

ACE Charter High School Education of Homeless Children and Youth Dispute Resolution Process

If a dispute arises over school selection or enrollment under the McKinney-Vento Act, Tucson Youth Development/ACE Charter High School (TYD/ACE) will immediately admit the homeless student pending resolution of the dispute. TYD/ACE will provide transportation to the high school for the duration of the dispute resolution process.

The parent, guardian or homeless youth shall be referred to the TYD/ACE Educational Liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied youth, the TYDACE Educational Liaison shall ensure that the youth is immediately enrolled in school pending the resolution of the dispute. TYD/ACE shall provide the parent, guardian, or homeless youth with a written notice of the TYD/ACE decision regarding enrollment and their right to appeal.

The TYD/ACE Educational Liaison shall work through the expedited dispute resolution process. For TYD/ACE that process involves:

- A. *Who* – the TYD/ACE Educational Liaison will work with the administration and the student’s parent or guardian, or in the case of an unaccompanied youth, directly with the homeless youth.
- B. *What* – the TYD/ACE Educational Liaison will meet with the involved parties, review the substance of the dispute, and, if necessary, investigate the merits of the evidence presented.
- C. *When* – within three (3) days of learning of the dispute, the TYD/ACE Educational Liaison will make a decision on enrollment of the homeless youth.

If the parent, guardian, or unaccompanied youth is dissatisfied with the decision, he/she may appeal the decision to the state level. The TYD/ACE Educational Liaison will provide the parent, guardian, or homeless student information necessary to contact the Arizona Department of Education Homeless Education Coordinator. The state level dispute resolution process is available for appeals from district level decisions. Parents, guardians, unaccompanied youths, or charter holders may file appeals.

To initiate the state level dispute resolution process, within seven (7) work days after receiving written notification of the district level decision, the appellant must forward to the Arizona Department of Education Homeless Education Coordinator:

1. a copy of the State Level Notice of Appeal; and
2. a copy of the TYD/ACE Educational Liaison’s written decision.