



SAGE COLLEGIATE

Policies of Equity, Access, and Opportunity: 2022-23

➤ ENROLLMENT POLICY

Sage Collegiate is an equal opportunity school and welcomes all students without regard to race, color, religion, gender, sexual orientation, nationality, age, disability, marital, military status, or any other discriminatory basis as defined by federal or state regulations.

➤ COMMITMENT TO DIVERSITY

Sage Collegiate actively seeks to build a diverse, experienced team of educators. As an equal opportunity employer, Sage Collegiate shall not discriminate against applicants or employees on the basis of race, religion, creed, color, national origin, age, sex, gender, gender expression, sexual orientation, marital status, veteran status, disability, or any other category protected by Nevada or federal law.

➤ MCKINNEY VENTO: HOMELESS, DISPLACED, AND MIGRANT FAMILIES

I. General Policy Statement.

Sage Collegiate shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education as provided to other children and youths.

II. Definitions

- "School of Origin" shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.
- "Homeless children and youths" shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:
 - (i) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
 - (ii) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - (iii) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - (iv) Migratory children who qualify as homeless because they are living in circumstances described in (i-iii).
- "Unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

III. School Stability

A. School Selection. Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest, except when doing so is contrary to



the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including; the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

B. Enrollment. Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

IV. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

- A. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
- B. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
- C. In a manner consistent with the Federal Education Rights and Privacy Act.

V. Services

Local Education Agency Liaison: The Principal shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending Sage Collegiate. The LEL responsibilities shall include, but are not limited to:

- A. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nevada Department of Education, community, and school personnel responsible for education and related services to homeless children and youths;
- B. Receive appropriate time and training in order to carry out the duties required by law and this policy;
- C. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
- D. Ensure that homeless children and youths:
 - i. Are enrolled in school which includes attending classes and participating fully in school activities;
 - ii. Have a full and equal opportunity to meet the same challenging academic standards as other children and youths;
 - iii. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
- E. Ensure that public notice of the educational rights, and available transportation services, of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths, and unaccompanied homeless youths.
- F. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.



VI. Dispute Resolution

- A. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
- B. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing.
- C. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision.

➤ POLICY FOR SCHOLARS IN FOSTER CARE

I. General Policy Statement

Sage Collegiate shall ensure that children and youths in the foster care system shall have equal access to the same free, appropriate public education as provided to other children and youths.

II. Enrollment

Students in foster care shall be immediately enrolled if accepted through the enrollment period or lottery, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records, health records, proof of residency). The term "enrollment" is defined as the child or youth in foster care regularly attending and fully participating in school while having their educational needs met.

III. Point of Contact

Sage Collegiate will appoint a Point of Contact who will be the main liaison between students in foster care at the school and the state department(s) working with the student and/or family of the student in foster care. The school's Point of Contact shall be responsible for:

- A. Communicating with the Nevada Division of Child and Family Services on an as-needed basis for each child;
- B. Completing the relevant sections of the school's communications, paperwork, and required documents for students in foster care;
- C. Working with each student and family to ensure the child can participate fully in the educational environment, including but not limited to, coordinating access to counseling or other appropriate services for the student.

IV. Transfer of Credits and Records

Sage Collegiate will make every effort to accept records and transcripts, and the credits the student has earned, from any and all previous institutions attended and will not penalize the student for transcripts or records unable to be obtained due to placement in the foster care system. Likewise, should a student transfer to another school, Sage Collegiate will make every effort to ensure that the student's paperwork and transcript, as allowed by the Family Education Right to Privacy Act, follows that student and does not unduly deter their education.



➤ **ADA POLICY - AMERICANS WITH DISABILITIES ACT**

Sage Collegiate complies with state and federal guidelines in serving students and hiring and promoting team members who are protected by the Americans with Disabilities Act (ADA). If you have a disability and require reasonable accommodations to perform the essential functions of your job or responsibilities as a student, you are required to notify your supervisor in writing (team member) or required to notify the school in writing (a parent/guardian of a student with a disability). In such writing you should specifically identify the nature and extent of your disability and request the accommodations that you believe are necessary to complete the essential functions of your job or as a student. You may be requested to also submit medical documentation to verify the nature and extent of your disability. Sage Collegiate will comply with federal law in making commercially reasonable efforts to provide appropriate and reasonable accommodation to disabled workers and students.

Board approved, 08.10.20