



# The Laboratory Charter School of Communication and Languages

## Procedures for Surrogate Parents (Students Requiring) Policy

### Resolution # 032020242

Revised: August 2025

#### 1. Procedure To Identify Students Who Need Surrogate Parents, Including Unaccompanied Homeless Youth

The procedure for identifying students who need surrogate parents, including unaccompanied homeless youth, at Laboratory Charter School follows specific guidelines and regulations to ensure the protection of their rights. Here is an outline of the procedure:

##### 1. Identification of Eligible Students:

- The LEA (Local Education Agency) identifies students who may need surrogate parents in the following circumstances:
  - When no parent can be identified.
  - When the LEA, after reasonable efforts, cannot locate a parent.
  - When the child is a ward of the State under the laws of that State.
  - When the child is an unaccompanied homeless youth as defined in section 725(6) of the McKinney-Vento Homeless Assistance Act.

##### 2. Recruitment, Selection, Training, and Assignment:

- The LEA is responsible for recruiting, selecting, training, and assigning surrogate parents in a timely manner to eligible students.
- Surrogate parents act on behalf of the child to ensure their educational rights are protected and advocated for.

##### 3. Regulatory Compliance:

- The procedure adheres to the regulations outlined in 34 CFR 300.519(a)(1)(2)(3)(4)(b)(1)(2)(h).
- This includes ensuring that surrogate parents are assigned when necessary and that a method is in place for determining the need for a surrogate parent and assigning one to the child.
- The State Education Agency (SEA) is responsible for ensuring that surrogate parents are assigned within 30 days after the LEA determines that the child needs one.

#### **4. Support and Advocacy:**

- Surrogate parents are trained to advocate for the educational rights of the child and ensure they receive the appropriate services and supports.
- They work closely with school personnel, administrators, and other stakeholders to address the unique needs of the child.

By following this procedure, Laboratory Charter School ensures that eligible students who require surrogate parents, including unaccompanied homeless youth, receive the necessary support and advocacy to protect their educational rights and well-being.

## **2. Procedure To Assign a Surrogate Parent**

The procedure to assign a surrogate parent not more than 30 days after the LEA (Local Education Agency) determines that the student needs a surrogate parent is as follows, in accordance with regulatory requirements:

### **1. Initial Determination:**

- When the LEA determines that a student meets the criteria necessitating a surrogate parent, as outlined in 34 CFR 300.519(a)(1)(2)(3)(4), they initiate the process for assigning a surrogate parent.

### **2. Notification:**

- The LEA promptly notifies the State Education Agency (SEA) of the need for a surrogate parent for the identified student.

### **3. SEA Responsibility:**

- The SEA is responsible for making reasonable efforts to ensure the assignment of a surrogate parent within the specified timeframe of 30 days.
- This includes coordinating with the LEA, identifying potential surrogate parents, and facilitating the assignment process.

### **4. Surrogate Parent Assignment:**

- The SEA, in collaboration with the LEA, selects and assigns an individual to act as a surrogate parent for the student.
- The selected surrogate parent undergoes appropriate training to fulfill their responsibilities effectively.

### **5. Documentation and Follow-Up:**

- The LEA maintains documentation of the surrogate parent assignment process, including records of communication with the SEA and the selected surrogate parent.
- Follow-up efforts are made to ensure that the assigned surrogate parent is actively engaged in advocating for the student's educational rights and needs.

### **6. Ongoing Support and Monitoring:**

- The LEA provides ongoing support and guidance to the surrogate parent, ensuring they understand their role and responsibilities.

- The LEA monitors the surrogate parent's involvement in the student's educational decisions and ensures they have access to necessary resources and information.

By following this procedure, the LEA ensures timely and effective assignment of surrogate parents to eligible students, thereby safeguarding their educational rights and well-being as mandated by federal regulations.

### **3. Procedure to Identify Students Who Need Surrogate Parents, Including Unaccompanied Homeless Youth**

The procedure to identify students who need surrogate parents, including unaccompanied homeless youth, is outlined as follows:

#### **1. Initial Assessment:**

- The LEA (Local Education Agency) conducts an initial assessment of students to determine if they meet the criteria for needing a surrogate parent, as specified in 34 CFR 300.519(a)(1)(2)(3)(4).
- Criteria include situations where:
  - No parent can be identified.
  - Reasonable efforts to locate a parent have been unsuccessful.
  - The child is a ward of the State.
- The child is an unaccompanied homeless youth, as defined by the McKinney-Vento Homeless Assistance Act.

#### **2. Data Collection and Documentation:**

- The LEA collects relevant information about each student's family situation, guardianship status, and living arrangements.
- Documentation includes records of attempts to contact parents or guardians, any legal determinations of wardship, and evidence of homelessness, if applicable.

#### **3. Identification Process:**

- Using the gathered information, the LEA identifies students who meet the criteria for needing a surrogate parent, including unaccompanied homeless youth.
- This identification process is thorough and ensures that all eligible students are properly recognized.

#### **4. Notification to SEA:**

- Once students in need of surrogate parents are identified, the LEA promptly notifies the State Education Agency (SEA) of these cases.
- Notification includes detailed information about each student's circumstances and the need for a surrogate parent.

#### **5. Assignment of Surrogate Parent:**

- The LEA, in coordination with the SEA, assigns an individual to act as a surrogate parent for each identified student.

- This assignment is made based on established criteria and considerations, ensuring that the surrogate parent is suitable and capable of advocating for the student's best interests.

**6. Training and Support:**

- The assigned surrogate parent receives comprehensive training on their roles, responsibilities, and obligations under federal and state laws.
- The LEA provides ongoing support and guidance to the surrogate parent, ensuring they are equipped to fulfill their duties effectively.

**7. Timely Assignment:**

- The SEA ensures that the assignment of a surrogate parent occurs within the mandated time frame of not more than 30 days after the LEA determines that the child needs a surrogate parent, as per 34 CFR 300.519(h).

By following this procedure, the LEA ensures that eligible students, including unaccompanied homeless youth, receive the support and advocacy they need through the assignment of surrogate parents, thereby safeguarding their educational rights and well-being.