



Hamilton County School District

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Hamilton County Schools Education for Homeless Children and Youth Program Dispute Resolution Process

Purpose:

To provide a process for resolving disputes regarding the educational placement of students experiencing homelessness.

Process:

Should an LEA (school district) representative, parent, family representative or unaccompanied youth contact the district homeless liaison regarding a school placement dispute, the process shall be as follows:

1. If a dispute arises over school selection or enrollment, the student will remain in the school of choice or be enrolled immediately in the school of choice until the dispute is resolved. Enrollment is defined as attending classes and participating fully in school activities. The school district will continue to provide transportation and other services afforded by the school district to other students.
2. The dispute resolution process will begin on the date the LEA (school district) representative, parent, family representative, or unaccompanied youth contacts the District Homeless Liaison to challenge the right to enroll or continue enrollment of a student. The District Homeless Liaison will notify the Florida Department of Education State Homeless Coordinator of the challenge on the effective date of the challenge.
3. The District Homeless Liaison will meet with the LEA (school district) representative, parent, family representative and/or unaccompanied youth to resolve the dispute within three (3) working days of the effective date of the challenge. After this meeting, the District Homeless Liaison will provide written notification of the dispute resolution decision to all involved parties within two (2) working days of the meeting.
4. If all involved parties are not in agreement with the dispute resolution decision, the District Homeless Liaison will provide information to all involved parties of the right to appeal the enrollment decision to the office of the District Superintendent.
5. Upon receipt of an appeal by the office of the District Superintendent, the District Superintendent will review the appeal and provide written notification of his/her final decision, including all information upon which the decision was based, to all involved parties within ten (10) working days of receipt of the appeal. If the final decision is not in agreement with the parent's or unaccompanied youth's request, a copy of the written decision must be provided to the parent, family representative, or unaccompanied youth and the District Homeless Liaison within three (3) working days of the final decision.
6. If the dispute remains unresolved or the school district decision is appealed, the District Homeless Liaison will forward the information to the Florida Department of Education State Homeless Coordinator and will provide contact information for the State Homeless Coordinator to the parent, family representative, or unaccompanied youth. The State Homeless Coordinator will follow mandated guidelines for dispute resolution and notify the parent, family representative, or unaccompanied youth and District Homeless Liaison of the outcome of the dispute resolution process within state-mandated timeframes.

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