**  
**Homeless Education Program**  
Procedures and Process for Dispute Resolutions

The school district of residence is responsible to determine the placement which is in the best interest of the child or youth, and shall give consideration to a request made by the parents, the youth, or other representative of the homeless student regarding school selection. If it is not in the best interest of the child to stay in the school of origin, the school district must give to the parent of the homeless student or the unaccompanied youth in writing reasons for not allowing the student to remain in the school of origin. In addition, the appeal process must be clearly explained and defined.

Disputes arising between or among the school district of residency; another school district; or the parent, homeless youth, or person in parental relationship to the homeless student regarding the school that the child shall attend or the educational placement of the homeless student shall be resolved through the following procedures:

- (a) The school district's homeless liaison shall inform the representative of the homeless student or the unaccompanied youth of their rights to an informal hearing with the school district(s) when a dispute arises about the placement of the homeless student. The liaison shall assist the representative to complete a written request for the hearing, which shall be based on a placement that was initiated, or declined to be initiated, by the school district not more than two (2) weeks prior to the request.
- (b) The informal hearing shall be scheduled within two (2) days of the written request and shall be convenient to the needs of the representative of the homeless student.
- (c) During the hearing, the school district(s) shall discuss considerations that led to the placement decision which may include the ability of the school district to provide continuity in educational programs, the need of the homeless student for special instructional programs, the amount of time and arrangements required to transport the student to the original school district, the age of the homeless student and the school placement of siblings, and the time remaining until the end of the semester or the end of the school year.
- (d) In cases where an agreement cannot be reached among all involved parties, either party may request the assistance of the state homeless coordinator. Upon written request, the coordinator shall meet with the involved parties to discuss available alternatives and seek to resolve the dispute.
- (e) In cases of such a request for the assistance of the state coordinator, the school district of residence shall inform the Tennessee Department of Education and shall provide sufficient information as required.
- (f) The placement and services for the homeless student shall be continued pending the resolution of the dispute by the Department of Education.