

Services for Homeless Children and Youth

Wilkinson County School District's homeless liaison works closely with school guidance counselors to ensure students receive the services they need.

Identification

Wilkinson County School District's Homeless Liaison works with school counselors during registration and counseling to identify homeless children. WCSD also coordinates with social workers, Child Protective Services, and other agencies to identify its homeless children. The Homeless Liaison assesses the needs of homeless children and youths and develops strategies to meet them. Case study information is used to identify related needs, such as personal school supplies or tutoring. To determine the educational needs of the homeless children, Wilkinson County School District uses attendance and discipline data, as well as grades and achievement test results. Available data and information are used to produce a summary of needs. The WCSD requires each school to include a statement in its teacher handbook providing guidance and direction on not isolating or stigmatizing homeless children. The Special Education Director collaborates with other agencies to appropriately identify homeless children in need of special education and related services through Child Find activities.

Program Procedures

- The district is responsible for identifying a homeless liaison.
- Homeless students will be identified according to the definition prescribed by the McKinney-Vento Homeless Assistance Act and by a numeric code in the district's student information system. District staff will be trained to identify and recruit homeless students.
- The homeless liaison will provide annual training for all district-level and school staff having contact with homeless students.
- All principals will receive annual training on the identification and needs of homeless students.
- All schools will display flyers, brochures, and posters that identify the Homeless Liaison contact information.
- Services for homeless students (tutoring, etc.) will be evaluated based on student academic achievement.
- Follow Board of Education policy.

School Selection

The Wilkinson County School District only has one school per grade span: PreK-6 and 7-12. Therefore, school selection is not an issue.

Enrollment (RR1)

Enrollment of Homeless students occurs at the appropriate school to which they are assigned based on their grade level. School registrars are trained and attentive to identifying homeless students during the enrollment process. Enrollment applications marked "Homeless" are immediately submitted to the Homeless Liaison for further investigation.

Information Dissemination

The Homeless Liaison and/or Principals provide information to faculty and staff on the Homeless Program annually in the fall. The Parent Liaison distributes posters and brochures in the counselor's office in each school. Posters are posted at each school in a prominent location.

Transportation

Alternate transportation (any transportation other than bus) is not provided to any student attending Wilkinson County School District except for students with disabilities as indicated in their Individualized Education Plan. Requests from homeless students may be provided on a case-by-case basis.

Disputes (Complaint Procedures)

Any individual, organization, or agency (“complainant”) may file a complaint with the Wilkinson County School District if that individual, organization, or agency believes and alleges that WCSD is violating a federal statute or regulation that applies to a program under Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year before the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing. To file a complaint that a violation of federal regulation has occurred, an individual should follow the procedures in Appendix A: Complaint Procedures.

Appendix A: Complaint Procedures

A. Grounds for a Complaint

Any individual, organization, or agency (“complainant”) may file a complaint with the “District” if that individual, organization, or agency believes and alleges that the “District” is violating a federal statute or regulation that applies to a program under Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year before the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

- Title I, Part A: Disadvantaged Children, Academic Achievement Awards, Schoolwide Programs
- Title II, Part A: Teacher and Leader Effectiveness
- Title V Part A, Rural Education Achievement Program

C. Complaints Originating at the Local Level

As part of its Assurances within the ESEA program grant applications and pursuant to Section 9306 within Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, a complaint should not be filed with the Mississippi Department of Education until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint with Wilkinson County School District to no avail, the complainant must provide the Mississippi Department of Education with written proof of their attempt to resolve the issue with Wilkinson County School District.

D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that Wilkinson County School District has violated a requirement of a Federal statute or regulation that applies to an applicable program.
- The date on which the violation occurred.
- The facts on which the statement is based, and the specific requirement allegedly violated (include citation to the Federal statute or regulation).
- A list of the names and telephone numbers of individuals who can provide additional information.
- Whether a complaint has been filed with any other government agency, and if so, which agency.
- Copies of all applicable documents supporting the complainant’s position.
- The address of the

complainant. The complaint must be addressed to:

Ms. Carmella C. Scott, Federal Programs Director, Wilkinson County School District, 488 Main Street, Woodville, MS 39669

Once Wilkinson County School District receives the complaint, it will be copied and forwarded to the Federal Programs Director.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, Wilkinson County School District will issue a Letter of Acknowledgement to the complainant that contains the following information:

- The date Wilkinson County School District received the complaint.
- How the complainant may provide additional information.
- A statement of how Wilkinson County School District may investigate or address the complaint.
- Any other pertinent information.

If additional information or an investigation is necessary, the “District” will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates a violation, a corrective action timeline will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant and the other parties involved.

F. Right of Appeal

If an individual, organization, or agency is aggrieved by the final decision of Wilkinson County School District, that individual, organization, or agency has the right to request review of the decision by the Mississippi Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Mississippi Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Wilkinson County School District’s decision and include a complete statement of the reasons supporting the appeal.

Wilkinson County School District

Complaint Form for Federal Programs under the Elementary and Secondary Education Act

Please Print

Name of (Complainant):	Mailing Address:
Phone Number (Home):	Phone Number (Work):
Person/department complaint is being filed against:	
Date on which violation occurred:	
Statement that the Wilkinson County School District has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation – attach additional sheets if necessary):	
The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):	
List the names and telephone numbers of individual who can provide additional information.	
Please attach/enclose copies of all applicable documents supporting your position.	
Signature of Complainant:	Date:
Mail or deliver this form to: Carmella C. Scott, Director of Federal Programs Wilkinson County School District 488 Main Street Woodville, MS 39669	
Date Received:	Date of Response to Claimant:

