

Homeless Children and Unaccompanied Youth

Consistent with [704 KAR 007:090](#) and [KRS 156.160\(p\)](#), to the extent feasible, the District shall support a homeless child or unaccompanied youth by:

1. Awarding and accepting of credit, including partial credit, for all coursework satisfactorily completed by a student while enrolled at another school;
2. Allowing a student who was previously enrolled in a course required for graduation the opportunity, to the extent practicable, to complete the course, at no cost to the student, before the beginning of the next school year;
3. Awarding a diploma, at the student's request, by a district from which the student transferred, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate from the district to which the student transfers, but meets the graduation requirements of the district from which the student transferred; and
4. Exempting the student from all coursework and other requirements imposed by the Board that are in addition to the minimum requirements for high school graduation established by the Kentucky Board of Education in the district to which the student transfers, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate both from the district to which the student transfers and the district from which the student transferred.

REQUESTING AND SENDING TRANSFER RECORDS

Upon enrollment of a student who has been identified as a homeless child or unaccompanied youth as defined in Board Policy 09.12, the receiving school shall:

1. Request the student's entire education file from the sending school, including cumulative records, full or partial credits, special education records, homeless and foster care status, and immunization records. If these records are not received within the timeline set forth in this section, the receiving school shall follow up with the sending school to ensure their prompt submission;
2. Immediately notify the school homeless liaison and school counselor of the student's enrollment; and
3. Notify the student and the parent/guardian of the name, contact information, office location, and hours of the school homeless liaison.

A sending public school in Kentucky, upon receiving a request, shall provide all student records within the student data system maintained by the Kentucky Department of Education by then end of the working day on the day of receipt of the request. If a record provided to the new school is incomplete, the sending school shall provide the completed record within three (3) business days of the original request.

A sending non-public school or school in another state, upon receiving a request shall be asked to provide copy of the youth's entire education file within five (5) business days of receipt of the request, to ensure appropriate placement and scheduling.

Student records shall not be withheld from the requesting school or school district because of any fees, fines, or books owed by the student or his/her/their caregiver.

Homeless Children and Unaccompanied Youth

EVALUATION OF INCOMING TRANSFER RECORDS

A student who is identified as a homeless child or youth as defined in Board Policy 09.12 shall be evaluated based on:

1. Available school records;
2. Information provided by the child or the adult enrolling them; and
3. The student's age.

If records are unavailable, a student shall be immediately enrolled and placed in classes. The school Principal may extend the evaluation timeline when appropriate and in the best interest of the student.

STUDENT PLACEMENT IN COURSES AND PROGRAMS AND AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED

The receiving school shall evaluate the student's transcript for courses that have not been completed that correspond to graduation requirements and, to the extent practicable, place the student in the same or equivalent courses.

The school counselor shall meet with a student to develop a graduation plan, including determining the courses the student needs to take and pass to graduate; addressing barriers to meeting graduation requirements; enrolling in learning acceleration and credit recovery opportunities, if needed; and creating a postsecondary plan.

For a student who changes schools at least once during a school year as a result of homelessness, and after determining the classes required for the student to be on track for high school graduation, The receiving school shall grant priority placement in courses that will allow the student to meet state minimum graduation requirements for a student who changes schools at least once during a school year as a result of homelessness. This may include the placement of a student in a course or courses where enrollment is at or above recommended capacity

If it is unclear regarding which class is equivalent, school personnel shall contact the sending school's registrar or counselor and ask for the course equivalent. The receiving school may request a written description or syllabus for any such class.

The District shall permit a homeless student or unaccompanied youth to apply for and enroll in magnet school/program or a career pathway program that is aligned to a program or pathway the student had been enrolled in at the sending school, to the extent feasible taking into account school and program enrollment capacity and transportation. The District shall permit a homeless middle or high school student or unaccompanied youth to apply for and enroll in the District's comprehensive virtual school, the Pathfinder School of Innovation, to the extent feasible, taking into account school enrollment capacity.

AWARDING CREDIT, INCLUDING PARTIAL CREDIT, FOR COURSEWORK

Consistent with [704 KAR 007:090](#) and [KRS 156.160\(p\)](#), and to the extent feasible, a homeless child or unaccompanied youth as defined in Board Policy 09.12 shall be awarded credit, including partial credit, for all coursework satisfactorily completed.

A high school student who transfers mid-semester has the right to receive full or partial credit for all work satisfactorily completed before transferring schools. The receiving school shall accept all

grades and full/partial credits upon enrollment, apply them to the same or equivalent courses meeting graduation requirements. A student shall not be required to retake any portion of a course already completed if it would prevent the student from remaining on track for high school graduation.

METHODOLOGY FOR DETERMINING HIGH SCHOOL PARTIAL CREDIT

School personnel at the receiving school shall review the transcript from the sending school to determine partial credit for a student who has transferred the school.

In Kentucky, a high school student earns one (1) credit toward high school graduation for successful completion of each year-long course, and one-half (1/2) credit for successful completion each semester-long course.

Partial credit shall be granted for a passing grade (e.g. D or higher) based on the interim grades for each six (6) week grading term, as shown below. A student who enrolls at the receiving school when a six (6) week grading term is not fully complete shall receive credit for that entire six (6) term.

Determination of Partial Credit

<u>Number of 6 Week Terms</u>	<u>Partial Credit Earned</u>
<u>1 Term</u>	<u>0.167 Credits</u>
<u>2 Terms</u>	<u>0.333 Credits</u>
<u>3 Terms (one semester)</u>	<u>0.5 Credits</u>
<u>4 Terms</u>	<u>0.667 Credits</u>
<u>5 Terms</u>	<u>0.833 Credits</u>
<u>6 Terms (one school year)</u>	<u>1 Credit</u>

If the sending school uses grading terms of a different length of time, the receiving school shall calculate the equivalent six (6) week credit earned, to the degree possible.

ACCESS TO ACADEMIC SUPPORTS FOR STUDENTS

Upon the enrollment of a homeless child or unaccompanied youth, and after assessing the student's prior academic record, the receiving school shall discuss with the student and parent/guardian all of the academic supports that are available to the student through the school and District. Supports may include, but are not limited to, online credit recovery programs, tutoring, extended school services, and summer learning opportunities. The school's homeless liaison or school counselor shall assist the student and parent/guardian in determining the supports that are appropriate to promote the student's learning growth and academic success.

REMOVING BARRIERS TO COMPLETING GRADUATION REQUIREMENTS

A student's grades from the sending school may not be lowered because of absences caused by placement changes, housing instability, court appearances, or court ordered activities. The school shall not count core class credits as elective credits unless the student already completed the graduation requirement.

As required by [704 KAR 007:000](#) and [KRS 156.160\(p\)](#), a homeless student shall be exempt from all coursework and graduation requirements imposed by the Board that are in addition to the minimum high school graduation requirements established by the Kentucky Board of Education,

if the student transfers after the completion of the tenth (10th) grade. Once determined eligible, the student shall remain eligible regardless of any subsequent school transfer, change in residence/home placement, or if the student becomes permanently housed. A student entering from outside the District who has previously been found eligible and qualified for the graduation exemption, may present documentation as proof of prior qualification. School staff are responsible for locating appropriate documentation of eligibility from a student's prior school.

SUPPORT FOR STUDENTS FOR CREDIT RECOVERY AND PROGRESS TOWARD GRADUATION

If a student has partial credit in any course, school personnel shall make every attempt to assist the student with completing the course to receive full credit at the receiving high school, which may include, but not be limited to online credit recovery programs, tutoring, extended school services, and summer school. A school may offer a student flexibility to complete credits, particularly those required for high school graduation, which may include flexible scheduling options, open entry and exit, extended year programming, or self-paced learning based on competency.

~~The school counselor shall meet with a student to develop a graduation plan, including determining the courses the student needs to take and pass to graduate; addressing barriers to meeting graduation requirements; enrolling in learning acceleration and credit recovery opportunities, if needed; and creating a postsecondary plan.~~

If the student is interested in attending college, once the student is on track to graduate, the counselor shall support a student to apply for college and complete the Free Application for Federal Student Aid (FAFSA), and applying for scholarships.

PARTICIPATION IN NONACADEMIC AND EXTRACURRICULAR ACTIVITIES

Homeless children and youths who meet the relevant eligibility criteria shall have an equal opportunity to participate in nonacademic and extracurricular services and activities, including, but not limited to, extracurricular athletics, intramural athletics, and clubs. Upon the enrollment of a homeless child or unaccompanied youth, the receiving school shall provide to the student and parent/guardian a complete list of all nonacademic and extracurricular activities that are available, as well as the process for registering for an activity. The school's homeless liaison shall assist the student in completion of all necessary steps to register for and begin participation in any activity for which he/she/they have an interest.

REFERENCES:

[KRS 156.160](#)

[704 KAR 007:090](#)

42 U.S.C. § 11432(g)(6)(ii)

RELATED POLICY:

08.113